

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

**I. CALL TO ORDER.**

Mrs. Jacobson called the meeting to order at 7:00 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) by phone.

**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.**

Mrs. Brenner gave her report.

Window & Theater Chair Replacement. We are waiting on submission of proposals from construction managers.

Board Policy. Mrs. Brenner presented to the Board a revised E-Reader Borrowing Policy, a revised Employee Internet Policy and a revised Internet/Computer Policy for the Board's review.

SMS Alerts Policy. Mrs. Brenner presented to the Board the SMS Alerts Terms & Conditions/Privacy Policy. The policy is giving the public the option of receiving text message alerts from the Library. The policy outlines the conditions of opting in to this service, or opting out.

Trustee Ethics Policy and Statement. The Library Officer and Employee Code of Ethics and Conflict of Interest Policy and Ethics Statement for Public Library Trustees were signed by all Board members.

Glass Partitions. Action Glass installed tempered glass barriers on the Circulation Desk, Reference Desk and the Children's Reference Desk. This is an added safety measure for both the staff and patrons.

Re-Opening Plan. Mrs. Brenner plans on opening at phase 4 of our reopening plan on Monday, September 14, 2020. Sitting and computer use will be scheduled at 2 hour intervals, with 15 minutes in-between sessions for cleaning/sanitizing. There will be remote computer help, if needed, for patrons in the Library. This new feature will help keep staff and patrons more secure. Scanning, one copy machine and in house printing will be available. Newspapers and magazines will be offered but they will not be quarantined prior to use by the public. Gloves and hand sanitizer will be accessible to our patrons. There will be no public events, gatherings, quiet rooms, Meeting Room, Theater or Community Room use during phase 4.

Air Filtration System. The State Education Department (SED) is not permitting bipolar ionization, ion generators, corona discharge or UV technology. Mrs. Brenner has made the Library safer for all occupants by cleaning and sanitizing the coils in the HVAC units and the ductwork and approved an upgrade of our filters to MERV 11.

Parking Lot Maintenance. Our bi-annual maintenance of the Library parking lots was performed. Cracks were repaired, sealcoat was applied and re-stripping of all lots were completed.

Civil Service Certified Payroll. The Library sent a copy of our payroll check register, signed by the 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.

Auditors. The week of August 17<sup>th</sup>, accountants from Cullen & Danowski, LLP were in the Administration office gathering information for our financial audit of fiscal year 2019/2020.

Bank Transfer. Mrs. Brenner requested the Board to approve a transfer of \$5,000 from the Money Market Account to the Merchant Account to avoid paying overdraft fees.

Staff Appreciation. The Board wanted to acknowledge the hard work and dedication of the staff during the power outage from Tropical Storm Isaias with a letter of appreciation.

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

**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 - 2 for \$78,557.24 - moved by Mrs. Jacobson and seconded by Mr. Wassel.

Yes - 5 No - 0

B. #2020 - 2A for \$1,192.90 - moved by Mrs. Jacobson and seconded by Mr. Wassel.

Yes - 5 No - 0

C. #2020 - 2B for \$259,305.65 - moved by Mrs. Jacobson and seconded Mr. Wassel.

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. Window Replacement. Request for Proposals were sent to the three construction management companies that the Board interviewed.

**X. EXECUTIVE SESSION.**

- A. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board went into executive session at 7:55 p.m.

Yes - 5 No - 0

The Board resumed regular session at 8:32 p.m.

**XI. PERSONNEL.**

- A. On a motion made by Mrs. Jacobson and seconded by Mr. Cheung, the Board approved the appointment of Shah Hu, Clerk P/T, at 14.86 per hour, effective 9/10/2020.

Yes - 5 No - 0

- B. The Board accepted the retirement of Christina Brenner, Director, effective January 2, 2021.

**XII. NEW BUSINESS.**

- A. Board Policies.

- a. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved the revised E-Reader Borrowing Policy.

Yes - 5 No - 0

- b. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved the revised Employee Internet Policy.

Yes - 5 No - 0

- c. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved the revised Internet/Computer Policy.

Yes - 5 No - 0

- d. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board approved the new SMS Alerts Terms and Conditions/Privacy Policy.

Yes - 5 No - 0

- e. The Library Officer and Employee Code of Ethics and Conflict of Interest Policy and Statement for Public Library Trustees were signed by all Board members.
- B. The Board approved the Phase 4 reopening plan allowing patrons access to sit and use computers. Scanning, one copy machine and in house printing will be available. Newspapers and magazine will be offered.
- C. The 2019 and 2020 Civil Service Payroll Certification, signed by the Board President, will be sent to Civil Service.
- D. At the Director's discretion the Board approved staff working remotely from home if their child is remote learning due to school closures.
- E. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich, the Board passed the following resolution:

Whereas the Board on July 17, 2020, passed a resolution allowing a transfer from the General Fund to the Capital Projects Fund in the amount of \$375,500 for fiscal year 2019/2020, and whereas now the Board has further determined operating results and the further potential financial impact related to the COVID-19 pandemic. It has been determined that the General Fund should retain fund balance in the event of unanticipated expenditures or loss of revenues, and also that the funding needed in the Capital Projects Fund at June 30, 2020, is adequate without this transfer based on the scope of anticipated work to be performed. Therefore, the Board hereby resolves to rescind the resolution of July 17, 2020, and therefore the Library will not be recording a transfer from the General Fund to the Capital Projects Fund for the amount referenced above for fiscal year 2019/2020.

Yes - 5

No - 0

- F. On a motion made by Mr. Wassel and seconded by Mrs. Dolowich the Board approved a transfer of \$5,000 from the Money Market Account to the Merchant Account to avoid paying overdraft fees.

Yes - 5

No - 0

- G. Next Board Meeting date Tuesday, October 13, 2020.

**XIII. SECOND PUBLIC HEARING.**

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

**IVX. ADJOURNMENT.**

On a motion made by Mrs. Dolowich and seconded by Mr. Wassel, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Tom Wassel  
Secretary

Fran Medina  
Acting Clerk of the Board