

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES JULY 10, 2024

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:14 pm in the theater. Present were Ms. Jacobson, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Director, Ms. Medina, Clerk of the Board and Mr. Truncale, Counsel.

Absent with prior notice was Ms. Dolowich and Ms. Cole.

OATH OF OFFICE

- A. Administration and Notarization of Oath of Office. Tabled.

REORGANIZATION

On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board approved B through N.

- A. Election of Officers. The following Officers of the Board of Trustees were elected by the Board Members by acclamation. Tabled.
- B. Adoption of By-Laws and Library Policies. The existing By-Laws and Library Policies were adopted for fiscal year 2024/2025.
- C. Adoption of Personnel Policy. The Personnel Policy was adopted for fiscal year 2024/2025.
- D. Adoption of Budget and Salary Schedule. The budget as prepared by the Board, presented to the public, and approved at the annual election on May 21, 2024, was adopted for the fiscal year 2024/2025.
- E. Appointment of Committees. The Board President is empowered to establish committees as needed during the year.
- F. Appointment of Treasurer and Assistant Treasurers. Ms. Jacqueline Rubin was appointed Treasurer of the Jericho Public Library for the fiscal year 2024/2025.
- G. Designation of Attorney. The firm of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP was designated as the Library's attorney on a non-retainer basis for fiscal year 2024/2025.

July 10, 2024

- H. Designation of Auditor. The firm of Cullen & Danowski, LLP was designated to audit the Library's financial records for fiscal year 2024/2025.
- I. Designation of Banks. Dime, HSBC, First National Bank of Long Island, TD Bank and Valley Bank, all being commercial banks in the area, in accordance with the Library's Investment Policy and New York State Law, will service the Library's savings, checking and investment accounts.
- J. Designation of Insurance Agency. The Regan Agency, Inc. will serve as the Library's insurance agency for fiscal year 2024/2025.
- K. Designation of Official Newspapers. Newsday and the Jericho Syosset News Journal were designated as the official newspapers of the Library for fiscal year 2024/2025.
- L. Designation of the Clerk of the Board to make investments and wire transfers of funds. Ms. Fran Medina, Clerk of the Board, was authorized to make investments of monies on behalf of the Jericho Public Library in accordance with section 1723-A of the New York State Education Law and the Library's Investment Policy. Ms. Medina was also authorized to make wire transfers of funds from one Library account to another.
- M. Designation of Omni Preferred Providers as the investment companies for the Library employees' Tax Shelter Annuity funds. Omni Preferred Providers shall continue as the administrator for the Library employees' Tax Shelter Annuity funds.
- N. Designation of New York State Tax Deferred Compensation Plan as the investment company for the Library employees' 457 Plan funds. New York State Tax Deferred Compensation Plan shall continue as the designated company for the Library employees' 457 Plan funds.

Yes - 3

No – 0

PUBLIC HEARING

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

July 10, 2024

MINUTES

- A. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the revised regular meeting minutes of June 11, 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 - 12 for \$195,653.05 - moved by Mr. Weinstock and seconded by Ms. Jacobson.

Yes – 3

No – 0

- B. #2024 – 12D for \$31,828.74 – moved by Mr. Weinstock and seconded by Ms. Jacobson.

Yes – 3

No – 0

- C. #2024 – 12B for \$286,198.37 – moved by Mr. Weinstock and seconded by Ms. Jacobson.

Yes – 3

No – 0

- D. #2024 – 12E for 417,500.00 – moved by Mr. Weinstock and seconded by Ms. Jacobson.

Yes – 3

No – 0

July 10, 2024

- E. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the end of fiscal year account transfers and budget line transfers for the period ended June 30, 2024.

Yes – 3

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

CAPITAL IMPROVEMENTS- Window shades have been ordered and we are waiting for delivery and installation. Soffit, safety film and caulking, and punch list items are being completed. AFL is repairing the electrical lighting in the back parking lot on July 11 and 12. The parking lot will be open with several spots blocked off as they complete the work. Electrical wires will be in conduit and underground as they were before. Nickerson replaced the top of one of the storage units which was damaged. Next punch list walk through will be the week of July 15. We are looking at stone and furnishings for the new planned seating area outside the front of the library. The SCC Construction Management report is forthcoming as well as the change orders from BBS Architects.

BUILDING & GROUNDS- A crevice in the roof (above the 2nd floor Reference desk) has been sealed and there are no longer leaks. A new quiet room (newly painted with updated furniture and carpet) is now available on the second floor for patrons to work and study.

TECHNOLOGY- Wireless cell phone chargers are now in the new seating area on the second floor. North Shore Audio/Video group updated the library security cameras and storage. Saturn updated the switches for the public network.

NEW YORK PUBLIC LIBRARY- Our Jericho patrons can take advantage of New York Public Library's (NYPL) free digital access and resources. If you live in New York you can apply for a card. Information is posted on the Jericho Library website:

<https://www.jericholibrary.org/library-card-application>

DISCOUNT TICKETS- Discounted Adventureland amusement park admission tickets are continuing to be extremely popular and we have reordered additional tickets. Purchases

July 10, 2024

can be made with cash or card at the Circulation desk while supplies last. The Jericho Public Library is now an 'Affiliate' of the Wildlife Conservation Society. The WCS Affiliate Program allows exclusive access to 20% off admission tickets to each of the WCS parks. (This includes the Bronx Zoo, Central Park Zoo, NY Aquarium, Prospect Zoo, and Queens Zoo.) More information can be found on our website:
<https://www.jericholibrary.org/museum-passes>

STREAMING REQUEST- Patrons have asked why the library does not provide streaming services such as Netflix, Apple +, Amazon Prime, Hulu, HBO Max, and other similar services. Unfortunately, these services do not allow institutional licensing for libraries. The library is not able to purchase licenses for original films/shows from these commercial streaming platforms. Our librarians can help find titles through other available film databases such as Kanopy and Hoopla. We will continue to seek streaming services that are available to the library.

DONATION- Help 'Fill a Backpack' for students in need in our community. Visit the library July 8 through August 16 to participate in this donation program sponsored by Senator Martins and give back to the community.

EMAIL NEWSLETTER & PROGRAMS- There is a new look and feel to the Jericho Library newsletter which is now being published monthly. Patrons can get program and event information by 1) picking up a copy of the newsletter in the library 2) viewing the newsletter online- on our website we have an online event calendar and .pdf version of the newsletter (both are dynamic with links to registration) and 3) by signing up for emails. You can also call the library for information and help with program registration. We encourage the Jericho community to take advantage of our wide variety of educational and recreational programs. (<https://www.jericholibrary.org/events/month>) Patrons can also 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) JUNE 2024

CHILDREN'S DEPT PROGRAMS- 17
CHILDREN'S DEPT ATTENDEES- 430

TEEN DEPT PROGRAMS- 4
TEEN DEPT ATTENDEES- 41

ADULT DEPT PROGRAMS- TBD
ADULT DEPT ATTENDEES- TBD

NEW LIBRARY CARDS- 88

July 10, 2024

LIBRARY VISITORS- 7945

WIFI SESSIONS- 61,035

WEBSITE USERS- 6733

CIRCULATION CHECKOUTS- 11,031

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1047

INSTAGRAM- 1135

TIKTOK- 241

TWITTER (X)- 393

YOUTUBE- 140

HIGHLIGHTS:

SUMMER READING KICKOFF “Adventure Begins at Your Library”- We had a successful kickoff on June 29 with approximately 175 attendees. Patrons visited the library, signed up for summer reading, and enjoyed donuts from the Cider Mill as well as gifts, games, selfie stations, karaoke and face painting. Registration continues!

UNFINISHED BUSINESS

- A. Capital Improvements.
- B. Oath of Office – Tabled
- C. Election of Officers – Tabled

NEW BUSINESS

- A. On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board approved to close the HSBC account and transfer the balance to First National Bank.

Yes – 3

No -- 0

July 10, 2024

- B. On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board approved the Jericho Public Library Long-Range Plan of Service.

Yes – 3

No – 0

- C. On a motion made by Ms. Jacobson and Ms. Smith, the Board approved construction change order No. 1 for \$27,174.40, construction change order No. 2 for \$14,840.46, and allowance authorization No. 1 for \$9780.00.

Yes – 3

No - 0

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

PERSONNEL

- A. On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board approved an increase to the annual salary of F/T Librarian II employee.

Yes - 3

No - 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board approved an increase to the annual salary of F/T Librarian II employee.

Yes - 3

No - 0

- C. On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board approved the appointment of Mr. William Martinez, P/T Cleaner, pending Civil Service approval.

Yes - 3

No - 0

SECOND PUBLIC HEARING

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

July 10, 2024

EXECUTIVE SESSION

- A. On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board entered executive session at 5:26 pm.

Yes – 3

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board exited executive session at 6:26 pm.

Yes – 3

No – 0

ADJOURNMENT

- A. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board adjourned at 6:29 pm.

Yes – 3

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board