

**GARDEN CITY PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
NOVEMBER 14, 2016  
7:30PM  
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, November 14, 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:** John Delany, Representative of the Village Board  
Nancy Minett, Representative of the Friends  
Lisa Paulo, Library Director  
Joanne Kastalek, Principal 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 Layne Meyer, Garden City High School Jr. Ambassador to the CPOA.
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 Delany reported that at the next Village Board meeting on Thursday, November 17, 2016, the building and wireless communication codes may be changed. There will be continued discussion on the proposed Marriott Residence Inn on Ring Road.
6. **Report from Representative of the Friends:**  
Trustee Colahan reported that Friends President Nancy Minett will be late and will give her report later.
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, October 17, 2016; Trustee Nouryan 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 September financials and October preliminary financials; Trustee D'Antonio seconded and the motion was approved unanimously.
- 9.2 **Abstract of Claim Vouchers to be paid List No. 16-11:**  
Trustee Murphy moved approval for Abstract of Claim Vouchers to be paid in the amount of \$164,713.50, List No. 16-11; Trustee D'Antonio seconded and the motion was approved unanimously.
- 9.3 **Proposed Schedule of Board of Library Trustees Meetings 2017:**  
Trustee Murphy moved approval for the proposed schedule of Board of Library Trustees Meetings 2017; Trustee Nouryan seconded and the motion was approved unanimously.
- Trustee Colahan recommended that the Library Board's organizational meeting be held at the next Library Board meeting in December, as one Trustee will not be present at the January meeting.
- 9.4 **Staff Action – CSEA Staff and Confidential Employee Salaries:**  
Deferred to Executive Session.

Nancy Minett entered the meeting at 7:50 p.m.

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 Paulo thanked everyone for their patience during the time of the elevator refurbishment project and for attending the elevator's ribbon cutting ceremony. The elevator is working thanks to the efforts of Village Administrator, Ralph Suozzi, and Trustee Colahan. Computer IT Librarian, Joe Agolia, moved computers back to the lower level computer lab.
- Trustee Colahan thanked Trustee Delany for his support in getting the elevator project completed and Director Paulo and her staff for all of the work in making adjustments necessary to accommodate closing the lower level.
- 10.2 **Director's Report Narrative:**  
**October 2016**
- Attended a Kiwanis installation dinner on Tuesday, October 4<sup>th</sup> at the Garden City Hotel.
  - Met with Garden City Friends president Nancy Minett on Wednesday, October 5<sup>th</sup>.

- Attended a Village Board of Trustees meeting on Thursday, October 6<sup>th</sup>.
- Met with Midwest Tape vendor Erin Horne on Tuesday, October 11<sup>th</sup>.
- Attended a Village Department Head meeting at Village Hall on Wednesday, October 12<sup>th</sup>.
- Met with Village Administrator Ralph Suozzi for monthly meeting on Wednesday, October 12<sup>th</sup>.
- Interviewed three candidates for the position of security aide on Thursday, October 13<sup>th</sup>.
- Interviewed a candidate for security aide on Tuesday, October 18<sup>th</sup>.
- Held a staff meeting on Tuesday, October 18<sup>th</sup>.
- Attended a Village Department Head meeting on Wednesday, October 26<sup>th</sup>.
- Attended a Kiwanis Board Meeting on Wednesday, October 26<sup>th</sup>.
- Met with library consultant Judith Lockman and certain staff members on Thursday, October 27<sup>th</sup>.
- Assisted with Young Adult Halloween party on Friday, October 28<sup>th</sup>.
- Library elevator work completed.

#### Building and Grounds

- The ThyssenKrupp elevator project neared completion. A technician adjusted the gears for proper alignment. The electricians completed their job. Lastly, the load test was done and the elevator was put into service—(10/4,10/24,10/25,10/26) (Village Hall)
- Garden City Maintenance Inc. (formerly GC Irrigation) turned off the irrigation systems for the season —(10/12) (Library)
- Corkrey Electric replaced burnt out lighting in the library—(10/13,10/19) (Village Hall)
- The sink in the Lower Level Men’s Room was not working properly. Z & G Plumbing was notified. After checking the batteries and cleaning the sensor the plumber determined that a new faucet sensor was needed and the replacement was done—(10/19,10/20,10/26) (Library)
- Corkrey Electric replaced burnt out lighting in the library—(10/13,10/19) (Village Hall)

#### 10.3 Crosswalk Survey:

Trustee Colahan reported that certain wording should be altered in the letter to the Village Traffic Commission and the Village Board petitioning a request to create a crosswalk in front of the Library on Seventh Street. In addition, the crosswalk survey statistics should be sent with the letter.

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

Nancy Minett thanked the Library Board for having the elevator working in time for the Friends book sale which went well with sales over \$2,600. Ms. Minett reported that she met with Library Director Paulo this month. Ms. Minett met with Reference Librarian Laura Flanagan to discuss purchasing lanyard holders for museum passes. Museum passes for the Children’s Museum and the Vanderbilt Museum will be available soon. The Friends membership newsletter and Rikki Massand’s article in the Garden City News helped with the increase of membership donations. Ms. Minett gives credit to Barbara Nothel for her hard work in organizing the book sale event and in her daily work with her volunteers in stocking the Library shelves with donated books.

11. **Committee Reports:**
- 11.1 **Budget Committee:**  
Previously discussed.
- 11.2 **Audit Committee:**  
The Village is currently conducting its annual audit of the Library.
- 11.3 **Building Committee:**  
Previously discussed.
- 11.4 **Community Relations Committee:**  
Trustee Weinrich reported on the following: the Adopt a Battalion collection drive for Veterans was a success; Rikki Massand, Garden City News reporter has been great toward the Library; Trustee Weinrich spoke at the Village Hall Board meeting and thanked the Trustees for their help in the elevator refurbishment project. Trustee Weinrich is not happy with the Garden City News in that the Library was under-publicized in their annual Community Guide; she submitted a letter to the editor stating that Garden City Public Library is an integral part of Garden City and we should have had a prominent role in the guide. Trustee Weinrich thanked Director Paulo and Joanne Kastalek on the elevator ribbon cutting ceremony. Trustees Weinrich and D'Antonio assisted last Thursday night at the Library as it was short staffed; they shared ideas with the Reference Department Librarians about repurposing the Reference space. Trustee Weinrich invited the Library Board to do a walk through the Library after the Board meeting to show them ideas in the usage of space.
- 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:
- Cyril Smith, Garden City resident  
Steve Ilardi, Garden City resident and G.C. Public Library part-time employee  
Layne Meyer, Garden City High School Jr. Ambassador to the CPOA.
14. **Next Meeting Date:**  
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, December 12, 2016 at 7:30 p.m.
15. **Executive Session:**  
Trustee Weinrich moved approval that the Meeting enter Executive Session to discuss specific budget and personnel issues with Trustee Delany in attendance; Trustee Nouryan seconded and the motion was approved unanimously.
- The Meeting entered Executive Session at 8:28 p.m.

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

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

Trustee Delany exited the meeting at 9:05 p.m.

Trustee Nouryan moved approval that the salaries and wages listed in the schedule of certain Garden City Public Library employees, effective December 1, 2016, are hereby fixed consistent with the terms and provisions of the current Agreement between the Incorporated Village of Garden City and the Civil Service Employees' Association; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Nouryan moved approval to change the Library hours open to the public on New Year's Eve from 9:30 a.m. – 5:30 p.m. to 9:30 a.m. – 3:00 p.m.; Trustee D'Antonio seconded and the motion was approved unanimously.

16. **Adjournment:**

There being no further business to discuss, Trustee Murphy moved approval to adjourn the meeting at 9:10 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek  
Principal Typist Clerk

Approved:  
December 12, 2016