

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
SEPTEMBER 12, 2016
7:30PM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, September 12, 2016 at 7:30 p.m.

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

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

Absent: Charles Murphy, Trustee – 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 Nouryan.

Trustee Colahan requested a moment of silence in memory of the 15th anniversary of 9-11.

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:**

Deferred until Trustee Delany arrives to give his report. Trustee Delany had a prior commitment.

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

Nancy Minett reported that the Friends next meeting is September 21, 2016. Some items to discuss are membership and museum passes. Ms. Minett will provide Trustee Colahan with both current and last year's membership figures.

Trustee Colahan thanked Ms. Minett on how well stocked the bookshelves at the Garden City pool were all summer.

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

Trustee D'Antonio moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, August 8, 2016; Trustee Weinrich seconded and the motion was approved unanimously.

8. **Correspondence:**

Staff meeting reports and patron comment sheets were discussed.

Trustee Colahan informed Rikki Massand, Garden City News reporter, that an article in the September 9th edition should be corrected as it states, "Library Open Some Sundays." The library is open almost all Sundays – 34 out of 41 from September 11, 2016 through June 18, 2017.

9. **Decision Items:**

9.1 **Financial Reports:**

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

Trustee Colahan thanked Trustee D'Antonio and Pat Marson, Principal Account Clerk, for their work on the financial reports.

9.2 **Abstract of Claim Vouchers to be paid List No. 16-09**

Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of \$187,356.36, List No. 16-09; Trustee D'Antonio seconded and the motion was approved unanimously.

9.3 **Transfer \$800.00 from Printing, Posting and Stationery to Equipment:**

Trustee D'Antonio moved approval to transfer \$800.00 from Printing, Posting and Stationery (0L.7410.4070) to Equipment (0L.7410.2000); Trustee Nouryan seconded and the motion was approved unanimously.

9.4 **Approval to Revise Policy on How to Obtain a Garden City Public Library Card:**

Trustee Weinrich moved approval to revise the policy on How to Obtain a Garden City Public Library Card – the first item is "a patron must be present with proper identification" and the second item is "a homebound patron's caretaker may bring in their identification"; Trustee D'Antonio seconded and the motion was approved unanimously.

9.5 **National Charity League:**

Trustee D'Antonio moved approval to move forward with the National Charity League's proposal to have pages volunteer in the Library – they will be interviewed by Library Director Paulo – and to look into having tutors in the Library after additional information is obtained; Trustee Nouryan seconded and the motion was approved unanimously.

9.6 **Hiring of Security Aide:**

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 discussed that the elevator work is moving along; she met with engineers from Lizardos Mechanical & Electrical Engineering Associates who evaluated the Library's HVAC system and reported that the system should be replaced; the HVAC's heating coil is currently being repaired.

10.2 **Director's Report Narrative:**

August 2016

- Held a Department Head meeting on Tuesday, August 2nd.
- Met with Friends president Nancy Minett on Wednesday, August 3rd.
- Held a staff meeting on Tuesday, August 9th.
- Held a training session for the reference librarians for the new Bloomberg terminal with a representative from Bloomberg.
- Met with Village Administrator Ralph Suozzi for our monthly meeting on Wednesday, August 17th.
- Attended a Village Board Meeting on Thursday, August 18th.
- Met with a representative from the Playaway Company.
- Met with architect Jim Whalen from the WBG Company to discuss the cost of the reconfiguration project.
- Elevator project began on Wednesday, August 24th.
- Attended a Kiwanis meeting on Wednesday, August 24th.

Building and Grounds

- Inter-County Mechanical finally received a replacement starter for the HVAC on the Upper Level. After installation, the technician started up the HVAC and the compressor failed—(8/4) (Village Hall)
- The toilet in the Main Floor Girls Room continued to be a problem and was not flushing properly. It was necessary for the plumber to replace the toilet—(8/5) (Library)
- The AC was not working in the building. There had been a power outage in the area the previous night. Inter-County Mechanical came and found that a fuse blew due to the outage. He replaced the fuse and started up the system—(8/10) (Village Hall)
- The Library felt uncomfortably warm. The Village Maintainer checked the HVAC system and it was operating. He suggested that it could be the pneumatics. County Energy Controls was called. The technician found that the outside dampers were open. He closed them. The temperature began to improve immediately—(8/15) (Library)
- The Village Maintainer arranged for Corkrey Electric to replace ballasts and bulbs—(8/17) (Village Hall)

- Technicians from ThyssenKrupp began to dismantle the elevator—(8/24) (Village Hall)
- Inter-County Mechanical installed a rented, portable Air Conditioner in the TS Room. The technicians also performed routine maintenance on the HVAC—(8/25) (Village Hall)
- Mike Didyk notified the Library that there was a water leak on the border of the parking lot by the front lawn. The leak was causing the mulch to run off the garden area. The Village Maintainer found that two heads were missing from the sprinkler system. He notified Garden City Maintenance and Irrigation. The repair was done—(8/25,8/29,8/30) (Library)

10.3 **Elevator Status:**

Previously discussed.

10.4 **Loan Rules:**

Trustee Weinrich moved approval to accept the new loan rules for Playaways and audiobooks from 14 to 28 days; Trustee D'Antonio seconded and the motion was approved unanimously.

11. **Committee Reports:**

11.1 **Budget Committee:**

Trustee D'Antonio reported we are on target at this point.

Trustee Colahan again thanked Trustee D'Antonio for his work on the financial reports.

Trustee Delaney entered the meeting at 8:19 p.m.

11.2 **Audit Committee:**

Library Director Paulo reported that the Library portion of the Village audit started in August.

11.3 **Building Committee:**

Previously discussed.

11.4 **Community Relations Committee:**

Trustee Weinrich extends congratulations to Brian Ridgway on his appointment as Administrator of the Village of Old Westbury; the Friends of West Hempstead Library is having a garage sale fundraiser in their parking lot; Trustee Weinrich donated a renewal of Opera News magazine.

11.5 **Personnel Committee:**

Deferred to Executive Session.

5. **Report from Representative of the Village Board:**
Trustee Delany reported that the Village hired Joe DiFrancisco as Deputy Village Administrator and secretary to the Village Board; last week Mayor Episcopia announced that the village settled a \$10,000,000 lawsuit in the Genesco case – remediation will be done; the water tower will be replaced sometime in spring – water will come from the Village of Mineola; baseball fields 3 and 4 were dedicated; the Village will create 50 parking spaces at St. Paul’s sometime in fall; diesel fuel pumps in the Village yard will be out of service for a while – fuel will come from the Village of Mineola
12. **Other Business:**
None.
13. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
Trustee Colahan recognized the following:

Cyril Smith, Garden City resident
14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, October 17, 2016 at 7:30 p.m. due to the Columbus Day holiday.
15. **Executive Session:**
Trustee D’Antonio moved approval that the Meeting enter Executive Session to discuss specific budget and personnel issues with Trustee Delany; Trustee Nouryan seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 8:35 p.m.

Trustee Delaney exited the meeting at 9:00 p.m.

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

The Meeting exited Executive Session at 9:01 p.m.

Trustee Weinrich 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 9:02 p.m.

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

The Meeting exited Executive Session at 9:25 p.m.

Trustee Nouryan moved approval of Judy Lockman’s implementation plan specifically sections A, B, and C for the Garden City Public Library; Trustee Colahan seconded and the motion was approved unanimously.

Trustee Weinrich moved approval to purchase a particular scanner as seen at the Darien, Library; Trustee D'Antonio 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 9:35 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
October 17, 2016