

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES DECEMBER 12, 2023**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 4:07 pm via Zoom. Present were Ms. Jacobson, Ms. Dolowich, Ms. Cole, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Ms. Medina and Mr. Truncale, Counsel.

Also present was Ms. Jill Sanders from Cullen & Danowski.

**PUBLIC HEARING**

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

**MINUTES**

- A. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the regular meeting minutes of November 15, 2023.

Yes – 4

Abstention – 1

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

N/A

**FINANCIAL REPORT**

Authorizations for Payment were individually examined and approved as follows:

- A. #2023 - 5 for \$424,045.33 - moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

B. #2023 – 5A for \$458.64 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

C. #2023 – 5B for \$261,886.23 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

D. #2023 – 5D for \$51,236.69 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

ANNUAL FINANCIAL REVIEW - Ms. Jill Sanders of Cullen & Danowski, LLP will be presenting the 2022/2023 Jericho Public Library Financial Statements and Yearly Audit to the Board of Trustees.

BUDGET 2024/2025 - We have started the budget process. Over the next few months Ms. Cinquemani will work with the Board to formulate an operating budget that is fiscally sound.

LONG ISLAND READS - Long Island Reads will honor Christian Cooper at a ceremony at the Plainview-Old Bethpage Public on April 21, 2024, at 2pm. The event will also be live streamed. *Better Living Through Birding: Notes from a Black Man in the Natural World* is the true story of a man on a pilgrimage to communities and regions sacred to him. Christian Cooper migrates through life between racism, homophobia, and the beauty he

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sees through his binoculars. Set in New York City and around the world, this story reminds everyone about self-acceptance and to be proud of who you are.

**BUILDING & GROUNDS-** Island Elevator installed four hinges on the main second floor elevator emergency exit. They also installed two new barrel key switches which are a standard used by the fire department in case of emergency. Inter-County Mechanical has been troubleshooting HVAC #6 and it was determined that the ignition control board and the main building management system (BMS) are not communicating. Steps are being taken to resolve this issue. Schumacher & Farley replaced bathroom sensors on the first floor to resolve issues with the former sensors.

**TECHNOLOGY-** Mr. Munoz Ospina, Head of Technology, has updated Ms. Cinquemani on the recent progress with our network infrastructure upgrade. The new Aruba switches arrived as planned. This past week, the Technology department worked alongside technical support at Aruba networks to ensure these switches were configured and set up to optimize their performance and functionality. With this essential groundwork completed, the switches are now primed for installation. This upgrade marks a significant step toward enhancing our network infrastructure's reliability, speed, and scalability, aligning with our commitment to providing efficient services to the Jericho community. Mr. Munoz Ospina and his Technology department are ensuring a seamless transition and conducting thorough testing to guarantee optimal performance post-installation.

**CAPITAL IMPROVEMENTS-** 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 repairs and improvements to be paid for with existing capital funds. Progress reports have been received from SCC Construction Management and construction progress has been posted to the library website at [www.jericholibrary.org/workzone](http://www.jericholibrary.org/workzone). Ms. Cinquemani has been attending weekly job meetings with the construction team to keep informed of the work schedule. In the Theater, electrical work is being completed for lighting on the steps, holes have been drilled into the concrete in preparation for railing installation, and seating has arrived. We are waiting for the final status of the carpet delivery. In the back parking lot, the guardrail installation is complete, and the new center island is now sloped to provide easier access and walk through. New hardscaping in front of the building is done, will allow for drainage to eliminate window leaks, and will provide a space for future seating. We are excited for the community to enjoy the final results of these repairs and improvements. Many thanks to staff members Mr. Munoz Ospina and Mr. Valencia for their valuable assistance during this time.

**EMAIL NEWSLETTER & PROGRAMS-** We encourage the Jericho community to take advantage of our wide variety of educational and recreational programs at the library.

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Please check our monthly calendar for the latest information:

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

### **LIBRARY USAGE AND STATISTICS (DIRECT ACCESS) DECEMBER 2023**

CHILDREN'S DEPT PROGRAMS - 22  
CHILDREN'S DEPT ATTENDEES - 525

TEEN DEPT PROGRAMS - 3  
TEEN DEPT ATTENDEES - 41

ADULT DEPT PROGRAMS - 39  
ADULT DEPT ATTENDEES - 1013

NEW LIBRARY CARDS - 70

LIBRARY VISITORS - 7955

WIFI SESSIONS – 76,290

WEBSITE USERS - 5308

CIRCULATION CHECKOUTS - 11,384

#### **SOCIAL MEDIA FOLLOWERS:**

FACEBOOK - 1010  
INSTAGRAM - 1105  
TIKTOK - 207  
TWITTER (X) - 384  
YOUTUBE - 140

#### **HIGHLIGHTS:**

LOCAL HISTORY - Our local history librarian, Ms. Betsey Murphy, was interviewed by the Long Island Library Resources Council (LILRC) publication 'Long Island Archives.' Ms. Murphy discussed a recent donation of Underhill family artifacts from Mr. Denward "Den" Collins, Jr. to the library. Visitors can come to the library and make an appointment with Ms. Murphy if they would like to know more about Jericho history. Visit us and see the latest local history display '**Celebrating the Holidays -Yesterday and Today,**' showing how some of the many holidays have been celebrated in the area for decades.

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STUDENT ART RECEPTION - Families from the Jericho school district attended a wonderful art reception at the library. Beautiful music was played as everyone perused the artwork of the talented students in our community.

STUDENT AUTHOR VISIT - In collaboration with the library, popular author Mr. Matthew Burgess visited Cantiague Elementary School and presented to all Kindergarten classes in the Jericho district. The students were very excited to meet him!

I LOVE MY LIBRARY CAMPAIGN- In collaboration with the Nassau Library System we participated in their 'I Love My Library' social media campaign. We helped spread the word to our state officials that libraries are worth funding and provide many benefits to Nassau communities, especially Jericho. Each year we apply for grants and funding from New York State to assist with needed capital improvements.

### **UNFINISHED BUSINESS**

- A. Windows/Doors & Theater Capital Project. Ms. Cinquemani updated the Board on the progress of the Capital Improvement Project.

### **NEW BUSINESS**

- A. Ms. Jill Sanders of Cullen & Danowski, LLP presented the 2022/2023 Jericho Public Library financial statements and yearly audit to the Board of Trustees.
- B. Next Board Meeting Date is Tuesday, January 9, 2024, at 4:00 PM, (location TBD).

### **PERSONNEL**

### **SECOND PUBLIC HEARING**

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

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**EXECUTIVE SESSION**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich the Board entered executive session at 5:41 pm.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole the Board exited executive session at 5:51 pm.

Yes – 5

No -0

**ADJOURNMENT**

- A. On a motion made by Ms. Cole and seconded by Ms. Jacobson the Board adjourned at 5:58 pm.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board