

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES APRIL 9, 2024

CALL TO ORDER

Ms. Dolowich called the meeting to order at 4:11 pm in the Meeting Room. Present were Ms. Dolowich, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Director, and Mr. Truncale, Counsel. Ms. Jacobson was present via Zoom. Ms. Cole and Ms. Medina, Clerk of the Board, were absent with prior notice.

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 Mr. Weinstock, the Board approved the regular meeting minutes of March 12, 2024.

Yes – 3

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

N/A.

FINANCIAL REPORT

Authorizations for Payment were individually examined and approved by the Board as follows:

- A. #2024 - 9 for \$91,913.71 - moved by Mr. Weinstock and seconded by Ms. Smith.

Yes – 3

No – 0

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B. #2024 – 9B for \$269,539.73 – moved by Mr. Weinstock and seconded by Ms. Smith.

Yes – 3

No – 0

C. #2024 – 9D for \$39,330.57 – moved by Mr. Weinstock and seconded by Ms. Smith.

Yes – 3

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

BUDGET- The Jericho School District Board of Education has authorized the Jericho Public Library proposed budget and tax levy for fiscal year 2024/2025 to be reflected in the voting machines on Tuesday, May 21, 2024, in the Gymnasium of the Jericho High School between 6:00 AM and 9:00 PM. Budget information is posted on the library website and copies can be requested at the second floor Reference desk.

BUILDING & GROUNDS- Jericho Public Library custodial staff discovered multiple leaks originating from the second-floor ceiling and the joint where the original building and 1988 expansion meet. These leaks have been attributed to the recent rainstorms. Eveready Roofing will be providing us with a proposal and solution to fix the leaks. The windows are also leaking. Fortunately, the upcoming window replacement project will resolve this issue with the installation of new and efficient windows.

LIBRARY ADVOCACY- Ms. Cinquemani attended an advocacy meeting on March 7 with other Nassau library directors and Senator Jack Martins' chief of staff (District 7) to discuss library funding. Additional state funding for construction is very important as library buildings are aging and need repairs, and we are facing challenges providing services with limited building space.

LITTLE FREE LIBRARY- Exciting news, we've established a second Little Free Library at the Jericho Cider Mill. Patrons can visit and choose from a selection of books. Many thanks to the Jericho Cider Mill and staff members Ms. Nathalie Levin, Mr. Hernando Valencia, and Mr. Eduardo Gomez for working together on the installation and making this available to the community.

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CAPITAL IMPROVEMENTS/ CONSTRUCTION ALERT- The library building is over 30 years old with leaky windows, doors, and items in need of updates. The Board has approved needed building repairs and updates to be paid for with existing capital funds.

Projects completed to date: a new guardrail and streamlined center island in the rear parking lot, and theater updates which include new carpeting, aisle lights, additional safety railings, and comfortable seating.

Projects to be completed: the replacement of old and leaking windows throughout the entire building, and a larger second-floor computer area with additional seating for patrons.

During the second phase of work the library building will be an active construction site. For everyone's safety the library building will be temporarily closed to the public from April 22, 2024 - May 13, 2024. (Dates are subject to change.) Our dedicated library staff will be assisting patrons via phone and online chat during regular library hours, as well as participating in staff development and training. Online services are always available 24/7. Jericho patrons will be able to request physical library items via www.lilink.org and pick them up at the Syosset Public Library, who has very generously offered their services during the closure. We thank the Jericho community for their patience and continued support as we improve the library. Construction updates can be found on the Jericho Public Library website (www.jericholibrary.org/workzone), our phone message, social media and email, local newspaper notices, and flyers and signs throughout the building. Please call the library at 516-935-6790 or email info@jericholibrary.org for assistance. SCC Construction Management provided a report for Board review.

FIRE DRILL- On March 20 the library conducted a successful fire drill.

LONG ISLAND READS- This year's book selection is *Better Living Through Birding: Notes from a Black Man in the Natural World* by Christian Cooper, 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 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. Visit longislandreads.wordpress.com for more information and registration.

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.

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LIBRARY USAGE AND STATISTICS (DIRECT ACCESS) MARCH 2024

CHILDREN'S DEPT PROGRAMS- 17
CHILDREN'S DEPT ATTENDEES- 225

TEEN DEPT PROGRAMS- 5
TEEN DEPT ATTENDEES- 59

ADULT DEPT PROGRAMS- 48
ADULT DEPT ATTENDEES- 995

NEW LIBRARY CARDS- 48

LIBRARY VISITORS- 6979

WIFI SESSIONS- 57,529

WEBSITE USERS- 5832

CIRCULATION CHECKOUTS- 12,530

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1036
INSTAGRAM- 1124
TIKTOK- 229
TWITTER (X)- 392
YOUTUBE- 141

HIGHLIGHTS:

GARDENING KIT GIVEAWAY- While they pick up JPL Spring Gardening Kits, our Jericho patrons can also check out a book from our first floor display, "Hello Spring, Let's Bloom" for inspiration. The kits contain seed packets, gardening gloves, and trowels (while supplies last).

UNFINISHED BUSINESS

- A. Ms. Cinquemani updated the Board on the progress of the capital improvements project. SCC Construction Management provided a report for Board review.

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- B. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the Board approved the Jericho Public Library Safety Management Plan.

Yes – 3

No – 0

- C. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the Board approved the RPF Associates Safety Training Service Agreement for 2024.

Yes – 3

No – 0

NEW BUSINESS

- A. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the Board approved the J.C. Broderick & Associates, Inc. Proposal for Professional Consulting Services (#24-57118).

Yes – 3

No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Smith, the Board approved to authorize attorney to resolve legal issue.

Yes – 3

No – 0

- C. Bank Transfer. Tabled.

- D. Next Board meeting date is Tuesday, May 14, 2024, at 4:00 PM location TBD.

PERSONNEL

- A. On a motion made by Ms. Dolowich and seconded by Ms. Smith, the Board approved the appointment of Ms. NoraAnn DeCarolis, Clerk Typist F/T effective May 6, 2024, with the salary as discussed in executive session.

Yes – 3

No – 0

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- B. On a motion made by Ms. Dolowich and seconded by Mr. Weinstock, the Board approved to adjust staff members salaries as discussed in executive session.

Yes – 3

No – 0

SECOND PUBLIC HEARING

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

EXECUTIVE SESSION

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

Yes – 3

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board exited executive session at 6:30 pm.

Yes – 3

No – 0

ADJOURNMENT

- A. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich the Board adjourned at 6:35 pm.

Yes – 3

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Angela Cinquemani, Director