

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

CALL TO ORDER

Mr. Weinstock called the meeting to order at 4:13 pm in the Meeting Room. Present were Mr. Weinstock, Ms. Smith, Ms. Cole, Ms. Cinquemani, Director, Ms. Medina, Clerk of the Board and Mr. Truncale, Counsel. Ms. Dolowich was present via telephone and Ms. Jacobson was absent with prior notice.

OATH OF OFFICE

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

PUBLIC HEARING

There is a 3-minute time limit per individual in each period. Mr. Peter Hsu attended the meeting and expressed his concerns regarding sex offenders living near the library.

MINUTES

- A. On a motion made by Mr. Weinstock and seconded by Ms. Smith, the Board approved the regular meeting minutes of August 14, 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 - 2 for \$122,640.10 - moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 3

No – 0

B. #2024 – 2A for \$129.90 – moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 3

No – 0

C. #2024 – 2B for \$415,299.35 – moved by Mr. Weinstock and seconded by Ms. Cole.

Yes – 3

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

ANNUAL AUDIT- Cullen & Danowski will be at the library this month to start the audit process for the period ended June 30, 2024. The presentation to the Board will be at the end of the year when the audit is complete.

CAPITAL IMPROVEMENTS- A backordered electrical unit for the info center on the second floor has finally been delivered and was installed on 9/6. The next walkthrough is on 9/10 to check punch list items are complete. The cordless shade mechanism (for child safety) that we selected for the children's room has been discontinued. The shades have gone into production and we cannot pull them from the project as I had anticipated. We have an opportunity to obtain cordless motorized shades for the children's room at a significant discount.

September 10, 2024

BUILDING & GROUNDS- HVAC units are currently down affecting the second floor Reference area and the Theater. The Board has reviewed costs and approved emergency replacement of these units by Inter-County Mechanical. This is an urgent matter that will affect library operations as the weather gets colder. Lopez landscaping has completed the front patio and we have installed new picnic tables for patrons to enjoy with umbrellas to block the sun. Lavatory sink sensor faucets have been installed in the bathrooms throughout the library by Schumacher & Farley. This project has been submitted to New York State for construction aid reimbursement. MacKenzie Automatic Doors repaired the front entrance doors which were not working properly. Island Elevator installed a new car stop switch in the elevator.

INSURANCE RENEWAL- The Regan Agency has provided further data regarding the library's insurance renewal options.

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) AUGUST 2024

CHILDREN'S DEPT PROGRAMS- 11
CHILDREN'S DEPT ATTENDEES- 163

TEEN DEPT PROGRAMS- 5
TEEN DEPT ATTENDEES- 51

ADULT DEPT PROGRAMS- 46
ADULT DEPT ATTENDEES- 706

NEW LIBRARY CARDS- 73

LIBRARY VISITORS- 7006

WIFI SESSIONS- 48,319

WEBSITE USERS- 6209

CIRCULATION CHECKOUTS- 13,409

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1047
INSTAGRAM- 1143
TIKTOK- 277
TWITTER (X)- 394
YOUTUBE- 139

HIGHLIGHTS:

SUMMER READING- 194 children and 70 teens participated in this year's Summer Reading. 63,805 minutes were read! 45 patrons participated in the Adult Summer Reading Program and read 150 books.

CHILDREN'S PROGRAM- The Village Artist- Talented Jericho children created beautiful flower art.

UNFINISHED BUSINESS

- A. Capital Improvements.

NEW BUSINESS

- A. On a motion made by Ms. Cole and seconded by Mr. Weinstock, the Board approved the purchase and installation of cordless motorized shades for the children's room at the additional cost of \$700.00.

Yes – 3

No – 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the resolution to declare an emergency situation and dispense with bidding requirements for the repair of the Jericho Public Library's HVAC systems # 1, 2 & 7 at the cost of \$158,975.00 and in accordance with General Municipal Law §103(4) and the Library's Procurement Policy.

The Jericho Public Library has been advised by Inter-County Mechanical that the Library's HVAC Systems are failing;

And that same creates an emergency situation that would result in a threat to the health, safety and welfare of its patrons and employees.

General Municipal Law, §103 entitled “Advertising for Bids and Offers; Letting of Contracts; Criminal Conspiracies”, Subsection (4) provides that:

“Notwithstanding the provisions of subdivision one of this section, in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision or district therein, require immediate action which cannot await competitive bidding or competitive offering, contracts for public work or the purchase of supplies, material or equipment may be let by the appropriate officer, board or agency of a political subdivision or district therein.”

The Library’s Procurement Policy provides that the necessity of competitive bidding can be dispensed with in emergency situations.

NOW, THEREFORE, BE IT RESOLVED, that the Jericho Public Library’s Board of Trustees hereby declares an emergency situation and dispenses with bidding requirements for the repair of the HVAC Systems # 1, 2, & 7 in accordance with General Municipal Law §103(4) and the Library’s Procurement Policy.

Yes – 3

No – 0

- C. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the transfer of \$250,000.00 from the Valley Bank Account to the Dime Capital Fund Account.

Yes – 3

No – 0

- D. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the Regan Agency/Utica insurance renewal for 2024-2025 at the cost of \$37,200.24.

Yes – 3

No – 0

September 10, 2024

- E. Next Board meeting date is Tuesday, October 15, 2024, at 4:00 PM location TBD.

PERSONNEL

- A. On a motion made by Ms. Cole and seconded by Ms. Smith, the Board accepted the resignation of Ms. Gina Patronaggio, P/T Librarian II effective September 4, 2024.

Yes - 3

No - 0

SECOND PUBLIC HEARING

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

EXECUTIVE SESSION

ADJOURNMENT

- A. On a motion made by Ms. Cole and seconded by Mr. Weinstock, the Board adjourned at 5:08 pm.

Yes – 3

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board