

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES MARCH 10, 2020

I. CALL TO ORDER.

Mr. Cheung called the meeting to order at 7:10 P.M. in the Meeting Room. Present were: Mr. Cheung, Mr. Wassel, Mrs. Dolowich, Mr. Truncale (Counsel), Mrs. Brenner and Mrs. Dobler.

Mrs. Jacobson was present via video skyping.

Mrs. Cole was absent with prior notice.

II. MINUTES.

A. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the minutes of February 11, 2020, were accepted as presented.

Yes - 3

No - 0

III. PUBLIC HEARING.

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

IV. DIRECTOR'S REPORT.

Mrs. Brenner gave her report.

Department Heads. In the past Mrs. Brenner has invited Department Heads to attend Board meetings to introduce themselves and enlighten the Board of the responsibilities performed within their department. This month Angela Cinquemani, Head of Reference, will make a presentation to the Board.

NLS. NLS disperses funds from New York State as Local Library Services Aid. Mrs. Brenner received the final 10% payment in the amount of \$509 for a total of \$5,087.

Budget 2020/2021. Mrs. Brenner presented the 2020/2021 proposed Budget to the Board for their review and discussion.

Children's' Room. Our electricians have installed outlets in the floor to accommodate charging stations on 4 tables in the Children's Room to allow patrons to easily charge their computers and phones. In addition, an outlet was installed in the "play area" in anticipation of the installation of the new Play Interactive Table.

Senator Gaughran. Mrs. Brenner sent a thank you letter to Senator Gaughran informing him of the purchases that were made for our Children's Room with the generous Bullet Aid money that he procured for the Library.

Public Library Association. Mrs. Brenner attended the Public Library Association (PLA) conference. This bi-annual conference is the only one that is exclusively for public libraries. The conference provides outstanding educational workshops, inspirational speakers networking receptions and a vendor exhibit hall. This year Jericho Public Library was honored to be one of only four libraries nationwide to be awarded a "Libraries Transform" plaque from Overdrive.

Board Policy. Mrs. Brenner reviewed the current Duty of the Board Secretary Policy and recommended no changes to the policy.

Census 2020. Libraries are anticipating assisting their patrons with the first on-line census. NLS staff presented a workshop on the 2020 Census for our staff on Wednesday, 3/4. As a result of this meeting our staff is preparing an informational flyer for our community. Completing the 2020 Census is a civic duty as the results determine the distribution of the \$675 billion in federal funding and our representation in Congress.

3D Printer. Our 3D printer has ceased functioning. Carlos, Head of Technology, is exploring our options for a replacement as the printer is not cost effective to repair. Once we have a new 3D printer, we will schedule workshops for our patrons.

Carpet Cleaning. On Sunday, 2/16, the Library carpets were professionally cleaned. Carpet cleaning is done periodically during the year to maintain a sanitary environment for patrons and staff.

Plumbing. On Wednesday, 3/4, as a preventative maintenance measure, Holzaple Plumbing cleansed the main sewer line in the building.

Public Computers. Mrs. Brenner upgraded the public computers to IOS Gigabit connection as recommended by Carlos, Head of Technology. Staff noticed that computer connections for our patrons have been having speed and linking problems.

Long Island Reads: One Island-One Book. The 2020 Long Island Reads pick is Erika Swyler's *Light from Other Stars*. Ms. Swyler was born and raised on Long Island, graduating from Miller Place High School. Every spring one book is chosen as an island-wide reading initiative to bring readers in Nassau and Suffolk

counties together. On Tuesday, 4/21, we have scheduled a *Light from Other Stars* book discussion.

Auditor Engagement Letter. Cullen & Danowski, LLP, have forwarded an engagement letter to be signed by the Director and a Board of Trustee. Cullen & Danowski, LLP prepare the Library’s annual financial audit.

Local History Display Case. The theme of our Local History Display case for March/April is How Blessed Thou Art. The display case will showcase the early houses of worship is Jericho.

V. DEPARTMENT HEAD.

A. Ms. Angela Cinquemani, Head of Reference. Ms. Cinquemani presented the Board with information regarding the duties of the Reference Department. The librarians at the Reference Desk not only help patrons with information, they handle issues that arise, collection development and homebound services. Specifically, Sarah Okano is in charge of online services and databases, the 3D printer, museum passes and Adult programming (along with Phyllis Cox). Gina Patronaggio is in charge of Teen programs. Lisa Jones is in charge of cataloging and scheduling the Pages. Ms. Cinquemani stressed that there is a teamwork between the Librarians and all departments.

The Board thanked Ms. Cinquemani for her informative presentation.

VI. COMMUNICATION.

N/A.

VII. FINANCIAL REPORT.

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

A. #2020 - 8 for \$108,244.08 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 3 No - 0

B. #2020 - 8A for \$230.42 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 3

No - 0

- C. #2020 - 8B for \$265,826.04 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 3

No - 0

- D. #2020 - 8G for \$44,289.47 - moved by Mrs. Dolowich and seconded by Mr. Wassel.

Yes - 3

No - 0

VIII. COMMITTEE REPORTS

N/A.

IX. UNFINISHED BUSINESS.

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

X. EXECUTIVE SESSION.

On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board entered into Executive Session at 9:00 p.m.

Yes - 3

No - 0

The Board resumed regular session at 9:24 p.m.

XI. PERSONNEL.

- A. On a motion made by Mr. Cheung and seconded by Mr. Wassel, the Board approved the appointment of Carol Benenati to Information Technology Aide II, with an increase of \$2,500, effective 3/16/2020.

XII. NEW BUSINESS.

- A. Duty of the Board Secretary Policy. On the recommendation of Mrs. Brenner, the Board agreed to accept the Duty of the Board Secretary Policy as is.
- B. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board agreed to have Mr. Kwan Cheung sign the Auditor Engagement Letter.

Yes - 3

No - 0

- C. Coronavirus. Mrs. Brenner will keep the Board informed of all pertinent information.
- D. On a motion by Mr. Wassel and seconded by Mrs. Dolowich, the Board agreed to a 3% increase for Library staff and a 4% increase for the Director effective 7/1/2020.

Yes - 3

No - 0

- E. 2020/2021 Budget. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved a 2020/2021 tax levy of \$5,429,300, a 2.29% increase within the tax cap limit.

Yes - 3

No - 0

- F. Next Board meeting date Tuesday, April 14, 2020.

XIII. SECOND PUBLIC HEARING.

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

XIV. ADJOURNMENT.

On a motion made by Mr. Cheung and seconded by Mr. Wassel, the meeting was adjourned at 9:15 p.m.

Respectfully submitted
Tom Wassel
Secretary

Mary Anne Dobler
Clerk of the Board