

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES MAY 14, 2024**

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 4:48 pm via Zoom.  
Present were Ms. Jacobson, Ms. Dolowich, Ms. Cole, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Director, Ms. Medina, Clerk of the Board 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 Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the regular meeting minutes of April 9, 2024.

Yes – 5

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 - 10 for \$89,772.05 - moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

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B. #2024 – 10D for \$218,500.00 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

**NEW YORK STATE ANNUAL REPORT** - The 'New York State Annual Report for Public and Association Libraries' for the Jericho Public Library has been reviewed by the Nassau Library System and submitted to New York State. Many thanks to Ms. Medina and library staff for compiling this data. This report provides a broad statistical summary of the Jericho Library, from visitation and programming, to finances, circulation, holdings, and other information.

**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 from the library. Ms. Cinquemani will attend the Budget Hearing on May 14 at the Jericho Schools.

**BANK/HSBC** - HSBC will no longer be serving municipalities. Ms. Cinquemani wants to discuss with the Board closing the account and moving the funds to another bank.

**BUILDING & GROUNDS** - L.I. Locksmith installed a new push door paddle/handle to fix the door of the Technology Office. DuMor Construction Inc. repaired two sinkholes in the back parking lot. Eveready Enterprises sealed cracks and an opening on the joint on the roof which were causing leaks. Corkrey Electric restored light to the parking lot poles in the back parking lot, and provided temporary overhead power wiring until we resolve the issue.

**CAPITAL IMPROVEMENTS** - The library building is under construction for needed building updates. These are paid for with existing library capital funds.

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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 currently in progress: the replacement of old and leaking windows throughout the entire building, and a larger second-floor computer area with additional seating for patrons.

During this second phase of work the library building is an active construction site. For everyone's safety the library building is temporarily closed to the public. The projected reopening date is May 22-24, 2024. Our dedicated library staff are assisting patrons via phone and online chat during regular library hours and are participating in staff development and training. Programs continue virtually. Online services are always available 24/7. Fines do not accrue during the closure. Jericho patrons can request physical library items via [www.lilink.org](http://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](http://www.jericholibrary.org/workzone)), our phone message, social media and email, and signs outside the library. Please call the library at 516-935-6790 or email [info@jericholibrary.org](mailto:info@jericholibrary.org) for assistance.

Please see the attached construction report from SCC Construction Management for Board review.

**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) APRIL 2024**

CHILDREN'S DEPT PROGRAMS- 20  
CHILDREN'S DEPT ATTENDEES- 237

TEEN DEPT PROGRAMS- 3  
TEEN DEPT ATTENDEES- 34

ADULT DEPT PROGRAMS- 41

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ADULT DEPT ATTENDEES- 1004

NEW LIBRARY CARDS- 40

LIBRARY VISITORS- 5909

WIFI SESSIONS- 37,265

WEBSITE USERS- 6084

CIRCULATION CHECKOUTS- 11,199

**SOCIAL MEDIA FOLLOWERS:**

FACEBOOK- 1041

INSTAGRAM- 1124

TIKTOK- 233

TWITTER (X)- 394

YOUTUBE- 140

**HIGHLIGHTS:**

HALL OF FAME - The Jericho Public Library hosted the Annual Jericho Hall of Fame Induction Ceremony in our new theater. Congratulations to the 2024 inductees!

**UNFINISHED BUSINESS**

- A. Ms. Cinquemani updated the Board on the progress of the capital improvements project.
- B. Authorization for Payment #2024-10B for \$258,958.91. Tabled.
- C. RPF Associates Safety Training.
- D. Personnel Items. Tabled.

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**NEW BUSINESS**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved the Jericho Public Library's New York State Annual Report 2023.

Yes – 5

No -- 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the transfer of funds from Valley Bank to Dime Bank (Capital Account) an amount not to exceed \$500,000.00 as needed.

Yes – 5

No – 0

- C. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the transfer of funds from HSBC to First National Bank.

Yes – 5

No – 0

- D. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved settling on mutually agreeable terms with Pixsy not to exceed the amount of \$750.00.

Yes – 5

No – 0

- E. Next Board meeting date is Tuesday, June 11, 2024, at 4:00 PM location TBD.

**PERSONNEL**

**SECOND PUBLIC HEARING**

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

**EXECUTIVE SESSION**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board entered executive session at 5:31 pm.

Yes – 5

No – 0

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- B. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board exited executive session at 6:05 pm.

Yes – 5

No – 0

**ADJOURNMENT**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Smith the Board adjourned at 6:20 pm.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board