

MINUTES OF THE REGULAR MEETING OF THE JERICO PUBLIC LIBRARY BOARD OF TRUSTEES AUGUST 14, 2024

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:16 pm in the Meeting Room. Present were Ms. Jacobson, Mr. Weinstock, Ms. Smith, Ms. Cole, Ms. Cinquemani, Director, Ms. Medina, Clerk of the Board and Mr. Truncale, Counsel. Ms. Dolowich was absent with prior notice.

OATH OF OFFICE

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

REORGANIZATION

On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board approved A and F as follows for fiscal year 2024/2025:

- A. Election of Officers. The following Officers of the Board of Trustees were elected by the Board Members by acclamation.

Gloria Jacobson	President
Gayle Dolowich	Vice President
Denise Cole	2 nd Vice President
Jessica Smith	Secretary
Lawrence Weinstock	Finance Officer

- F. Appointment of Assistant Treasurers. Ms. Cole and Ms. Dolowich were appointed as Assistant Treasurers of the Jericho Public Library.

Yes - 4

No – 0

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. Cole, the Board approved the regular meeting minutes of July 10, 2024.

Yes – 4

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 - 1 for \$143,174.67 - moved by Ms. Jacobson and seconded by Ms. Smith.

Yes – 4

No – 0

- B. #2024 – 1D for \$127,519.32 – moved by Ms. Jacobson and seconded by Ms. Smith.

Yes – 4

No – 0

- C. #2024 – 1B for \$273,266.95 – moved by Ms. Jacobson and seconded by Ms. Smith.

Yes – 4

No – 0

COMMITTEE REPORTS

N/A.

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DIRECTOR' S REPORT

ANNUAL AUDIT- Cullen & Danowski will be at the library in September to start the audit for the period ended June 30, 2024. Library administration staff provide all information needed for the audit. Please see attached engagement confirmation letter to the Board.

TRUSTEE TRAINING- Seaford Public Library has generously offered to host trustees and directors at a session of Intellectual Freedom and Public Libraries training on Tuesday, 9/10/24 from 7-9PM should our Trustees be interested.

CAPITAL IMPROVEMENTS- The punch list work is nearly complete. The general contractor (AFL) has made repairs to the exterior site lighting in the back parking lot. Site storage area fencing and container have been removed from the parking lot. The window shades are back ordered and we are awaiting delivery date.

SAFETY TRAINING- Staff and trustees attended a safety plan training conducted by RPF Associates.

BUILDING & GROUNDS- HVAC units #1 & #7 are currently down affecting the second floor Reference area and the Theater. HVAC unit #2 will also require replacement in the near future. We are working with Inter-County Mechanical Corp. to determine a solution as this is an urgent matter affecting the library. Lopez landscaping has started work on the patio and future seating area at the front of the library.

DISCOUNT TICKETS- We are continuing to strategically purchase tickets based on the high demand from our patrons. We are also looking into the availability of other discount tickets for sports games and theater performances.

GRANTS & AID- The library received \$4848.30 in Local Library Services Aid (LLSA). We are submitting a request for state aid for library construction (FY 2024-2025) for the upgrade of sensor faucets in all restrooms in the library. DASNY has processed all paperwork for our SAM grant and will be sending payment in the amount of \$50,000.00 for the theater seating that was installed this year.

INSURANCE RENEWAL- Insurance renewal document attached for review.

ANNUAL REPORT TO THE COMMUNITY- We will be mailing the library annual report to the community, will have copies available to pick up, and it will be posted on our website. We are proud of another successful year providing valued services to the community.

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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 SNAPSHOT (DIRECT ACCESS) JULY 2024

CHILDREN'S DEPT PROGRAMS- 18
CHILDREN'S DEPT ATTENDEES- 376

TEEN DEPT PROGRAMS- 4
TEEN DEPT ATTENDEES- 34

ADULT DEPT PROGRAMS- 50
ADULT DEPT ATTENDEES- 778

NEW LIBRARY CARDS- 60

LIBRARY VISITORS- 6972

WIFI SESSIONS- 42,232

WEBSITE USERS- 7513

CIRCULATION CHECKOUTS- 13,381

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1049

INSTAGRAM- 1138

TIKTOK- 260

TWITTER (X)- 394

YOUTUBE- 140

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HIGHLIGHTS:

SUMMER READING- Visit the Children's Room for Summer Reading! Each week Children learn about new countries and win prizes. We currently have 190 children participating. Teens assisted with summer reading and 51 community service slots were filled.

UNFINISHED BUSINESS

- A. Capital Improvements.
- B. HVAC. Tabled.
- C. Insurance Renewal. Tabled.

NEW BUSINESS

- A. State Aid for Library Construction Program (FY 2024-2025). Assurance form signed by Ms. Jacobson.
- B. Cullen & Danowski Engagement Confirmation Letter. Reviewed by Board.
- C. Annual Report to the Community. Reviewed by Board.
- D. Year in Review. Reviewed by Board.
- E. Next Board meeting date is Tuesday, September 10, 2024, at 4:00 PM location TBD.

PERSONNEL

- A. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board accepted the resignation of Mr. Jason Kaloudis, P/T Librarian I effective August 20, 2024.

Yes - 4

No - 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board accepted the resignation of Ms. Maryanne Smith, P/T Typist Clerk effective August 8, 2024.

Yes - 4

No - 0

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- C. On a motion made by Ms. Jacobson and seconded by Ms. Smith the Board approved the appointment of Ms. Gina Nicoletti, F/T Librarian I, with the salary as discussed in executive session and pending civil service approval effective September 10, 2024.

Yes - 4

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. Jacobson and seconded by Mr. Weinstock, the Board entered executive session at 5:44 pm.

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Mr. Weinstock, the Board exited executive session at 5:59 pm.

Yes – 4

No – 0

ADJOURNMENT

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board adjourned at 6:00 pm.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board