

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

CALL TO ORDER

Ms. Jacobson called the meeting to order at 4:10 pm in the Meeting Room.

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. Ms. Jill Sanders from Cullen & Danowski to present the Annual Audit Report.

PUBLIC HEARING

N/A.

MINUTES

- A. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the regular meeting minutes of November 14, 2024.

Yes – 5

No – 0

DEPARTMENT HEAD

N/A.

COMMUNICATIONS

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board accepted a donation from Ms. Blackman.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Smith, the Board accepted a donation from Mr. Ben Truncale for a staff lunch.

Yes – 5

No - 0

FINANCIAL REPORT

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

A. #2024 - 5 for \$476,110.01 - moved by Ms. Dolowich and seconded by Ms. Cole.

Yes – 5

No – 0

B. #2024 – 5B for \$289,758.59 – moved by Ms. Dolowich and seconded by Ms. Cole.

Yes – 5

No – 0

C. #2024 – 5D for \$190,871.18 – moved by Ms. Dolowich and seconded by Ms. Cole.

Yes – 5

No – 0

COMMITTEE REPORTS

N/A.

DIRECTOR' S REPORT

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

CAPITAL IMPROVEMENTS- A signal extender for the Children’s Room motorized shades was installed. Nickerson is scheduled to install back panels on the storage units in the Info Center. We received the final invoice for AFL (general contractor). BBS Architects is closing out the library capital project this month. We will be sent a certificate to be signed and returned to New York State.

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EMERGENCY HVAC INSTALLATION- Inter-County Mechanical Corp. will install the HVAC units on December 16, 2024. For safety reasons the library building will be closed. Jericho Library staff will be helping patrons virtually, participating in online training, and virtual programs will continue. Notifications will be posted on the website, phone message, social media, and signage in the library. The school district will also be notified.

BUILDING & GROUNDS- The carpet in the meeting room was shampooed. The sprinklers were winterized.

60th ANNIVERSARY CELEBRATION- Ms. Cinquemani would like to recognize the dedicated library staff members who spent months planning this event: Sarah Okano, Nathalie Levin, Carlos Munoz Ospina, Vanessa Rowan-Inchierchiro, Lisa Jones, Denise Liggio, Kim Simmons, Ke Gao, Karen Surrey, and Carol Benenati. We take great pride in celebrating this milestone and continuing our legacy of exceptional service to the community.

NASSAU LIBRARY SYSTEM- Ms. Cinquemani attended the NLS Annual Meeting at the Nassau Library System. Staff from Long Beach Public Library demonstrated their Vinyl Listening Lounge, and guest speaker David Vinjamuri, President of ThirdWay Space and NYU Associate Professor of Marketing, spoke about analyzing library spaces. Ms. Cinquemani voted on behalf of the Jericho Public Library Board of Trustees, for NLS Trustees in areas 1 (Carl Williams), 3 (Deborah Mabry), and 9 (Joshua Smith). Caroline Ashby, Director of the Nassau Library System, reviewed the proposed 2025 NLS Operating Budget.

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) NOVEMBER 2024

CHILDREN'S DEPT PROGRAMS- 18
CHILDREN'S DEPT ATTENDEES- 355

TEEN DEPT PROGRAMS- 6
TEEN DEPT ATTENDEES- 82

ADULT DEPT PROGRAMS- 57
ADULT DEPT ATTENDEES- 1138

NEW LIBRARY CARDS- 55

LIBRARY VISITORS- 7496

WIFI SESSIONS- 56,204

WEBSITE USERS- 4481

CIRCULATION CHECKOUTS- 11,868

SOCIAL MEDIA FOLLOWERS:

FACEBOOK- 1065

INSTAGRAM- 1152

TIKTOK- 484

TWITTER (X)- 394

YOUTUBE- 140

HIGHLIGHTS:

TEEN COMMUNITY SERVICE - Teens are encouraged to find community service opportunities at the library by visiting <https://www.jericholibrary.org/community-service>. In December Jericho Teens are helping with activities at the 60th Anniversary event, as well as helping younger children during the library's 'Craft Corner' program.

KINDERGARTEN AUTHOR VISIT- In partnership with the Jericho School District we held our yearly Kindergarten author visit! An audience of 61 enjoyed author Emeline Lee's presentation and her book, 'Bonnie's Rocket'.

UNFINISHED BUSINESS

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

NEW BUSINESS

- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board memorialized the following: The authorization for ANGELA CINQUEMANI to cast a vote IN FAVOR OF the election of Carl Williams (Area 1), Deborah Mabry (Area 3), and Joshua Smith (Area 9) as NLS Trustee on behalf of the JERICHO PUBLIC LIBRARY at the December 4, 2024 NLS Annual Meeting.

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Yes – 5

No – 0

- C. Next Board meeting date is Tuesday, January 14, 2025, at 4:00 PM location TBD.

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. Jacobson and seconded by Ms. Cole, the Board adjourned at 5:46 pm.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board