

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES MAY 14, 2020

I. CALL TO ORDER.

Mrs. Jacobson called the meeting to order at 7:12 P.M. Present at the Zoom meeting were: Mrs. Jacobson, Mr. Wassel, Mrs. Dolowich, Mrs. Cole, Mr. Truncale (Counsel), Mrs. Brenner and Mrs. Dobler.

Mr. Cheung signed into the meeting at 7:20 P.M.

II. MINUTES.

A. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the minutes of April 14, 2020, were accepted as presented.

Yes - 5

No - 0

III. PUBLIC HEARING.

There is a 3-minute time limit per individual in each period.

IV. DIRECTOR' S REPORT.

Mrs. Brenner gave her report.

Window and Theater Chair Replacement. Tabled.

Disclaimer. Mrs. Brenner added the following disclaimer for all virtual programs. "In an effort to stay connected with our community, we are providing virtual programming. Please be advised that the Library makes no warranties and/or representations concerning the virtual programs. Your decision to participate in the programs is an express consent on your part to waive any and all claims against the Library which may result from said participation and hereby release and discharge the Jericho Public Library from any and all liabilities. Some of our virtual programs are being conducted using software called Zoom. When using a PC, you will need to download the software before the program begins. When using a mobile device, please download the Zoom app on your device and create your own Zoom account for easiest convenience".

Coronavirus. The Governor's stay at home order has been extended to 6/6. Staff has been working remotely creating links for digital library card applications, chat with a librarian, ordering materials, checking telephone messages email accounts and answering patrons' questions. We began calling patrons inquiring if they have questions regarding any of our online services and checking in on their welfare. We are receiving positive feedback from our patrons on this personal

outreach venture. For the safety of patrons and staff, Mrs. Brenner has ordered Plexiglas barriers to be installed on all public service desks.

Re-Opening. Mrs. Brenner discussed with the Board what other Directors are planning for the eventual re-opening of libraries. Phase One would allow staff in the building to prepare for the return of our patrons, i.e. removal of furniture to allow for social distancing, processing of materials, sanitizing, etc. Phase Two would permit curbside pick-up of materials. Phase Three patrons may enter the building to select items but no sitting, computer use, etc. Phase Four would limit the number of patrons in the building to use computer and services.

Budget Vote and Election. Executive Order 202.26 states that School District and Public Library votes and Trustee Elections are scheduled for June 9th by absentee ballots sent by mail. The Library Board passed a resolution on April 27th adopting the same budget and tax levy as the 2019/2020 budget. Therefore, there is no need for a public vote on our 2020/2021 budget. The Library Board passed this resolution to ease the financial burden of the Jericho community. The minimum signature requirement for Trustee petitions are waived.

Annual Report to the Public. The Commissioner of Education has established minimum standards for public libraries. The minimum standards are as follows: written by-laws, a Board approved written long-range plan of service, an annual report to the community, written policies for the operation of the library, a written proposal for presentation to funding agencies and printed information describing the library rules, hours, services, location and phone number. Mrs. Brenner constructed an information flyer to be posted on our website and mailed to the community. This year due to the coronavirus pandemic this will also serve as as our newsletter.

State Report. Mrs. Brenner informed the Board that the 2019 State Report has been completed and submitted to Nassau Library System for review and to be forwarded to New York State as required.

3D Printer. Suffolk County Library System sent out a request for libraries to donate the use of their 3D printers to create a "printer farm". Stony Brook University has received 4,465 head bands and 1,275 face shields to Healthcare Organizations.

Jericho Students. Mrs. Brenner informed the Board about Jericho students Sujay Sundar and his sister Sahana Sundar who were featured in a Newsday article for their community service project. They constructed 200 face shields at home to be distributed to first responders. Sujay learned about the Jericho Library's online community service credit through the Library's Facebook page.

V. DEPARTMENT HEAD.

N/A.

VI. COMMUNICATION.

N/A.

VII. FINANCIAL REPORT.

Authorizations for Payment were individually examined and approved for payment as follows:

A. #2020 - 10 for \$63,953.03 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 5 No - 0

B. #2020 - 10A for \$1,362.51 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 5 No - 0

C. #2020 - 10B for \$413,925.05 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 5 No - 0

VIII. COMMITTEE REPORTS

N/A.

IX. UNFINISHED BUSINESS.

- A. Windows Replacement. Tabled.
- B. Theater Chairs Replacement. Tabled.

X. EXECUTIVE SESSION.

N/A.

XI. PERSONNEL.

N/A.

XII. NEW BUSINESS.

- A. The Board unanimously approved the 2019 State Report.
- B. Next Board meeting date Tuesday, June 9, 2020.

XIII. SECOND PUBLIC HEARING.

There is a 3-minute time limit per individual in each period.

XIV. ADJOURNMENT.

On a motion made by Mr. Cheung and seconded by Mr. Wassel, the meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Thomas Wassel
Secretary

Mary Anne Dobler
Clerk of the Board