

MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY
BOARD OF TRUSTEES OCTOBER 13, 2020

I. CALL TO ORDER.

Mrs. Jacobson called the meeting to order at 7:11 P.M. in the Theater. Present were: Mrs. Jacobson, Mrs. Cole, Mr. Cheung, Mr. Wassel, Mrs. Dolowich, Mrs. Brenner, Mrs. Medina and Mr. Truncale (Counsel) via phone.

II. MINUTES.

A. On a motion made by Mr. Cheung and seconded by Mrs. Cole, the minutes of the September 8, 2020, Board meeting were accepted as presented.

Yes- 5

No-0

B. On a motion made by Mr. Cheung and seconded by Mr. Wassel the minutes of September 15, 2020 Special Board meeting were accepted as presented.

Yes- 5

No-0

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III. PUBLIC HEARING.

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

IV. DIRECTOR'S REPORT.

Mrs. Brenner gave her report.

Window & Theater Chair Replacement. We received proposals from Savin Engineers, P.C., School Construction Consultants and Calgi Construction for the Board's review. Copies were sent to Ben Truncale, Library attorney, for his examination.

Board Policy. Mrs. Brenner presented the Children's Room Policy and the Employee-In-Charge Policy to the Board for their approval.

Computer Assistance. Mrs. Brenner discussed with Carlos, Head of Technology, the Board's request to offer remote computer assistance to patrons at home as well as in the Library building. It was decided for many reasons, that it would be best for the Library and staff to assist patrons remotely in the Library only.

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Glass Partitions. Mrs. Brenner ordered the insertion of additional tempered glass coverage on certain desk areas for better protection. Action Glass has completed the installation of all tempered glass barriers on all public service desks.

Re-Opening Plan. Monday, September 14, 2020, the Library re-opened at phase 4 of our Re-Opening Plan. Sitting and computer use is available in scheduled sessions, with 15 minutes in-between sessions for cleaning/sanitizing. We continue to offer curbside pick-up service and grab & go.

Sexual Harassment Training. The New York State Senate passed a bill aimed at strengthening and reforming the state's sexual harassment laws. Staff has begun annual mandatory training.

Baker & Taylor. Baker & Taylor, book vendor, has implemented a Sustainable Shelves program. The Library will transmit to B & T the ISBN number of any items we are discarding, we will then receive a price from B & T that is 15% of the market value of the item. This is a wonderful way to earn money for our discards and to supplement our similar program from Better World Books.

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Great Give Back. The Great Give Back is an island wide effort to bring awareness that libraries can make a difference. Patrons in Nassau and Suffolk counties will participate in a meaningful service-oriented experience.

Virtual Library Cards. Patrons will soon have the ability to download proof of residence with the Virtual Library Card application. This change will provide easier access to Library digital services for our patrons who prefer these services. Patrons will have more options available to them to become active library users.

Take a "Sip" Down Memory Lane. Angela Cinquemani is planning an outdoor family program on Saturday, November 7, 2020. Our local history librarian, Betsy Murphy, will be available to discuss the history of the Jericho Cider Mill. Raffles, giveaways and Grab & Go crafts will add to the festivities. Each family will receive a copy of our very own Jericho a History of a Long Island Hamlet.

October/November Programs. The Library staff continues booking virtual programs for patrons of all ages. Browse our Adult, Teen and Children's virtual program flyers.

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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 - 3 for \$74,953.18 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

B. #2020 - 3A for \$377.77 - moved by Mrs. Dolowich and seconded by Mr. Cheung.

Yes - 5 No - 0

C. #2020 - 3B for \$263,631.76 - moved by Mrs. Dolowich and seconded Mr. Cheung.

Yes- 5 No-0

VIII. COMMITTEE REPORTS

N/A.

IX. UNFINISHED BUSINESS.

A. Theater Chairs Replacement. Mrs. Brenner will contact architects for the Board to interview.

B. Window Replacement. Mrs. Brenner will contact architects for the Board to interview.

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X. EXECUTIVE SESSION.

- A. On a motion made by Mrs. Jacobson and seconded by Mr. Wassel, the Board went into executive session at 7:15 p.m.

Yes-5 No-0

The Board resumed regular session at 8:15 p.m.

XI. PERSONNEL.

- A. Declination of appointment of Shah Hu, Clerk P/T, effective 9/10/2020.
- B. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved the appointment of Zorrah Mashaikh, Clerk *PIT*, at \$14.86 per hour, effective 10/14/2020.

Yes - 5 No - 0

- C. Resignation of Ellen Schnurr, Page P/T, effective 9/1/2020.

- D. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved the appointment of Joanne Anderson, Page *PIT*, at \$15.73 per hour, effective 10/14/2020.

Yes- 5 No-0

- E. Resignation of Lillian Rubinstein, Clerk *PIT*, effective 12/3/2020.
- F. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved the appointment of Maria Rodriguez, Clerk P/T, at \$14.86 per hour, effective 12/4/2020.

Yes- 5 No-0

XII. NEW BUSINESS.

- A. Board Policies.
 - a. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board approved the revised Children's Room Policy.

Yes-5 No-0

- b. On a motion made by Mrs. Cole and seconded by Mrs. Dolowich, the Board approved the revised Employee-in-Charge Policy.

Yes-5 No-0

B. On a motion made by Mrs. Dolowich and seconded by Mrs. Cole, the Board approved the new Virtual Library Cards Program.

Yes- 5 No-0

C. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board selected School Construction Consultants as construction managers for the theater and window replacement project.

Yes- 5 No-0

D. Next Board Meeting date Tuesday, November 10, 2020.

XIII. SECOND PUBLIC HEARING.

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

IVX. ADJOURNMENT.

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On a motion made by Mr. Cheung and seconded by Mrs. Dolowich, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Tom Wassel, Secretary

Fran Medina
Acting Clerk of the Board