

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
AUGUST 8, 2016
7:30PM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, August 8, 2016 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Gloria Weinrich, Vice Chair
Peter D'Antonio, Trustee
Lola Nouryan, Trustee
Charles Murphy, Trustee

Also Present: Nancy Minett, Representative of the Friends
Lisa Paulo, Library Director
Joanne Kastalek, Senior Typist Clerk

Absent: John Delany, Representative of the Village Board – with notice

1. **Call to Order:**

Trustee Colahan called the Meeting to order at 7:30 p.m.

2. **Pledge of Allegiance:**

The Pledge of Allegiance was led by Trustee Weinrich.

Trustee Colahan requested a moment of silence for the jogging victims in Queens and Boston.

3. **Approval of Agenda:**

Trustee Weinrich moved approval of the Agenda; Trustee Nouryan seconded and the motion was approved unanimously.

4. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)

None.

5. **Report from Representative of the Village Board:**

Trustee Colahan reported that Village Trustee John Delany was not able to attend tonight's meeting. Village Administrator Ralph Suozzi was invited but not able to attend tonight's meeting where he was to give a comprehensive overview of the HVAC system, as he is aware that the A/C unit on the upper level is not working and is insufficiently working in other areas of the building including this Board Room; however, he sent a report in lieu of his absence. Trustee Colahan reported that the Library is working with the Village on both an interim response as well as a more permanent response to the A/C situation. Trustee Colahan thanked Mr. Delany and Mr. Suozzi for the update. Trustee Colahan also thanked Mr. Delany for expediting the Village's response. In addition, we are two weeks out from the start of the elevator refurbishment as the elevator contractor, ThyssenKrupp, is waiting for permit approvals.

6. **Report from Representative of the Friends:**

Nancy Minett reported that last week she met with Library Director Paulo regarding adult programming, purchasing additional museum passes, and helping with showcase exhibits in a limited capacity. Ms. Minett made a resolution to her Board regarding these topics and will receive an answer at their next meeting in September. Book donations and membership contributions are down although donated books at the pool are flying off the shelf.

Trustee Colahan reported on the Garden City News article submitted by Trustee Weinrich welcoming Nancy Minett at the July 11, 2016 Library Board of Trustees meeting as the newly elected president of the Friends and how their funding support continues to be evident in various areas of the Library. Trustee Colahan asked Ms. Minett if they have the numbers as to how much donations and membership are down compared to previous years. Ms. Minett said she would provide the analytics for the September meeting.

7. **Minutes Regular Meeting of the Board of Library Trustees:**

Trustee Murphy moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, July 11, 2016; Trustee D'Antonio seconded and the motion was approved unanimously.

8. **Correspondence:**

Staff meeting reports and patron comment sheets were discussed.

9. **Decision Items:**

9.1 **Financial Reports:**

Trustee Weinrich moved approval of the preliminary July financial reports; Trustee Murphy seconded and the motion was approved unanimously.

Note that the Library Board must approve the financial reports for May, June and July at a future Board meeting when the Village reconciles and finalizes their books.

9.2 **Abstract of Claim Vouchers to be paid List No. 16:08**

Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of \$200,391.72, List No. 16-08; Trustee Nouryan seconded and the motion was approved unanimously.

9.3 **Review of Children's Video Games Usage:**

Trustee Weinrich moved approval to revise the children's video games policy by increasing the number of games loaned from one to three, to continue the policy for another six months and at that time conduct a usage survey; Trustee D'Antonio seconded and the motion was approved unanimously.

9.4 **Senator Hannon's "Adopt-a-Battalion" Collection Drive:**

Trustee Weinrich moved approval for the Library to participate in Senator Hannon's "Adopt-a-Battalion" collection drive to support overseas service members – the public is asked to donate hygiene items, snack and recreational items – a collection box will be placed in the Library September 12 through

November 11, 2016; Trustee Weinrich seconded and the motion was approved unanimously.

- 9.5 **Hiring of YA Dept. Page:**
Deferred to Executive Session.

10. **Discussion Items:**

10.1 **Director's Report:**

Monthly and year-to-date usage of the Library by patrons in all measurable categories was discussed.

Library Director Lisa Paulo reported that she thanked staff members for their part in bringing computers and materials up to the main level for patron use while the elevator refurbishment is taking place. Those staff members are IT Librarian Joe Agolia and assistant Chris Buchman who moved eight computers, two printers and a scanner to the Quiet Study Room and Reference Librarians Laura Flanagan and Ann Garnett, aide Kristen Sweeney and assistant Chris Buchman who moved a portion of the audio-visual collection of audio books, movies and music CD's onto display shelves near the Circulation Department. The process took over a week to complete.

Trustee D'Antonio moved approval for Director Paulo to send a thank you letter to staff members Joe Agolia, Laura Flanagan, Ann Garnett, Kristen Sweeney and Chris Buchman for their part in bringing computers and materials up to the main level, in being creative in placement of these items and for the swift action they took to complete the job; Trustee Weinrich seconded and the motion was approved unanimously.

Director Paulo thanked Trustees Weinrich and D'Antonio and Reference Librarian Ann Garnett for their assistance in working on the Library's portion of the Village's annual report and thanked Trustee Colahan for his final review and editing of the report.

Director Paulo reported on the final figures of attendees at the summer reading club – in the Children's Department there were 417 pre-school and school age children and 65 "tweens and teens" in the Young Adult Department.

Trustee Nouryan moved approval for the Young Adult Department to host a Halloween costume party for up to 50 "tweens and teens" on Friday, October 28, 2016; Trustee Murphy seconded and the motion was approved unanimously.

Director Paulo reported that the air conditioning went out on the main level Thursday, July 28, 2016 and was not repaired by Inter-County Mechanical (ICM) until Monday, August 1, 2016. The Library closed early that Saturday due to uncomfortable conditions. In addition, last Monday ICM came to the Library to replace a starter on the second floor unit, which has not been working for many weeks. While doing this the compressor started failing and then blew. Director Paulo contacted Village Administrator Suozzi for assistance. On August 3, 2016, at Mr. Suozzi's request, two Village engineering contractors from Lizardos

Mechanical & Electrical Engineering went through the entire HVAC system at the Library. The Village is looking into replacing this old system. Director Paulo reported that the little girl's restroom toilet has been repaired and is operational.

10.2 **Director's Report Narrative:**

July 2016

- Met with Friends' President Nancy Minett on Wednesday, July 6th.
- Attended a Rotary Meeting on Monday, July 11th.
- Conducted a staff meeting on Tuesday, July 12th.
- Attended a Village Board of Trustees Meeting on Thursday, July 21st.
- Participated in a conference call meeting of the Public Library Section of NYLA on Wednesday, July 27th.
- Have been working on the Library's portion of the Village's Annual Report.
- The AV collection and some computers were brought to the main level in preparation for the elevator overhaul.

Building and Grounds

- ABS Pumps who were sent by Inter County Mechanical completed work on the pump in the Boiler Room—(7/6) (Village Hall)
- County Energy Controls performed preventive maintenance on the pneumatic controls. He checked the operation of AC 1 & 2. (AC 3 was not functioning – Inter County Mechanical still waiting for replacement parts)—(7/7) (Village Hall)
- Modern Office Systems was called to repair shelving in the Friends of the Library Book Room. The technician repaired one of the movable shelves, which was not functioning due to a broken chain link. He also tightened the other shelves—(6/20) (Library)
- Parkway Exterminator was contacted when earwigs were found in the area of the Reference Desk. The exterminator treated the building inside as well as along the outside perimeter—(7/13,7/18) (Library)
- A number of plumbing problems were reported and Z&G Plumbing was called. On the Lower Level, a toilet in the Ladies Room was not flushing and in the Men's Room, a sink was not working properly. On the Main Level, the toilet in the Little Girl's Rest Room was not flushing properly. The plumber was able to rebuild the flushometer on the toilet in the Ladies Room. The sink in the Men's Room was repaired. The plumber found that the toilet in the Little Girls Room was flushing slowly. There appeared to be a blockage. In addition, the toilet was tilting and part of the wall was cracked at the bottom rear. The plumber removed the toilet but was unable to find a blockage. When returning the toilet to the upright position it was flushing properly. He then repaired the cracked wall—(7/14,7/18,7/29) (Library)
- An electrician from Corkrey Electric replaced ballasts and bulbs in the Library. He also repaired an outside light fixture—(7/14,7/27) (Village Hall)
- ThyssenKrupp did a cab test in preparation for the elevator refurbishing project—(7/19) (Village Hall)

- The AC stopped working in the entire building. Inter-County Mechanical was called. A technician came and shut it down and reset it. The system then went back on. By the next morning it was not working. The motor in the Water Tower had died. Technicians came and installed the new motor in the Tower. They tested the operations and it was working. They then replaced the broken parts in the system on the Upper Level. The lead technician was concerned about a possible wiring issue. He did not turn that system on. He wants a mechanic who has more experience working with equipment made by TRANE Co. to look at it prior to starting it up –(7/28,7/29,8/1) (Village Hall)

10.3 **Elevator Status:**
Previously discussed.

11. **Committee Reports:**

11.1 **Budget Committee:**
Trustee Colahan thanked Trustee D’Antonio for his work on the financials.

11.2 **Audit Committee:**
Previously discussed.

11.3 **Building Committee:**
Previously discussed.

11.4 **Community Relations Committee:**
Trustee Weinrich reported Trustee Colahan participated in Bobby Menges’ blood drive; he was the Garden City High School Senior Ambassador to the CPOA. Bobby’s dad informed Trustee Colahan that his son is receiving chemotherapy and will be returning to Duke University this fall.

11.5 **Personnel Committee:**
Deferred to Executive Session.

12. **Other Business:**
None.

13. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
Trustee Colahan recognized the following:

Rikki Massand, Garden City News reporter
Cyril Smith, Garden City resident

14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, September 12, 2016 at 7:30 p.m.

15. **Move Into Executive Session:**
Trustee D’Antonio moved approval that the Meeting enter Executive Session to discuss specific budget and personnel issues; Trustee Colahan seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 8:53 p.m.

Trustee D'Antonio moved approval that the Meeting exit Executive Session; Trustee Weinrich seconded and the motion was approved unanimously.

The Meeting exited Executive Session at 9:40 p.m.

Trustee Weinrich moved approval to hire Rebecca Curran as a page in the Young Adult Department to work nine hours per week at \$9.00 per hour; Trustee D'Antonio seconded and the motion was approved unanimously.

Trustee Weinrich moved approval to hire Lisa Murphy as a page in the Children's Department to work nine hours per week at \$9.00 per hour; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Nouryan moved approval to hire Gabriella Bevil as a page in the Children's Department to work nine hours per week at \$9.00 per hour; Trustee Murphy seconded and the motion was approved unanimously.

Trustee D'Antonio moved approval for a promotional title for Joanne Kastalek from Senior Typist Clerk to Principal Typist Clerk with a salary increase of 3%; Trustee Nouryan seconded and the motion was approved unanimously.

16. **Adjournment:**

There being no further business to discuss, Trustee D'Antonio moved approval to adjourn the meeting at 9:52 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Senior Typist Clerk

Approved:
September 12, 2016