

MINUTES OF THE REGULAR MEETING OF THE
JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES
JULY 14, 2020

I. CALL TO ORDER.

Mrs. Cole called the meeting to order at 7:03 P.M. Present were: Mrs. Cole, Mr. Wassel, Mr. Cheung, Mrs. Dolowich, Mrs. Brenner, Mrs. Dobler and Mr. Truncala (Counsel).

Absent with prior notice, Mrs. Jacobson.

II. OATH OF OFFICE.

Administration and notarization of office to Mr. Thomas Wassel. One copy of the notarized oath card will be sent to the County Clerk for filing; one copy is filed behind the minutes in the Official Minutes book. Mr. Wassel was congratulated on his reelection.

III. MINUTES.

A. On a motion made by Mr. Cheung and seconded by Mr. Wassel, the minutes of the June 9, 2020, Board meeting were accepted as presented.

Yes - 4

No - 0

B. On a motion made by Mr. Cheung and seconded by Mr. Wassel, the minutes of the April 27, 2020, Special Board Meeting were accepted as presented.

Yes - 4

No - 0

IV. PUBLIC HEARING.

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

V. DIRECTOR' S REPORT.

Window and Theater Chair Replacement. Tabled.

Board Policy. Mrs. Brenner presented to the Board the current Capital Assets Accounting Policy and the Check Signing Policy. Mrs. Brenner does not recommend any changes to either policy.

Re-opening. On July 6th the Library entered into Phase 3 of our Re-Opening Plan

which allows a limited number of patrons into the building to browse, grab and go. There is no sitting, computer use, etc. The Library is continuing the curbside pickup service. Phase 4 would limit the number of patrons in the building to use computers, copy machines and other services. Mrs. Brenner will notify the Board when the Library can safely enter this phase.

Glass Partitions. Installation began on 7/9 to install glass barriers on all public service desks: Reference, Circulation and Children's.

Executive Order 202.48. Governor Cuomo extended the modification of Open Meeting Law to August 5, 2020, to conduct remote board meetings.

HVAC Units. Mrs. Brenner requested quotes from our HVAC company for ultra-violet germicidal irradiation lights. A germicidal UV light system would be installed on our 7 HVAC units to improve air quality by sterilizing airborne bacteria, viruses and allergens while also improving HVAC system efficiency. This is the optimal time to install this system as the HVAC duct work and was were recently cleaned.

Nassau County Executive Curran. Mrs. Brenner proudly represented the Jericho Public Library while Nassau County Executive Laura Curran held a news conference in front of the Farmingdale Public Library on June 23rd. Laura Curran discussed and promoted how hard Nassau County Public Libraries have been working to adapt and provide curbside and online services to the public.

Local Newspapers. Mrs. Brenner was one of several Directors contacted by a Newsday reporter inquiring about our phased reopening on July 6. The Syosset Advantage has an informative article regarding the Jericho Library phased reopening.

Automatic Doors. MacKenzie Automatic Doors replaced the sensors on a non-functioning automatic front door on Tuesday, 7/7.

Five-Year Long Range Plan. Mrs. Brenner presented the Board with a five-year long-range plan for the future needs of the Library.

Summer Reading Programs. "Imagine Your Story" is the theme of the Teen and Children's Summer Reading Programs. The Children's librarians have numerous educational and fun programs scheduled during the summer months that incorporate this topic. Gina Patronaggio, Teen librarian, has showcased teen programs in an informative flyer. The more they read, teens and children will earn points to be

automatically entered into a raffle to win prizes. The Adult Summer Reading Program kicked off with a program discussing “Beach Reads”. Patrons of all ages look forward to and participate in these programs.

Acorn TV. Acorn TV is a subscription streaming service offering British television programming. Check out this popular site on our website.

Sunday Closing. The Library will be closed for summer hours starting Sunday, 6/28, and will reopen on Sunday, 9/13.

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 - 12 for \$179,127.76 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 4 No - 0

B. #2020 - 12A for \$746.82 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 4 No - 0

C. #2020 - 12B for \$258,095.02 - moved by Mrs. Dolowich and seconded Mr. Cheung.

Yes - 4 No - 0

D. #2020 - 12D for \$375,500.59 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 4 No - 0

IX. COMMITTEE REPORTS.

N/A.

X. REORGANIZATION.

On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved of the following:

A. Election of Officers:

Gloria Jacobson	President
Denise Cole	1 st Vice President
Kwan Cheung	2 nd Vice President
Thomas Wassel	Secretary
Gayle Dolowich	Financial Officer

B. Adoption of By-Laws and Library Policies.

C. Adoption of Personnel Policy.

D. Adoption of Budget and Salary Schedule.

E. Appointment of Committees.

F. Appointment of Treasurer and Assistant Treasurers:

Jacqueline Rubin	Treasurer
Denise Cole	Assistant Treasurer
Kwan Cheung	Assistant Treasurer

G. Appointment of Attorney on a non-retainer basis (Spellman, Polizzi, Truncale and Trentacoste, LLP).

H. Designation of Auditor (Cullen & Danowski LLP).

I. Designation of Banks. Bridgehampton National Bank, J.P. Morgan Chase Bank, HSBC, First National Bank of Long Island and TD Bank (checking, savings and investment).

J. Designation of Insurance Agency (Regan Agency).

K. Designation of Official Newspapers (Newsday and Jericho Syosset News Journal).

L. Designation of the Clerk of the Board to make investments, wire transfers and telephone transfer of funds (Mary Anne Dobler).

M. Designation of Omni Preferred Providers as the investment companies for the Library employees' Tax Shelter Annuity funds.

N. Designation of New York State Tax Deferred Compensation Plan as the investment company for the Library employees' 457 Plan funds.

Yes - 4

No - 0

XI. UNFINISHED BUSINESS.

- A. Theater Chairs Replacement. Tabled
- B. Windows Replacement. Tabled

XII. EXECUTIVE SESSION.

- A. On a motion made by Mrs. Dolowich and seconded by Mr. Cheung, the Board went into Executive Session at 7:04 p.m.

Yes - 4

No - 0

- B. The Board resumed regular session at 7:11 p.m.

XIII. PERSONNEL.

- A. The Board accepted the retirement of Janice Ryan, Clerk P/T, effective 4/3/2020.
- B. The Board accepted the retirement of Christine Yang, Clerk P/T, effective 6/4/2020.
- C. The Board accepted the resignation of William Martinez, Cleaner P/T, effective 6/11/2020.

XIV. NEW BUSINESS.

- A. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board agreed to repeal the Resolution of Tax Cap:

**RESOLUTION
 JERICHO PUBLIC LIBRARY
 LIBRARY BOARD OF TRUSTEES
 JULY 14, 2020**

WHEREAS, it is the intent of this Resolution to repeal the resolution dated January 14, 2020, which allowed the Jericho Public Library to adopt a budget for the fiscal year commencing July 1, 2020, that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law s3-c: and

WHEREAS, the Jericho Public Library has determined to adopt a budget that does not exceed the allowable “tax levy limit” as defined by General Municipal Law s3-c and as set by the State, and is therefore required to repeal the Resolution dated January 14, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of the Jericho Public Library, in the County of Nassau, hereby repeals the Resolution dated January 14, 2020, which allowed the Jericho Public Library to adopt a budget for the fiscal year commencing July 1, 2020, that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law s3-c: and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that if a court determines that any part of this Resolution or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgement shall not affect, impair or invalidate the remainder of the Resolution, but shall be confined in its operation to the clause, sentence, paragraph, subdivision or part of this Resolution or in its application to the person.

Yes - 4 No - 0

B. 5-Year Long Range Plan. On a motion made by Mrs. Cole and seconded by Mr. Wassel, the Board approved the Five-Year Long Range Plan.

Yes - 4 No - 0

C. UV Light System for HVAC units. On a motion made by Mrs. Cole and seconded by Mr. Cheung, the Board approved the UV Light System for the HVAC units.

Yes - 4 No - 0

D. Budget Line Transfers. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board approved the following transfers:

- a. Transferring \$37,000 from Professional Line to Downloadable line.
- b. Transferring \$15,500 from Professional Services line to Furniture & Fixtures (\$4,900); Technology Equipment (\$7,000); Telephone (\$2,200); Data Communications (\$1,400).
- c. Transferring \$13,125 from Clerical line to Printing & Publicity (\$550); Legal Services (\$7,800); Equipment Rental (\$3,800); Insurance (\$550); Accounting Service (\$425).

Yes - 4 No - 0

E. Next Board Meeting Date, Tuesday, August 11, 2020, at 7:00 p.m.

XV. SECOND PUBLIC HEARING.

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

XVI. ADJOURNMENT.

On a motion made by Mrs. Cole and seconded by Mr. Wassel, the meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Thomas Wassel
Secretary

Mary Anne Dobler
Clerk of the Board