

**MINUTES OF THE REGULAR MEETING OF THE JERICHO PUBLIC LIBRARY BOARD OF TRUSTEES JUNE 12, 2023**

**CALL TO ORDER**

Ms. Dolowich called the meeting to order at 4:13 PM in the Meeting Room. Present were Ms. Jacobson, Ms. Dolowich, Ms. Cole, Mr. Weinstock, Ms. Smith, Ms. Cinquemani, Ms. Medina and Mr. Truncale, Counsel.

**PUBLIC HEARING**

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

**MINUTES**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Cole, the Board approved the regular meeting minutes of May 16, 2023.

Yes – 5

No – 0

**DEPARTMENT HEAD**

N/A.

**COMMUNICATIONS**

- A. Total Community Management Letter.
- B. Spellman Gibbons Polizzi Truncale Letter.
- C. Email from patron thanking the library.

**FINANCIAL REPORT**

Authorizations for Payment were individually examined and approved as follows:

- A. #2023 - 11 for \$56,693.04 - moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

- B. #2023 – 11A for \$979.00 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

C. #2023 – 11B for \$285,236.09 – moved by Mr. Weinstock and seconded by Ms. Dolowich.

Yes – 5

No – 0

### **COMMITTEE REPORTS**

N/A.

### **DIRECTOR' S REPORT**

**LIBRARY BUDGET & VOTE** – The Jericho Library budget vote for fiscal year 2023-2024 passed (1280 yes, 360 no). Congratulations to elected trustees Ms. Gloria Jacobson and Ms. Jessica Smith. Thank you to the Jericho Community for your continued support of the library.

**NEW YORK STATE ANNUAL REPORT** – The New York State Annual Report has been finalized and submitted. This report includes Jericho Library financial information and statistics for activities conducted throughout the previous year.

**JERICO SCHOOL DISTRICT** - Each year the Jericho School District (as required by New York State law) holds a consultation and collaboration meeting with community stakeholders to review ESSA grant funded programs, policies, and procedures. Ms. Cinquemani attended as the Jericho Public Library representative.

**OVERDRIVE/LIBBY** - Overdrive has officially discontinued the Overdrive app. Jericho cardholders can use the Overdrive Libby app to continue accessing ebook and eaudio-book services through the library. We have posted instructional videos from Overdrive for patrons seeking information on 1) switching to Libby and 2) using the new deep search and notify me functions. This can be found on the Jericho Library website <https://www.jericholibrary.org/online-services>. Patrons can also visit the Reference Desk for any questions, title requests, or to ask a technology aide for help navigating the Libby app.

**BUILDING AND GROUNDS** - Inter-County Mechanical replaced a faulty mixed air sensor at HVAC 3. Water is leaking through the roof as the result of rainwater pooling in multiple areas. Schumacher & Farley Plumbing and Heating Corp. and Eveready Enterprises, Inc. will be rectifying the problem by installing new drains, plates, flashing, cement, etc.

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that are needed to prevent the leaks. During this work, the library will need to close until 1:00 PM.

**COMMUNICATIONS** - Total Community Management sent a written response to the library's letter from counsel seeking reimbursement for fence damage resulting from the fire on their premises.

**TECHNOLOGY: SKYNET** - The library has implemented Skynet accessibility on our website. This module enables the library to provide an inclusive and accessible experience for all website users. Skynet is the small icon located on the lower left corner of the Jericho Library website and offers features and benefits including: a customizable interface enabling users to personalize their browsing experience by adjusting various settings, such as font size, contrast, and color schemes, simplified navigation, and a text-to-speech feature that allows users to have our website's content read aloud to them. The library wants to ensure that everyone can access and interact with our website.

**TRUSTEE BASICS TRAINING** - Join NLS Director Caroline Ashby for this workshop on the fundamental duties and responsibilities of library trustees. Attendance at this event satisfies trustees' 2023 New York State requirement for 2 hours of continuing education. Registration is required for a virtual training on Tuesday, June 13, 2023, 7-9 pm.

**TECH BUDDIES** - Years ago, the Jericho Library implemented a Tech Buddies program where teens were partnered with adults to assist them with technology. We now have technology aides who are available to assist patrons. I recommend that we rescind this policy as the program is no longer needed.

**NASSAU LIBRARY SYSTEM BOARD MEETING** - Jericho Library trustees are invited to attend the NLS Board meeting on June 26 at 7:30 PM either virtually or in person. As always, directors and trustees are invited to attend any NLS Board Meetings throughout the year.

**NASSAU LIBRARY TOUR** - NLS is sponsoring a countywide road trip adventure this summer. People of all ages are invited to visit as many Nassau public libraries as they can from June 12-August 12 and then explore the beautiful parks and attractions throughout Nassau's communities. Participants on this self-guided journey can pick up a Tour map at any participating library and have it marked at each location they visit. Prizes are earned for visiting 5, 15, 30, and 50 of the participating public libraries in Nassau County. Anyone who visits all 58 locations will also be entered to win one of our fabulous grand prize raffles. Learn more at <https://tour.nassaulibrary.org/>.

**WINDOWS/DOORS & THEATER**- The library building is over 30 years old with leaky windows, doors, and items in need of updates. The Board has approved moving forward

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with necessary building improvements. Ms. Cinquemani continues to check status on New York State Department of Education (NYSED) permits. Nickerson came to the library and took additional measurements for the Theater project.

EMAIL NEWSLETTER & PROGRAMS - We encourage the Jericho community to take advantage of our wide variety of educational and recreational programs at the library.

Please check our monthly calendar for the latest information:

<https://www.jericholibrary.org/events/month>

#### LIBRARY USAGE AND STATISTICS MAY 2023:

CHILDREN'S DEPT – PROGRAMS	31
CHILDREN'S DEPT – ATTENDEES	763
TEEN DEPT - PROGRAMS	4
TEEN DEPT - ATTENDEES	25
ADULT DEPT - PROGRAMS	49
ADULT DEPT - ATTENDEES	1270
NEW LIBRARY CARDS	49
LIBRARY VISITORS	7473
WIFI SESSIONS	107,525
WEBSITE USERS	5236
CIRCULATION CHECKOUTS	12,205
SOCIAL MEDIA FOLLOWERS	
FACEBOOK	960
INSTAGRAM	1064
TIKTOK	192
TWITTER	355
YOU TUBE	139

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#### PROGRAM HIGHLIGHTS:

**SAVE THE DATE** - The 'Summer Reading Kickoff for All Ages' will be on June 24<sup>th</sup> from 1 – 3pm. The theme this year is 'All Together Now', so we hope to see the Jericho community 'all together' enjoying a summer of reading fun. Jericho school district residents should apply for their library cards to be able to register for this and our many other programs.

**LOCAL HISTORY DISPLAY**- Over the years there have been Jericho graduates who have accomplished amazing things, partially due to the excellent education they received in the Jericho schools. The display features school pictures and stories all the way back to the first Quaker School house and up to our well-publicized high school today- with mention of the Jericho High School Hall of Fame's list of accomplished graduates.

**BOOK BUDDIES** - We had another successful session of one-on-one reading fun with middle and high school students, and preschoolers ages 3 through kindergarten. 44 participants conducted a total of 140 reading sessions together!

**AUTHOR VISIT** - Jericho fifth graders from the Cantiague, Jackson, and Seaman schools were treated to an appearance by noted author Gordon Korman. He is the author of over 100 books and has appeared at number one on the New York Times bestseller list! Each student received their own copy of 'Operation Do-Over'. This program is made possible through the coordinated efforts of the Jericho School District principals, teachers, and the Jericho Public Library.

**MAY ART RECEPTION** - This was a wonderful exhibit from local young artists and sponsored by MAFA (Metropolitan Association of Fine Art). Over 100 people attended!

**NEWS CURRENTS** - Once a month our patrons meet and enjoy an interesting discussion of current events. Come and join the discussion!

#### **UNFINISHED BUSINESS**

- A. Windows/Doors & Theater Construction Project. Ms. Cinquemani continues to follow up on the status of New York State permits which will determine the timeline for the work to be done.

#### **NEW BUSINESS**

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- A. On a motion made by Ms. Jacobson and seconded by Ms. Dolowich, the Board rescinded the Jericho Public Library Tech Buddies Policy.

Yes – 5

No – 0

- B. On a motion made by Ms. Dolowich and seconded by Ms. Cole, the Board approved the New York State Annual Report.

Yes – 5

No – 0

- C. Next Board Meeting Date is Tuesday, July 11, 2023, at 4:00 PM, at the library (location TBD).

### **PERSONNEL**

- A. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board accepted the resignation/retirement of Mary Haugen, P/T Clerk, effective June 1, 2023.

Yes – 5

No - 0

- B. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board accepted the resignation of Evelyn Guzman, P/T Cleaner, effective July 3, 2023.

Yes – 5

No - 0

- C. On a motion made by Mr. Weinstock and seconded by Ms. Dolowich, the Board approved the appointment of Oscar Ventura, P/T Cleaner, at \$18.00 per hour effective June 13, 2023.

### **SECOND PUBLIC HEARING**

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

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**EXECUTIVE SESSION**

- A. On a motion made by Ms. Cole and seconded by Ms. Dolowich, the Board entered Executive session at 5:16 PM.

Yes – 5

No – 0

- B. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the Board exited Executive Session at 5:42 PM.

Yes – 5

No – 0

**ADJOURNMENT**

- A. On a motion made by Ms. Jacobson and seconded by Ms. Cole, the meeting was adjourned at 5:50 PM.

Yes – 5

No – 0

Respectfully submitted,

Jessica Smith, Secretary

Fran Medina, Clerk of the Board