

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

**CALL TO ORDER**

Ms. Jacobson called the meeting to order at 3:17 pm in the Director's Office. Present were Ms. Jacobson, Ms. Dolowich, Ms. Cole, Mr. Weinstock, Ms. Cinquemani, Director, Ms. Medina, Clerk of the Board, and Mr. Truncale, Counsel. Ms. Smith was absent with prior notice.

**PUBLIC HEARING**

There is a 3-minute time limit per individual in each period. Jericho resident Mr. Peter Hsu attended the meeting and discussed with the Board: Jericho Teens running programs for community service, community service liaison with the school district, Friends of the Library and not for profits, get to know program for students, efficiency in ordering, electric vehicle chargers, and alternative energy solutions for the library.

**MINUTES**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Jacobson, the Board approved the regular meeting minutes of October 15, 2024.

Yes – 4

No – 0

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board accepted the donation of Dr. Daniel Peters and Mr. Eric Peters.

Yes – 4

No – 0

**FINANCIAL REPORT**

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

A. #2024 - 4 for \$84,923.35 - moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 4

No – 0

B. #2024 – 4B for \$268,754.48 – moved by Ms. Jacobson and seconded by Ms. Cole.

Yes – 4

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

**CAPITAL IMPROVEMENTS-** The window shades and the floor transition by the Administration office exit have been installed. The children's room motorized shades require a signal extender which should be received and installed next week. Nickerson is providing back panels for the storage units in the info center. BBS Architects and SCC Construction Management are working with AFL (the general contractor) to close out the library capital improvements project.

**HVAC Units-** The factory expects to ship the replacement HVAC units on November 13th. Inter-County Mechanical Corp. expects to receive the units the third week in November. The crane rigging and installation will need to be coordinated and weather will also be a factor. For safety reasons the library building will need to be closed for one day. The Board, community, and the school will be informed once a date is confirmed.

**BUILDING & GROUNDS-** Carpets were shampooed by Rainbow Maintenance & Cleaning Corp. Debris from construction was cleaned out of the clerestory lights. The roof has been cleaned and is free of leaves. A new bollard by the front parking lot and seating area was installed for added safety. The outside emergency stairway by administration was painted and sealed.

**60<sup>th</sup> ANNIVERSARY-** We will be celebrating 60 years at the JPL on December 7th from 10:00 AM to 3:00 PM with a concert and exciting activities. The Board of Trustees are invited to attend, and Ms. Cinquemani will be reaching out to our elected representatives.

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ANNUAL AUDIT- Ms. Jill Sanders/CPA from Cullen & Danowski will present the results of the yearly audit at the December 10 Board meeting.

NASSAU LIBRARY SYSTEM- Ms. Cinquemani will be attending the NLS Annual Meeting on Wednesday, December 4 in person at the Nassau Library System from 7-9PM. The attendance of at least one trustee from every library is requested.

JERICO SCHOOL DISTRICT- As the Jericho Public Library representative, Ms. Cinquemani attended community forums discussing the search for the next superintendent. These meetings were facilitated by Associates of HYA and they will be creating a leadership profile report to share with the community.

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) OCTOBER 2024

CHILDREN'S DEPT PROGRAMS- 21  
CHILDREN'S DEPT ATTENDEES- 414

TEEN DEPT PROGRAMS- 3  
TEEN DEPT ATTENDEES- 19

ADULT DEPT PROGRAMS- 66  
ADULT DEPT ATTENDEES- 1162

NEW LIBRARY CARDS- 69

LIBRARY VISITORS- 8250

WIFI SESSIONS- 59,387

WEBSITE USERS- 4735

CIRCULATION CHECKOUTS- 12,085

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1061  
INSTAGRAM- 1150  
TIKTOK- 440  
TWITTER (X)- 398  
YOUTUBE- 139

**HIGHLIGHTS:**

Pumpkin Decorating- Jericho children enjoyed decorating their pumpkins in preparation for Halloween.

Local History- Our local history librarian, Ms. Betsey Murphy, was featured in the Town of Oyster Bay's YouTube video "Historic Quaker Meeting Houses in the Town of Oyster Bay". This is part of the "Our Stories" series on OysterBayToday.com.  
<https://www.youtube.com/watch?v=jg7tAiuQdeU>

**UNFINISHED BUSINESS**

- A. Capital Improvements.
- B. Library Safety – Tabled.

**NEW BUSINESS**

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

Yes – 4

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board approved the App Privacy policy.

Yes – 4

No – 0

- C. Capital Plan – Tabled.

- D. Next Board meeting date is Tuesday, December 10, 2024, at 4:00 PM location TBD.

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**PERSONNEL**

**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 Ms. Dolowich, the Board adjourned at 5:22 pm.

Yes – 4

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board