

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES DECEMBER 13, 2022

CALL TO ORDER

Ms. Cole called the meeting to order at 7:09 PM in the Meeting Room.
Present were: Ms. Cole, Mr. Weinstock, Ms. Ames, and Ms. Medina.

Ms. Jacobson, Ms. Dolowich, Ms. Cinquemani and Mr. Truncale (Counsel) were present via conference call for purposes of discussion and not action.

PUBLIC HEARING

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

MINUTES

- A. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the regular amended meeting minutes of November 15, 2022.

Yes – 3

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved as follows:

- A. #2022 - 5 for \$387,834.29 - moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 3

No – 0

- B. #2022 – 5A for \$1,982.79 – moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 3

No – 0

C. #2022 – 5B for \$263,881.88 - moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 3

No – 0

D. #2022 – 5D for \$870.00 – moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 3

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

Annual Financial Review - Ms. Jill Sanders of Cullen & Danowski, LLP will be presenting the 2021/2022 Jericho Library Financial Statements and Yearly Audit to the Board of Trustees.

Banks- This month Ms. Cinquemani worked with Mr. Weinstock to review our Jericho Library Investment Policy and our library bank accounts to ensure we are receiving the best possible rates for the library.

Trustee Training Policy- Beginning January 1, 2023 all trustees of public libraries in New York will be required to complete a minimum of two hours of trustee education annually (*Education Law 260-d added by Chapter 468 of the Laws of 2021*). Ms. Cinquemani will help Trustees to meet this requirement either online or via an on-site training with the Nassau Library System (NLS). New York State DLD (Division of Library Development) is recommending that library boards adopt a trustee education policy to document how the board will ensure compliance.

Staff Training - 27 Jericho Library employees attended CPR & AED training on 11/5/22 and 11/7/22 given by American Heart Association Certified Instructors from Learn CPR NYC, Inc. This was a very important and valuable class, and our staff members were happy to attend.

Nassau Library System – Ms. Cinquemani attended the Nassau Library System Annual Meeting on 12/7/22 on behalf of the Jericho Public Library Board of Trustees. There was

an excellent presentation on 'The Importance of Prioritizing Marketing and Promotion for Public Libraries' with Mr. Chris Boivin, Assistant Director of Community Relations and Marketing at Jacksonville (FL) Public Library. Mr. Boivin highlighted the importance of library marketing and demonstrating to our patrons and community how the library has resources to help solve problems and challenges. Ms. Caroline Ashby, Director of the Nassau Library System, reviewed NLS activities for the past year. Two new NLS Board Trustees were elected, Mr. George O. Williams (Area 8) and Mr. Bill Keller (Area 7). Ms. Ashby reviewed the new Trustee Training requirement as well as the NLS Operating Budget for 2023.

Windows/Doors & Theater - The library building is over 30 years old with leaky windows, doors, and items in need of updates. The Board has approved moving forward with necessary building improvements. All necessary paperwork has been filed with NYSED (New York State Education Department) by Mr. Philip Handler from BBS Architects and we are awaiting response. On 11/29/22 Ms. Cinquemani conferenced with Mr. Phil Handler from BBS Architects and Mr. Will Recce from SCC Construction Management Group to discuss details regarding the construction timeline. Ms. Cinquemani is working with them to ensure that the library will stay open as much as possible during the construction work. Ms. Jacobson and Ms. Cinquemani met with BBS Architects on 11/30/22 to look at and discuss design options and finishes for theater seats and carpeting.

HVAC Units - On 12/14/22 HVAC units #3 and #4 will be replaced. A crane will be brought in to lift the units to the roof for installation. For safety reasons, the library will open at 1:00pm on that day. This information has been posted in the library and online to notify the public.

Sustainable Energy Solutions - It was previously requested that we look into sustainable energy solutions from Bloom energy and Tesla Powerwall. We found out that these companies are consumer focused and do not work with libraries. As an alternative, Sunation Energy provided us with an estimated cost for solar panels. We are finding out whether the library may qualify for special discounts through a government program. Ms. Cinquemani will put this into the capital plan for future consideration.

EMAIL NEWSLETTER & PROGRAMS - We encourage the Jericho community to take advantage of our wide variety of educational and recreational programs at the library. Please check our monthly calendar for the latest information:

<https://www.jericholibrary.org/events/month>

LIBRARY USAGE AND STATISTICS NOVEMBER 2022

CHILDREN'S DEPT - PROGRAMS	27
CHILDREN'S DEPT -	446

ATTENDEES

TEEN DEPT - PROGRAMS	10
TEEN DEPT - ATTENDEES	127
ADULT DEPT - PROGRAMS	30
ADULT DEPT - ATTENDEES	491
NEW LIBRARY CARDS	78
LIBRARY VISITORS	5,776
WIFI SESSIONS	60,372
WEBSITE USERS	5,398
CIRCULATION CHECKOUTS	12,134
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	939
INSTAGRAM	1,030
TIKTOK	158
TWITTER	325
YOU TUBE	137

PROGRAM HIGHLIGHTS:

CHILDREN'S AUTHOR VISIT- 128 Jericho students came to the library and were very excited to see author Laura Vaccaro Seeger!

TEENS @ the JPL- Our Jericho Teens are having tons of fun creating art projects here at the Jericho Library!

UPCOMING Take & Make- Starting December 12th Jericho cardholders can get into the holiday spirit and pick up DIY Snow Globe kits! This is a family friendly craft and sure to spread holiday cheer.

UNFINISHED BUSINESS

- A. On a motion made by Ms. Ames and seconded by Mr. Weinstock, the Board approved to rescind the motion for the Director to open one or more bank accounts with Morgan Stanley.

Yes – 3

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved for the Director to open one or more bank accounts with Valley National Bank.

Yes – 3

No – 0

- C. On a motion made by Ms. Cole and seconded by Mr. Weinstock, the Board approved the purchase of theater seating from Nickerson NY, LLC.

Yes – 3

No – 0

NEW BUSINESS

- A. Ms. Jill Sanders of Cullen & Danowski, LLC presented the 2021/2022 Jericho Library Financial Statements and Yearly Audit to the Board of Trustees.

- B. On a motion made by Mr. Weinstock and seconded by Ms. Ames, the Board hereby memorializes its prior authorization to allow Ms. Cinquemani to represent the Jericho Public Library Board of Trustees and to vote by proxy at the Nassau County Library System Annual Meeting which took place on 12/7/22.

Yes – 3

No – 0

- C. On a motion made by Ms. Cole and seconded by Ms. Ames, the Board reviewed and reaffirmed the Check Signing Policy.

Yes – 3

No – 0

- D. On a motion made by Ms. Cole and seconded by Ms. Ames, the Board reviewed and reaffirmed the Bulletin Board and Display Policy.

Yes – 3

No – 0

- E. On a motion made by Ms. Cole and seconded by Ms. Ames, the Board approved the revised Petty Cash Policy.

Yes – 3

No – 0

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F. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved and adopted the Trustee Training Policy.

Yes – 3

No – 0

G. Next Board Meeting Date is January 10, 2023 at 7:00 PM in the Meeting Room.

PERSONNEL

SECOND PUBLIC HEARING

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

EXECUTIVE SESSION

ADJOURNMENT

On a motion made by Ms. Cole and seconded by Ms. Ames, the meeting was adjourned at 8:44 PM.

Yes – 3

No – 0

Respectfully submitted,

Jill Ames, Secretary

Fran Medina, Clerk of the Board