

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES FEBRUARY 13, 2024

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:12 pm in the Meeting Room. Present were Ms. Jacobson, Ms. Dolowich, Ms. Cole, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Ms. Medina and Mr. Truncale, Counsel.

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. Dolowich, the Board approved the regular meeting minutes of January 9, 2024.

Yes – 5

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

- A. Thank you from the Long Island Coalition for the Homeless Donation.
B. Thank you from The Great Give Back Birthday Wishes.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved as follows:

- A. #2024 - 7 for \$130,121.55 - moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 5

No – 0

B. #2024 – 7A for \$558.79 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 5

No – 0

C. #2024 – 7B for \$258,729.97 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 5

No – 0

D. #2024 – 7D for \$164,948.83 – moved by Ms. Jacobson and seconded by Ms. Dolowich.

Yes – 5

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

BUDGET- We have begun the budget process for fiscal year 2024/2025. Please see the first draft of the operating budget for the Board's review and discussion.

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. Please see attached progress report from SCC Construction Management. Construction progress has been posted to the library website at www.jericholibrary.org/workzone. Our Theater is now operational and patrons have been enjoying performances in the new and improved space. The next phase of work will be the replacement of old and leaking windows with new energy efficient and cost-efficient windows. Our information center on the second floor will be updated to include additional seating and space for the public. We will be communicating details to the public as we get further updates from our construction team.

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JERICO SCHOOL DISTRICT- Ms. Cinquemani attended a Jericho Wellness Coalition meeting at the Jericho schools. They discussed many wonderful programs that include: LEAD program (learning, empathy, acknowledging, diversity), PS I love you Day, Jericho Cares donations sponsored by the PTA, wellness days and activities, and Narcan training which is in high demand from students and parents. Many Jericho students use the library after school and into the evening, so we are always looking for ways to support the school initiatives.

Three Jericho staff members (Ms. Kim Simmons, Mr. Carlos Munoz Ospina, and Ms. Maria Heinz) attended the Jericho School District welcome night. They enjoyed speaking with all of the Jericho families and telling them about our library services.

SAFETY PLAN- Per New York State and Utica Insurance we have established a comprehensive safety management plan provided by RPF Associates. Staff will be given continual training and our safety committee will meet quarterly to conduct inspections and review the safety needs of the library.

FIRE DRILL- On January 17th we held staff safety training on emergency procedures, location of emergency exits and fire extinguishers, and AED locations.

RAVE APP- We offer the RAVE Panic Button Emergency Response App to library staff members and Trustees. This app can be used in a library emergency to provide critical information to staff and first responders. Users can also receive emergency notifications. Trustees may choose to be added to the system.

DELAYED OPENING/ EARLY CLOSING- On January 9th the library closed due to inclement weather and for safety of patrons and staff. On January 24th there was a delayed opening due to building maintenance.

BUILDING & GROUNDS- The wall mounted air handler in the custodial area is no longer working. Inter-county Mechanical Corp attached flex ductwork from the supply register to the custodial area to provide air to that office. We will see how this works before we replace the air handler. We had a roof leak by the Teen/non-fiction area and approximately 40 books were damaged. Eveready Enterprises Inc. sealed the wall flashing on the roof over the leak and the area around the drain.

ARTICLES- Some recent articles are featuring libraries. The JerEcho, Jericho High School's award-winning multimedia news site, recently posted *A Little Library Love*, a wonderful article that also featured an interview with our Children's librarian Ms. Kim Simmons. The American Library Association recently published a report with some surprising information about Millennial and Gen Z library use. They are using the library not only as a

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place to discover books, but as a safe and quiet space to be with their friends, or to relax and de-stress. Gen Z's who come to the library might not necessarily identify as readers, but will use other library services. And Gen Z's who do read prefer physical books.

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>

[Patrons can check our event calendar and see when our Meeting Room on the first floor is available for shared public use.](#)

LIBRARY USAGE AND STATISTICS (DIRECT ACCESS) JANUARY 2024

CHILDREN'S DEPT PROGRAMS- 19
CHILDREN'S DEPT ATTENDEES- 394

TEEN DEPT PROGRAMS- 3
TEEN DEPT ATTENDEES- 45

ADULT DEPT PROGRAMS- 33
ADULT DEPT ATTENDEES- 1136

NEW LIBRARY CARDS- 63

LIBRARY VISITORS- 7065

WIFI SESSIONS- 64,979

WEBSITE USERS- 6114

CIRCULATION CHECKOUTS- 12,477

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1025

INSTAGRAM- 1112

TIKTOK- 220

TWITTER (X)- 391

YOUTUBE- 140

HIGHLIGHTS:

LOCAL HISTORY- The January/February Local History display highlights a wonderful donation of papers and personal artifacts, dating back to the early 1800s, from the Underhill estate. The Underhill family had been in Jericho since the 1700s. (The property is now the Bristol Assisted Living facility) We are extremely grateful to have these Underhill treasures added to our Local History Archives.

We had over 170 people signed up for the Nassau County Historical Society zoom program. Ms. Natalie Naylor gave a talk about her book, *Women in Long Island's Past*.

CHILDREN'S PROGRAMS- Jericho families enjoyed our Lunar New Year presentation celebrating the Year of the Dragon. We are pleased to provide these events.

UNFINISHED BUSINESS

- A. Capital Improvements at Jericho Public Library Windows/Doors & Theater.
- B. Safety Management Plan. Tabled.
- C. Tax Cap Resolution. Tabled.

NEW BUSINESS

- A. On a motion made by Ms. Smith and seconded by Ms. Cole, the Board approved the revised Personal Dress policy of the Jericho Public Library Personnel Policy.

Yes – 5

No – 0

- B. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board approved the 'Code Adam' Missing Child Policy.

Yes- 5

No- 0

- C. Next Board Meeting Date is Tuesday, March 12, 2024, at 4:00 PM, (location TBD).

PERSONNEL

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SECOND PUBLIC HEARING

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

EXECUTIVE SESSION

- A. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board entered executive session at 5:37 pm.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board exited executive session at 5:53 pm.

ADJOURNMENT

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole the Board adjourned at 5:54 pm.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board