

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES DECEMBER 8, 2020

I. CALL TO ORDER.

Mrs. Jacobson called the meeting to order at 7:04 P.M. in the Theater. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mr. Wassel, Mrs. Dolowich, Mrs. Brenner, and Mrs. Medina.

Mr. Truncale (Counsel) via phone.

II. MINUTES.

A. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, the minutes of the November 10, 2020, Board meeting were accepted as presented.

Yes - 5

No - 0

B. On a motion made by Mr. Cheung and seconded by Mrs. Dolowich the minutes of November 19, 2020, Special 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. Mrs. Cinquemani and Ms. Mollins were in attendance.

IV. AUDITOR.

Present via Zoom was Ms. Jill Sanders, partner at Cullen & Danowski, LLP. Ms. Sanders presented the Board with a draft of Jericho Public Library's 2019/2020 fiscal year financial statement and explained that it is Cullen & Danowski's responsibility to audit basic financial statements to obtain reasonable assurance about whether the statements are free from material misstatement. Ms. Sanders informed the Board that financial statements provided by the Library's Administration staff were free of material misstatement and that the Library is in good financial standing.

V. DIRECTOR' S REPORT.

Mrs. Brenner gave her report.

Window & Theater Chair Replacement. Representatives from Smith & Pucillo Architects will meet with the Board via Zoom at the December 8, 2020, Board meeting to discuss the proposed renovation.

Board Policy. Mrs. Brenner presented the revised Freedom of Information Law Policy and the Fund Balance Policy to the Board for their approval.

Budget 2021/2022. Mrs. Brenner and Mrs. Cinquemani have begun the operating budget process for the fiscal year 2021/2022.

Jericho-Pedia. Jericho-Pedia is an easy way to search for subjects relating to Jericho's history long ago and recent facts as well. On our website click on the Reference Department, then the Jericho-Pedia banner, to access this compilation of Jericho's history. If you need more in-depth information than what is found on these pages, please visit our Local History Collection and Archives on the second floor. You can call to schedule a visit or email bmurphy@jericholibrary.org and our Local History Librarian, Betsey Murphy, will get back to you as soon as possible.

Scavenger Hunt. Saturday, November 21, through Wednesday, November 25, 2020, the Children's Room hosted a Scavenger Hunt to celebrate Thanksgiving. This family adventure was a wonderful way to kick-start the holiday season.

NYS Minimum Standards. New York State has established 14 standards libraries must meet including 3 new standards. The 3 new standards, Programming to address community needs, Technology Training for Staff appropriate to their position and Community Partners with other educational, cultural or community organizations, go into effect January 1, 2021. In reviewing the state minimum standards, Mrs. Brenner noted that we have not prepared a Long Range Plan. Mrs. Brenner has prepared a Long Range Plan that also incorporates the 3 new minimum standards for the Board's review.

NYS Cluster Action Initiative. Directors have been discussing best practices for adjusting library services when communities are identified as yellow, orange or red zones. If our local region enters a Yellow Zone, Jericho Public Library will continue all services such as scheduled seating and computers, browsing, access to copy/scan/fax, in-person librarian assistance, curbside and 'grab and go' service. The Library will closely monitor the situation and advice from local and state officials. If our local region enters an Orange Zone, Jericho Public Library will continue all services listed under Phase 2 of Jericho Library Reopening Plan, cur-

tailoring all in-building services to the public. No patrons will be allowed inside the Library. Reduced staff will continue to report for work on-site, staff who can work remotely will be assigned tasks to work at home. Curbside will continue. All virtual events and services will also continue. If our local region enters a Red Zone, Jericho Public Library will close all in-person services, including curbside service. Staff will be sent home to work remotely with only essential employees, designated by the Director, allowed on-site. All virtual events and services will continue.

VI. DEPARTMENT HEAD.

N/A.

VII. COMMUNICATION.

N/A.

VIII. FINANCIAL REPORT.

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

A. #2020 - 5 for \$46,920.39 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5

No - 0

B. #2020 - 5A for \$1,688.09 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5

No - 0

C. #2020 - 5B for \$682,681.43 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5

No - 0

IX. COMMITTEE REPORTS

N/A.

X. UNFINISHED BUSINESS.

- A. Theater Chairs Replacement. The Board interviewed Mr. Smith of Smith & Pucillo Architects.
- B. Window Replacement. The Board interviewed Mr. Smith of Smith & Pucillo Architects.

XI. EXECUTIVE SESSION.

N/A

XII. PERSONNEL.

- A. On a motion made by Mr. Wassel and seconded by Mr. Cheung, the Board approved the appointment of Angela Cinquemani, Acting Director, at \$125,000.00 annually, effective 1/2/2021.

Yes - 5

No - 0

- B. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved the appointment of Sarah Okano, Head of Reference, with an increase of \$6,000.00 + \$2,000 Head of Department stipend annually, effective 1/2/2021.

Yes - 5

No - 0

- C. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved the appointment of Gina Patronaggio, Assistant Head of Reference, with an increase of \$4,000.00 effective 1/2/2021.

Yes - 5

No - 0

- D. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved the appointment of Kim Simmons, Full Time Librarian Trainee, at an annual salary of \$56,961.00 effective 1/2/2021.

Yes - 5

No - 0

XIII. NEW BUSINESS.

A. Board Policies.

- a. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved the revised Freedom of Information Law Policy.

Yes - 5

No - 0

- b. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board approved with changes the Programming Minimum Standards, Technology Training for Staff Minimum Standards, Community Partners Minimum Standards, and Long Range Plan Minimum Standards.

Yes - 5

No - 0

- c. The Board approved the re-opening plan for Yellow, Orange and Red Zones of our library. If our local region enters a Yellow Zone, Jericho Public Library will continue all services such as scheduled seating and computers, browsing, access to copy/scan/fax, in-person librarian assistance, curbside and 'grab and go' service. If our local region enters an Orange Zone, Jericho Public Library will continue all services listed under Phase 2 of Jericho Library Reopening Plan, curtailing all in-building services to the public. No patrons will be allowed inside the Library. Reduced staff will continue to report for work on-site, staff who can work remotely will be assigned tasks to work at home. Curbside will continue. All virtual events and services will also continue. If our local region enters a Red Zone, Jericho Public Library will close all in-person services, including curbside service. Staff will be sent home to work remotely with only essential employees, designated by the Director, allowed on-site. All virtual events and services will continue.

- d. The Operating Budget that was prepared by Mrs. Brenner and Mrs. Cinquemani was reviewed by the Board.

B. Next Board Meeting date is Tuesday, January 12, 2021.

IVX. SECOND PUBLIC HEARING.

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

December 8, 2020

VX. ADJOURNMENT.

On a motion made by Mr. Wassel and seconded by Mr. Cheung, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Tom Wassel
Secretary

Fran Medina
Acting Clerk of the Board