

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
MAY 9, 2016
7:30PM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, May 9, 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
Joe Furlong, 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 Nancy Minett, Friends of the Garden City Public Director.

Trustee Colahan requested that this meeting be held in the Technical Services Department, as the Library Board is trying out different areas of the Library. Trustee Delany will be delayed in attending this meeting.
3. **Approval of Agenda:**
Trustee Weinrich moved approval of the revised Agenda, which includes an additional transfer; Trustee D'Antonio 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.
6. **Report from Representative of the Friends:**
Joe Furlong reported that their Book Sale is Saturday, May 14, 2016. He introduced Friends' Director Nancy Minett as his successor. Mr. Furlong wanted to clarify information in a recent Garden City News article and in the April 11, 2016 Library Board minutes, and asked Trustee Colahan to clarify his remarks. Trustee Colahan said the word 'mis-quotes' should be replaced with the word 'misunderstanding' by the Library Board of Trustees.

Trustee Colahan thanked Nancy Minett for attending the Library Board meeting and congratulated her on accepting the position as the next Friends' President.

7. **Minutes Regular Meeting of the Board of Library Trustees:**
Trustee D'Antonio moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, April 11, 2016; Trustee Weinrich 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. 16-05**
Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of \$268,196.88, List No. 16-05; Trustee D'Antonio seconded and the motion was approved unanimously.
- 9.3 **Transfer \$11,218.84 from Local Area Network to \$5,000.00 Library Materials and \$6,218.84 to Special Projects:**
Trustee Murphy moved approval to transfer \$11,218.84 from Local Area Network (0H.7410.2020) to \$5,000.00 Library Materials (Acquisitions Module) (0L.7410.4270) and \$6,218.84 to Special Projects (iPads, MacBook Pro and Database for iPads from NY State grant money) (0L.7410.4640); Trustee Nouryan seconded and the motion was approved unanimously.
- Note: These are not transfers of money. They are invoices that have been paid, but were coded incorrectly.
- 9.4 **Transfer \$500.00 from Travel and Training to Printing, Postage and Stationery:**
Trustee D'Antonio moved approval to transfer \$500.00 from Travel and Training (0L.7410.4120) to Printing, Postage and Stationery (0L.7410.4070); Trustee Murphy seconded and the motion was approved unanimously.
- 9.5 **Transfer \$2,500.00 from Overtime to Printing, Postage and Stationery:**
Trustee Weinrich moved approval to transfer \$2,500.00 from Overtime (0L.7410.1020) to Printing, Postage and Stationery (0L.7410.4070); Trustee Murphy seconded and the motion was approved unanimously.
- 9.6 **Proposed Sunday Opening Calendar – September 2016 through June 2017:**
Trustee Murphy moved approval of the Proposed Sunday Opening Calendar – September 2016 through June 2017 with approval to add Father's Day June 18, 2017; Trustee Weinrich seconded.

The vote was:
Colahan – yes

Weinrich – yes
 Nouryan – yes
 Murphy – yes
 D'Antonio – no

Trustee Murphy moved approval to open Father's Day June 19, 2016 contingent upon enough available staff to work that day; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Murphy moved approval to close the Library Saturday, July 2, 2016 for the Fourth of July weekend; Trustee Nouryan seconded and the motion was approved unanimously.

9.7 **Approval to Dispose of Obsolete Computer Equipment:**

Trustee Nouryan moved approval to dispose of obsolete computer equipment; Trustee Murphy seconded and the motion was approved unanimously.

9.8 **Approval for Garden City School District User Agreement:**

Deferred until after hearing Trustee Delany's update on the elevator from the Village.

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.

Director Paulo discussed that each department is doing a good job.

The Library celebrated the 10th Anniversary of its Cozy up with a Good Book Adult Winter Reading Club with a brunch held on Friday, April 29th. Over 200 residents participated in the club this year with more than 110 readers attending the celebration. During the winter, the reading club participants filled out over 2,500 book review cards, which also served as raffle tickets at the celebration. The event was hosted by Reference Librarian Laura Flanagan, assisted by Reference Librarian Ann Garnett and Library Assistant Mira Higgins. Local merchants generously donated products and services to this year's raffle.

In response to the CBRAC's report, \$3,000.00 of materials was purchased to improve the Library's availability of its collection.

The new Young Adult Librarian, Laura Giunta, is doing a great job in signing up volunteers for her upcoming programs: Teens and Tots and the Teen Advisory Board. She is enthusiastic and putting great effort into her job. She also has many ideas for future Young Adult programming.

10.2 **Director's Report Narrative:**

April 2016

- Attended the Village's Annual Organizational Meeting and Budget Hearing on Monday, April 4th.
- Attended a Kiwanis Meeting on Wednesday, April 6th.
- Attended the Volunteer Recognition Dinner at the new Senior Center on Thursday, April 14th.
- Attended a Kiwanis Meeting on Wednesday, April 20th.
- Attended a Village Board of Trustees Meeting on Thursday, April 21st.
- Participated in a conference call for the Public Library Section of NYLA.
- Trustees D'Antonio, Nouryan and I met with Elisabeth Martin (space planner) to go over drawings of the new building configuration.

Building and Grounds

- Inter-County Mechanical Corp. was called to analyze AC 1 as the County Energy Controls technician had reported a leak the previous day. ICM came to evaluate but needed to call in additional help to analyze the situation. Upon return, the technicians found the location of the leak was on the hot water coil. They attempted to repair it but a pipe was so rotted that a different technique was needed. They isolated the area to prevent further leaking while waiting for the delivery of the new parts. Upon return, they completed the job but stated that this was a temporary repair. They recommended replacing the hot water coil as soon as possible—(4/1,4/4,4/6,4/8) (Village Hall)
- Inter-County Mechanical Corp. continued the boiler repair that was started in March. The technicians installed a new pressure relief valve and replaced the circulator pump. They are waiting for another part and will return to complete the job—(4/18,4/20) (Village Hall)
- Inter-County Mechanical Corp. started up the HVAC system for the summer season. The technician found a water leak at the ball valve in the Cooling Tower. Replacement is required —(4/25) (Village Hall)
- The toilet in the Ladies Room on the main level was leaking. Z & G Plumbing was called. The flushometer and O-ring were replaced—(4/5,4/7) (Library)
- Garden City Maintenance, Inc. turned on the sprinkler system for the season. A few repairs were made, 3 rotary heads and a riser were replaced, a leak was repaired—(4/8) (Library)

10.3 **Elevator Status:**

Deferred until Trustee Delany arrives to give his report.

10.4 **Library Design Consultant Update:**

Director Paulo discussed her meeting with Trustees Nouryan and D'Antonio and MDA Design Group consultants. MDA Design Group presented new plans showing the reconfiguration of Library departments. The Library Board would like to hear input from Library staff and the Friends as to their space requirements to incorporate into the renovation plans. The Library Trustees will bring this discussion to their respective POA's.

11. **Committee Reports:**

11.1 **Budget Committee:**

Previously discussed.

11.2 **Audit Committee:**

Previously discussed.

11.3 **Building Committee:**

Landscaping on the Library grounds looks good, but the weeds growing in the bushes must be addressed

11.4 **Community Relations Committee:**

Trustee Weinrich reported the WPOA Sr. Ambassador, Nimisha Bangalore, was thrilled to be at last month's Library Board meeting. She reported at the WPOA meeting among other things the Library's space renovation and the public was accepting of this information. Trustee Weinrich was honored as a volunteer for her 12 plus years of service as Library Trustee and was presented with an award by Trustee Bolebruch. Former mayors and others of Garden City are happy at how the Library is doing. Congratulations to Library Director, Lisa Paulo, on her second anniversary at the Library. She is doing a good job and has made a big difference in the Library.

11.5 **Personnel Committee:**

Deferred to Executive Session.

12. **Other Business:**

Trustee Murphy moved approval for the Young Adult Librarian, Laura Giunta, to create a Library Instagram account and to create a Young Adult DVD collection to be kept in the Young Adult Department; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Delany entered the meeting at 8:42 p.m.

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

Trustee Delany reported that the Village received the Library's elevator refurbishing contract today and it will be signed by the Mayor this week. ThyssenKrupp Elevator Corp. will begin to purchase parts. The projected timeframe from dismantling the elevator to completion is about 75 days; the project should begin in August. Due to the change and delay in the schedule, the Library Board agreed that it is not necessary to hold summer programs in the Garden City Schools as Children's and Young Adult programs can be held in the Library during June and July. Trustee Delany also reported on various Village happenings.

Joe Furlong exited the meeting at 8:51 p.m.

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

Trustee Colahan recognized the following:

Nancy Minett, Friends of the Garden City Public Director

14. **Next Meeting Date:**

The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, June 13, 2016 at 7:30 p.m.

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

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

Trustee Delany exited the meeting at 9:04 p.m.

The Meeting entered Executive Session at 9:05 p.m.

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

The Meeting exited Executive Session at 10:25 p.m.

16. **Adjournment:**

There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 10:30 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Senior Typist Clerk

Approved:
June 13, 2016