

**GARDEN CITY PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
APRIL 11, 2016  
7:30PM  
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, April 11, 2016 at 7:30 p.m.

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

**Also Present:** John Delany, Representative of the Village Board  
Joe Furlong, Representative of the Friends  
Lisa Paulo, Library Director  
Joanne Kastalek, Senior Typist Clerk

**Absent:** Charles Murphy, Trustee – with notice

1. **Call to Order:**  
Trustee Colahan called the Meeting to order at 7:35 p.m.
2. **Pledge of Allegiance:**  
The Pledge of Allegiance was led by Elizabeth Tully, Jr. Ambassador for the CPOA.
3. **Approval of Agenda:**  
Trustee D'Antonio 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 welcomed Village Trustee John Delany as recently appointed Library liaison and noted that Mr. Delany is a former Library Board Chairman. Trustee Delany replied he is happy to be at the Library and anyone is welcomed to call or email him, if needed.  
  
Trustee Delany reported on many issues going on in the Village, he has not seen the CBRAC final decision yet and believes that both the Library and Friends Boards are very important in helping the Library to thrive.
6. **Report from Representative of the Friends:**  
Friends' President, Joe Furlong, introduced Friends' Board member and past president, Joan Trocchia, who represented the Friends in discussing their disappointment with the Library Board regarding the April 1, 2016 Garden City News article "Less Funding from Library Friends?" Ms. Trocchia reviewed the history of the Friends and the funding support given to the Library over the years.

Trustee Colahan thanked the Friends Board for attending the meeting and reported that there are misunderstandings in the Garden City News article. In addition, the Library Board did not fully understand the content of the Friends' letter dated February 12, 2016 and that clarification and further information from the Friends has since been provided. Trustee Colahan noted that both the Library Board and Friends Board share responsibility for the misunderstandings that have occurred. The Library Board supports and encourages the Friends in attaining volunteers, supplying fundraising ideas and supporting the proposed brick fundraising campaign. Trustee Colahan discussed the good relationship both Boards have always shared and recommended working together to continue to build upon this relationship.

To help build the relationship between the Boards, there is a mutual agreement that a representative from both Boards attend each other's Board meetings.

Trustee Colahan moved approval that the Library Board vote on a resolution to support funding the Friends of the Garden City Public Library and encourage people to volunteer and to give financial support; Trustee Weinrich seconded and the motion was approved unanimously.

Joe Furlong and some of the other Friends Board members including Joan Trocchia exited the meeting at 8:11 p.m.

7. **Introduction of New Young Adult Librarian:**

Laura Giunta, formerly of the Children's Department since 2009, introduced herself as the new Librarian in the Young Adult Department replacing Marge Kelly who retired. She explained her vision and goals for this department.

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

Trustee Nouryan moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, March 14, 2016; Trustee Weinrich seconded and the motion was approved unanimously.

9. **Correspondence:**

Staff meeting reports were discussed.

10. **Decision Items:**

10.1 **Financial Reports:**

Trustee Nouryan moved approval of the financial reports; Trustee D'Antonio seconded and the motion was approved unanimously.

10.2 **Abstract of Claim Vouchers to be paid List No. 16-04**

Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of \$174,256.15, List No. 16-04; Trustee D'Antonio seconded and the motion was approved unanimously.

10.3 **Transfer \$2,500.00 from Overtime to Book Processing:**

Trustee Weinrich moved approval to transfer \$2,500.00 from Overtime (0L.7410.1020) to Book Processing (0L.7410.4290); Trustee D'Antonio seconded and the motion was approved unanimously.

10.4 **2015 New York State Annual Report:**

Trustee Weinrich moved approval of the 2015 New York State Annual Report; Trustee Nouryan seconded and the motion was approved unanimously.

10.5 **Retired Young Adult Librarian Benefits Pay Out:**

Trustee Weinrich moved approval of the retired Young Adult Librarian benefits pay out; Trustee D'Antonio seconded and the motion was approved unanimously.

10.6 **Approval of Proposed New Policies: Confidentiality of Library Records, Nepotism, and Patron Complaints:**

Trustee Nouryan moved approval of the proposed new policies: Confidentiality of Library Records, Nepotism, and Patron Complaints; Trustee D'Antonio seconded and the motion was approved unanimously.

10.7 **Use of Meeting Rooms, Exhibits, and Display Space Policy:**

Trustee Nouryan moved approval of the Use of Meeting Rooms, Exhibits, and Display Space policy with updates; Trustee D'Antonio seconded and the motion was approved unanimously.

11. **Discussion Items:**

11.1 **Director's Report:**

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

Director Paulo discussed her meeting with Trustees Weinrich and Nouryan and MDA Design Group consultants regarding the future reconfiguration and modernization of the Library. MDA Design Group presented new drawings of the Library as an overlay of drawings from 1973 and 2007. Trustee Weinrich reported staff was given a survey to express their opinions on the renovation. The majority of the comments stressed the need for better lighting throughout the building, colors to brighten the departments, and update the lower level and Children's Department.

Trustee Colahan thanked everyone for their efforts.

11.2 **Director's Report Narrative:**

March 2016

- Met with Trustee Murphy and the Citizen's Budget Review and Advisory Committee at the Library on Tuesday, March 1<sup>st</sup>.
- Attended a Kiwanis Board Meeting on Tuesday, March 2<sup>nd</sup> at the Park City Diner.
- Attended a Village Board of Trustees Meeting on Thursday, March 3<sup>rd</sup> at Village Hall.
- Held a Department Head Meeting on Tuesday, March 8<sup>th</sup>.
- Presented an abbreviated version of Library Budget on Tuesday, March 8<sup>th</sup> at the Village's first Budget Workshop.
- Attended a Village Department Head Meeting on Wednesday, March 9<sup>th</sup> at Village Hall.

- Attended the Garden City Kiwanis Annual St. Patrick's Day Luncheon at the Garden City Hotel on Wednesday, March 9<sup>th</sup>.
- Presented Library Budget at the Village's second Budget Workshop on Thursday, March 10<sup>th</sup>.
- Attended an Irish Event at the Garden City Historical Society on Sunday, March 13<sup>th</sup> at 3:00 pm.
- Attended annual PESCH training at Village Hall from 1:30 -3:30 pm on Tuesday, March 15<sup>th</sup>.
- Attended Village Board of Trustees Meeting on Thursday, March 17<sup>th</sup> at Village Hall.
- Attended the Nassau Library System's monthly Board Meeting on Monday March 21<sup>st</sup> at the Nassau Library System.
- Had a security assessment done with Commissioner Kenneth Jackson, Inspector Doyle, Sgt. Grimes and two representatives from the Intelli-Tec Security Services Company on Tuesday, March 22<sup>nd</sup>. Administrative assistant Eileen Hawkins and I toured the building with the group to determine where more cameras could be placed for security purposes.
- Trustees Nouryan, Weinrich and I met with Elisabeth Martin and two of her assistants from MDA Design Group to discuss the first phase of the reconfiguration of the Library.
- Participated in a conference call for the PLS Executive Board of NYLA on Wednesday, March 30<sup>th</sup>.
- Attended an ALIS Executive Board Meeting at the Nassau Library System on Thursday, March 31<sup>st</sup>.

#### Building and Grounds

- Water was coming up from the sewer access drain in the Lower Level hallway. Titan Sewer & Drain was contacted. The repairperson cleared the clogged drain. The Village Maintainer then cleaned the carpet in that area—(3/1) (Library)
- The left front door was not operating properly. The Village Maintainer noted that the door latch would not engage. NABCO-Tri State Automatic Door was notified. The technician replaced the motor gear box—(3/4,3/7,3/8) (Library)
- The Monitor informed the Library Director that there was a leak in the boiler room. The Monitor made a temporary bypass and shut off the leaking pipe. Inter-County Mechanical was called. The technician found that there was a pump leaking from the gasket. He built a more secure temporary repair. This job will entail draining the boiler in order to do the necessary repair—(3/6,3/7) (Village Hall)
- The technician from County Energy Controls came to perform routine preventive maintenance of the pneumatic controls. He replaced a faulty thermostat at the Circulation Desk. He saw that the AC1 reheat coil was

leaking slowly outside the unit. He advised that Inter-County Mechanical be called regarding this leak–(3/31) (Library)

11.3 **Adoption of Budget FY 2016-2017:**

Trustee Colahan moved approval of the Library Budget FY 2016-2017; Trustee D’Antonio seconded and the motion was approved unanimously.

Trustee Colahan thanked Trustee D’Antonio for his assistance with the budget. The budget was approved by the Village and is reduced by \$25,000.00.

11.4 **Elevator Status:**

Library Director Paulo reported the projected time frame for the elevator repair is now June or July. The contract has been verified with Thyssen Krupp Elevator Corp. and parts have been ordered.

11.5 **Library Design Consultant Update:**

Previously discussed.

12. **Committee Reports:**

12.1 **Budget Committee:**

Previously discussed.

12.2 **Audit Committee:**

Trustee Colahan reported that the Library is up-to-date with our audit.

12.3 **Building Committee:**

Trustee Delany reported if landscaping or any other work is not getting done by the Village to either contact him or Village Administrator Suozzi.

12.4 **Community Relations Committee:**

None.

12.5 **Personnel Committee:**

Deferred to Executive Session.

13. **Other Business:**

None.

14. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)

Trustee Colahan recognized the following:

Nimisha Bangalore, WPOA Sr. Ambassador  
Elizabeth Tully, CPOA Jr. Ambassador  
Cyril Smith, Garden City resident  
Rikki Massand, Garden City News reporter

15. **Next Meeting Date:**

The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, May 9, 2016 at 7:30 p.m.

16. **May Move Into Executive Session:**

Trustee Weinrich moved approval that the Meeting enter Executive Session to discuss specific personnel issues; Trustee Nouryan seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 8:55 p.m.

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

The Meeting exited Executive Session at 9:55 p.m.

Trustee D'Antonio moved approval to hire a consultant for a fee not to exceed \$5,000.00 to conduct a survey of the Human Relations in the Library; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Nouryan moved approval of the hiring of a new part time Circulation Clerk, Amanda Mulea, at \$19.89 per hour not to exceed 12 hours per week - she replaces Maria DeMarco who resigned - starting date to be determined; Trustee D'Antonio seconded and the motion was approved unanimously.

17. **Adjournment:**

There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 10:05 p.m.; Trustee D'Antonio seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek  
Senior Typist Clerk

Approved:  
May 9, 2016