

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES AUGUST 11, 2020

I. CALL TO ORDER.

Mrs. Jacobson called the meeting to order at 7:06 P.M. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Wassel, Mr. Cheung, Mrs. Dolowich, Mrs. Brenner, Mrs. Dobler and Mr. Truncale (Counsel).

II. MINUTES.

A. On a motion made by Mr. Cheung and seconded by Mr. Wassel, the minutes of the August 11, 2020, Board meeting were accepted as presented.

Yes - 5

No - 0

III. PUBLIC HEARING.

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

IV. DIRECTOR' S REPORT.

Window and Theater Chair Replacement. Mrs. Brenner prepared Request for Proposals for Construction Services (RFP). They will be sent to the three construction companies that the Board interviewed.

Library Closing. On Tuesday, 8/4, Mrs. Brenner closed the Library at 3:00 p.m. due to inclement weather.

Storm. On August 5th many Jericho residents were without power as result of Tropical Storm Isaias. Mrs. Jacobson suggested opening the building so patrons can charge their devices and stay cool in the extreme heat. The staff quickly worked out a schedule where patrons registered for one hour sessions throughout the day and evening. After each session, the custodial staff sanitized the bathrooms and surface areas. Extension cords and additional tables were installed outdoors for the many patrons who preferred to sit in the open air. Patrons expressed their gratitude to the staff.

Board Policy. Mrs. Brenner presented to the Board a revised Children's Room Policy with added items to clarify the parent/caregiver responsibilities and the revised Circulation Desk Cash Receipts Policy with some revisions to better reflect the steps taken by the staff.

Glass Partitions. Action Glass installed tempered glass barriers on the Circulation Desk and the Children’s Reference Desk. We are still waiting for the installation of the glass at the Reference Desk.

Executive Order 202.55. Governor Cuomo extended the modification to Open Meeting Law through September 4, 2020, to conduct remote board meetings.

Department of Transportation. Mrs. Brenner received a letter from the Department of Transportation regarding their Overhead Sign Structure Replacement Project scheduled for the Spring of 2021. They are seeking feedback from local community groups.

Jericho Support Center. Nassau County Department of Social Services intends to relocate approximately eighty families into the former Hampton Inn on Jericho Turnpike. Mrs. Brenner expects that the eighty families will have an impact on library services.

REALM Project. Reopening Archives, Libraries and Museum Information (REALM) has done research and determined that 96 hours is the recommended time frame to disinfect library materials. We are now quarantining returned items for 96 hours.

Civil Service Certified Payroll. Once a year the Library must send a copy of our payroll check register, signed by our Board President, to the Civil Service Commission for certification. Civil Service verifies that all employees of the Library have been approved for employment by the Civil Service Commission. Salaries are also confirmed to the salaries recorded at the Civil Service Commission.

NYS Construction Aid Grant. Mrs. Brenner will apply for NYS Construction Aid to cover 50% of the cost to install tempered glass partitions on our three public service desks: Reference, Children’s and Circulation.

V. DEPARTMENT HEAD.

N/A.

VI. COMMUNICATION.

N/A.

VII. FINANCIAL REPORT.

Authorizations for Payment were individually examined and approved for payment as follows:

- A. #2020 - 1 for \$162,858.12 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

- B. #2020 - 1A for \$530.57 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

- C. #2020 - 1B for \$259,566.12 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

VIII. COMMITTEE REPORTS.

N/A.

IX. UNFINISHED BUSINESS.

- A. Theater Chairs Replacement. Request for Proposals were sent to the three construction management companies that the Board interviewed.
- B. Windows Replacement. Request for Proposals sent to the three construction management companies that the Board interviewed.

X. EXECUTIVE SESSION.

- A. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the Board went into Executive Session at 8:03 p.m.

Yes - 5 No - 0

The Board resumed regular session at 8:10 p.m.

XI. PERSONNEL.

- A. The Board accepted the resignation of Frances Stuckelman, Page P/T, effective 8/11/2020.
- B. On a motion made by Mr. Cheung and seconded by Mr. Wassel, the Board approved the appointment of Frances Stuckelman, Typist/Clerk P/T, at \$14.86 per hour effective 8/12/2020.

Yes - 5 No - 0

- C. The Board accepted the resignation of Meghna Satheesh, Page P/T, effective 7/24/2020.
- D. The Board accepted the resignation of Keerti Sinnan, Page P/T, effective 9/3/2020.
- E. On a motion made by Mrs. Dolowich and seconded by Mr. Wassel, due to an increase of responsibilities and in lieu of the Custodial Exam, the Board approved an increase in salary of \$5,000 to Hernando Valencia, Cleaner F/T, effective 8/12/2020.

Yes - 5 No - 0

- F. On a motion made by Mrs. Jacobson and seconded by Mr. Cheung, the Board approved the appointment of Sabra Galbreath, Page P/T, at \$15.00 per hour, effective 8/26/2020.

Yes - 5 No - 0

XII. NEW BUSINESS.

- A. The Board approved remaining at Phase 3 of the Library’s reopening plan, browse and go and curbside pickup only. The Board will reevaluate at the September 8 meeting.
- B. Next Board Meeting Date, Tuesday, September 8, 2020, at 7:00 p.m.

XIII. SECOND PUBLIC HEARING.

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

XIV. ADJOURNMENT.

On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Thomas Wassel
Secretary

Mary Anne Dobler
Clerk of the Board