

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
JUNE 13, 2016
7:30 PM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, June 13, 2016 at 7:30 p.m.

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

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

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 Suzie Alvey, Garden City resident and Assistant Village Historian.

Trustee Colahan requested a moment of silence for the victims of Orlando, Florida and elsewhere.

3. **Approval of Agenda:**
Trustee Murphy moved approval of the Agenda; Trustee D'Antonio seconded and the motion, was approved unanimously.

4. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)
Trustee Colahan prefaced the public comments section of the agenda commenting that the Library building and grounds are owned by the Village and for the audience to please consider this in terms of their remarks toward the Agenda Item 10.5 – 104 Sixth Street Historic House - Relocation to the Garden City Public Library Grounds.

Trustee Colahan recognized the following:

Terence Kenny, Garden City resident and G.C. Historical Society Board member
Suzie Alvey, Garden City resident and Assistant Village Historian.
Janet Chereskin, Garden City resident
T. J. Costello, Architect for 104 Sixth Street historic house

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

Trustee Delany reported that there is a lot going on in the Village with the retirement of two fire fighters, the possibility of replacing or refurbishing the water tower, garbage service is not being out sourced at this time, and there is no agreement as of yet with the CSEA.

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

Trustee Colahan reported that it is Nancy Minett's first attendance at a Library Board meeting as acting President.

Nancy Minett reported that she will be installed as president of the Friends at Wednesday's annual meeting – refreshments will be served. The Friends participated with Library staff at last Friday's Belmont Festival that was well attended; we hope this will bring support for the Library.

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

Trustee Weinrich moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, May 9, 2016; Trustee D'Antonio seconded and the motion was approved unanimously.

8. **Correspondence:**

Patron comment sheets and staff meeting reports were discussed.

9. **Decision Items:**

9.1 **Financial Reports:**

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

9.2 **Abstract of Claim Vouchers to be paid List No. 16-06:**

Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of \$166,006.79, List No. 16-06; Trustee D'Antonio seconded and the motion was approved unanimously.

9.3 **Transfer \$4,825.00 from Overtime and \$4,750.00 from Public Relations to Printing, Postage and Stationery \$9,575.00:**

Trustee D'Antonio moved approval to transfer \$4,825.00 from Overtime (0L.7410.1020) and \$4,750.00 from Public Relations (0L.7410.4280) to Printing, Postage and Stationery (0L.7410.4070) \$9,575.00; Trustee Nouryan seconded and the motion was approved unanimously.

Note: The Library account is not overdrawn, money was left in certain lines as mentioned above and moved to make it up in the Printing, Postage and Stationery line.

9.4 **Transfer \$38,000.00 from Personnel Services-Regular, \$15,000.00 from Electricity and \$2,204.00 from Natural Gas to Library Materials \$55,204.00:**

Trustee D'Antonio moved approval to transfer \$38,000.00 from Personnel Services-Regular (0L.7410.1010), \$15,000.00 from Electricity (0L.7410.4060) and \$2,204.00 from Natural Gas (0L.7410.4510) to Library Materials

(0L.7410.4270) \$55,204.00; Trustee Nouryan seconded and the motion was approved unanimously.

Note: The Library account is not overdrawn, money was left in certain lines as mentioned above and moved to make it up in the Library Materials line.

9.5 **Transfer \$3,414.00 from Maintenance of Plant to State Retirement:**

Trustee D'Antonio moved approval to transfer \$3,414.00 from Maintenance of Plant (0L.7410.4030) to State Retirement (0L.9010.8000); Trustee Nouryan seconded and the motion was approved unanimously.

Note: The Library account is not overdrawn, money was left in a certain line as mentioned above and moved to make it up in the State Retirement line.

9.6 **Transfer \$6,000.00 from Contractual Services and \$3,888.00 from Natural Gas to Health \$9,888.00:**

Trustee D'Antonio moved approval to transfer \$6,000.00 from Contractual Services (0L.7410.4460) and \$3,888.00 from Natural Gas (0L.7410.4510) to Health (0L.9060.8000) \$9,888.00; Trustee Nouryan seconded and the motion was approved unanimously.

Note: The Library account is not overdrawn, money was left in certain lines as mentioned above and moved to make it up in the Health line.

9.7 **CSEA Full-Time Staff Employees Salary Increases:**

Deferred to Executive Session.

9.8 **Library Counsel's Retainer Agreement:**

Deferred to Executive Session.

9.9 **Summer Loans:**

Trustee D'Antonio moved approval of summer loans for Garden City patrons from June 20, 2016 to September 6, 2016 – this does not apply to new books, all travel books, all media: audio books/music CD's, all large-type books and Young Adult/Children's school summer reading book lists; Trustee Murphy seconded and the motion was approved unanimously.

9.10 **Approval for Blood Drive July 27, 2016:**

Trustee D'Antonio moved approval for the Long Island Blood Services to hold a blood drive July 27, 2016 in their bus mobile on the Library grounds; Trustee Murphy seconded and the motion was approved unanimously.

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 discussed the Library's participation at the June 10th Belmont Festival marking our attendance three years in a row. Our tables were well attended with the Young Adult Librarian, Laura Giunta, busy with button making,

Laura's sister Lisa was dressed as Bell from Beauty and the Beast, and the Children's Librarians, Barbara Grace and Donna Furey, were busy actively playing games with children and parents along with offering give-a-ways and holding raffles. The Friends were busy at their table, too. It was a wonderful event.

Director Paulo attended the Friends' May 18th meeting where Nancy Minett, the next president of the Friends, welcomed her. There was discussion on how to help Barbara Nothel bring books to the pool this summer. We will look into having teen volunteers help her.

On July 7th, the Children's Department will hold a sports themed book discussion. Trustee Colahan, through his past position as president of the Garden City Centennials Soccer Club, coordinated with the current Centennials president, Richard Harken, to have the Centennials supply portable goals, supply T-shirts and soccer balls at no cost. A former college professional female soccer player and current Centennials travel soccer coach, Jen Costa, will be attending this event to speak to the children.

Director Paulo along with Trustees Weinrich and D'Antonio took a field trip to the Darien Library in CT. That Library is known for its progressive, forward thinking attitude and for being unconventional. The Friends of the Darien Library donate more than \$1,000,000 each year. The group came away with many ideas to consider when working with the Library's space planner.

Director Paulo reported that the materials circulation numbers are good.

10.2 **Director's Report Narrative:**

May 2016

- Attended a Kiwanis Meeting at the Library on Monday May 2nd at 5:00 pm.
- Held a Department Head Meeting on Tuesday, May 3rd.
- Attended a Kiwanis Meeting at the Garden City Hotel on Wednesday, May 3rd.
- Held a general staff meeting on Tuesday, May 10th.
- Visited the Darien Library in Darien CT. with Trustees D'Antonio and Weinrich on Wednesday, May 11th.
- Attended a Directors' Meeting at the Nassau Library System on Wednesday, May 18th.
- Attended a Friends of the Library Meeting on Wednesday, May 18th.
- Attended a Village Board of Trustees Meeting on Thursday, May 19th.
- Was on vacation from May 23rd – Monday, May 30th.

Building and Grounds

- The HVAC in the Machinery Room on the Lower Level was making a loud noise, which could be heard in the Administration Office. The Village Maintainer called Inter-County Mechanical Corp. A technician tightened different parts of the system, greased the bearings and checked all the belts– (5/2) (Village Hall)
- Z & G Plumbing replaced a frozen/split ball valve on a line in the Water Tower-(5/4) (Library)

- Elevator doors were stuck in the open position. ThyssenKrupp was called. A technician came that afternoon. The doors that were affected open on the lower level and the lobby side of the elevator on the main level. The technician found that the *door light curtain* needed to be replaced. This part detects passengers entering and leaving the elevator and prevents the doors from closing if someone is present. The technician shut down the elevator. The following week it was repaired—(5/26,6/1) (Village Hall)

10.3 **Elevator Status:**

Director Paulo discussed the updated schedule as to the fabrication time of ordering parts - June 20th, demolition/removal of elevator - August 2nd, new elevator installation - August 8th, tune/adjustment - September 18th and final day - September 27th. This schedule is subject to change.

10.4 **Library Design Consultant Update:**

Director Paulo discussed that Elizabeth Martin from the MDA Design Group will make a presentation on the reconfiguration of the Library space at the Library Board's July 11th meeting.

10.5 **104 Sixth Street Historic House – Relocation to the Garden City Public Library Grounds:**

Discussion ensued on a request by Garden City resident Terence Kenny for the 104 Sixth Street historic house to be relocated to the Library grounds. The owner of 104 Sixth Street property will build a new house and is donating the historic house to the Village. This is at the interest of some Garden City residents who want to prevent its demolition. The Library Board made it clear to the audience that the Library building and grounds are owned by the Village and it is their decision to make.

Trustee Colahan, with the approval of the Library Board, opened up the discussion to all present at the meeting to offer their comments and recognized the following:

Terence Kenny, Garden City resident and G.C. Historical Society Board member
 Brian Pinnola, Garden City resident and G.C. Historical Society Board member
 T. J. Costello, Architect for 104 Sixth Street historic house
 Janet Chereskin, Garden City resident
 Kathleen Sweeney, Garden City resident

Deferred for further information from the Village.

11. **Committee Reports:**

11.1 **Budget Committee:**

Previously discussed.

11.2 **Audit Committee:**

No report.

11.3 **Building Committee:**

No report.

11.4 **Community Relations Committee:**

Trustee Weinrich reported that she has been collecting thousands of used eyeglasses from generous Garden City residents for the past five years. These eyeglasses are given to the Lions Club organization for their Lions Recycle for Sight Program. These glasses are fitted with corrected lenses and given to low and middle income people living in the U.S. and in other countries.

11.5 **Personnel Committee:**

Deferred to Executive Session.

12. **Other Business:**

Director Paulo sought approval to get rid of old shelving. Trustee Delany recommended that she contact Village Administrator Ralph Suozzi for approval.

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

Trustee Colahan recognized the following:

Stephanie Siler, CPOA Sr. Ambassador

14. **Next Meeting Date:**

The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, July 11, 2016 at 7:30 p.m.

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

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

Other than the Library Board and Director, all present including Trustee Delany and Nancy Minett exited the meeting at 9:07 p.m.

The Meeting entered Executive Session at 9:15 p.m.

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

The meeting exited Executive Session and resumed regular session at 9:30 p.m.

Trustee Weinrich moved approval to pay the annual retainer fee of \$4,500.00 for the 2016-2017 fiscal year between Garden City Public Library and William Cullen, Esq. of the law firm of Behrens, Loew & Cullen. Additional services for such matters as Board Meeting attendance, construction and litigation will be billed at a \$195.00 hourly rate; Trustee D'Antonio seconded.

The Vote was:

Colahan – yes

Weinrich – yes

D'Antonio – yes

Nouryan – no

Murphy – no

Trustee D'Antonio moved approval of salary increases for CSEA personnel, non-supervisory, effective May 29, 2016; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Colahan moved approval of the agreement between Library Consultant Judith Lockman and the Garden City Public Library with the deletion of Section 10; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Murphy moved approval of the salary increase of 2% for Library Director, Lisa Paulo, with a new salary of \$133,600 for the 2016-2017 fiscal year; Trustee Nouryan seconded and the motion was approved unanimously.

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

16. **Adjournment:**

There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:42 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Senior Typist Clerk

Approved:
July 11, 2016