

**GARDEN CITY PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
JULY 13, 2015  
7:30PM  
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, July 13, 2015 at 7:30 p.m.

**Present:** J. Randolph Colahan, Chair  
Gloria Weinrich, Vice Chair  
Lola Nouryan, Trustee  
Charles Murphy, Trustee

**Also Present:** Robert Bolebruch, Representative of the Village Board  
Lisa Paulo, Library Director  
Joanne Kastalek, Senior Typist Clerk

**Not Present:** Peter D'Antonio, Trustee  
Joe Furlong, Representative of the Friends

1. **Call to Order:**  
Trustee Colahan called the Meeting to order at 7:32 p.m.
2. **Pledge of Allegiance:**  
The Pledge of Allegiance was led by J. Randolph Colahan, Chair.
3. **Approval of Agenda:**  
Trustee Nouryan moved approval of the Agenda; Trustee Murphy 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 Bolebruch reported that he, Library Director, Lisa Paulo, Trustee Colahan Village Trustee Silver and Village Administrator Ralph Suozzi, looked at the space behind and around the Library for potential ramp access to the lower level of the Library. This might be required as the Library's elevator will be repaired in the near future. Due to the depth and pitch of the steps, the construction costs would be nearly \$250,000. In light of the expense, it was discussed perhaps for the Library to hire a consultant who specializes in library design and to have them come in and tell us how to utilize the space.

Cyril Smith entered the meeting at 7:37 p.m.

6. **Report from Representative of the Friends:**  
None.

7. **Minutes Regular Meeting of the Board of Library Trustees:**  
Trustee Weinrich moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, June 8, 2015; Trustee Murphy 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 Murphy moved approval of the May financial reports; Trustee Weinrich seconded and the motion was approved unanimously.
- June financials were not available due to the fact that the Village is in the process of finalizing them for end of fiscal year reporting.
- 9.2 **Abstract of Claim Vouchers to be paid List No. 15-07:**  
Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of \$145,293.54, List No. 15-07; Trustee Nouryan seconded and the motion was approved unanimously.
- 9.3 **Transfer \$9,659.00 from Health to Maintenance of Plant, Telephone and Contractual Services:**  
Trustee Murphy moved approval to transfer \$9,659.00 from Health (OL.9060.8000) to Maintenance of Plant (OL.7410.4030) - \$1,793.00, Telephone (OL.7410.4080) - \$738.00 and Contractual Services (OL.7410.4460) - \$7,128.00; Trustee Weinrich seconded and the motion was approved unanimously.
- 9.4 **Suspension of Patron:**  
Discussion ensued regarding the suspension of a Library patron who did not respond to the personal letter that was mailed regarding suspension and the right to come to this Library Board meeting to discuss the matter. A U.S. Postal Service Certified Mail Receipt was not returned to the Library. Library Director, Lisa Paulo, will contact the local Garden City Post Office for an update. The suspension was voted on at the June Library Board meeting and continues to be in effect for six months.
- 9.5 **Library Counsel's Retainer Agreement:**  
Deferred to the next Regular Meeting of the Board of Library Trustees on August 10, 2015.
- 9.6 **Circulation Policy for Launch Pads:**  
Trustee Weinrich moved approval of the circulation policy for Launch Pads that were purchased for the Children's Department: limited to Garden City residents only, one per household, loan period of seven days, daily late fee is \$2.00, maximum fine is \$25.00, replacement fee is \$99.00, renewable one time; Trustee Murphy seconded and the motion was approved unanimously.

9.7 **Donated Bench on Library Property:**

Trustee Colahan moved approval of the bench pending the Library Director, Lisa Paulo, providing the Library Board to their satisfaction with the name of the family who is donating the bench and their association with the Library. If there is a sense of urgency, the Library Director was given approval to go forward with this request after providing the information and receiving no objection from any Library Trustee; Trustee Murphy seconded and the motion was approved unanimously pending this information.

9.8 **Microfilm of Garden City News:**

Trustee Weinrich moved approval to put labels on Garden City News microfilm with the wording: "Property of Garden City Public Library" and they are to be kept in the Stewart Room of the Library; Trustee Nouryan seconded and the motion was approved unanimously.

9.9 **Annual School Supply Drive for the Homeless Children on Long Island:**

Trustee Weinrich moved approval for the Library to host the "Annual School Supply Drive for the Homeless Children on Long Island" sponsored by the Long Island Coalition for the Homeless. A collection box will be placed in the vestibule of the Library and the event will run through August 10, 2015; 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, reported that last Friday the air conditioning repair by Inter-County Mechanical went well and the Library was closed to the public that day. General circulation totals have increased in one year; this is due to the purchase of more current books along with extended Library hours.

10.2 **Director's Report Narrative:**

June 2015

- Participated in the Belmont Festival on Friday, June 5<sup>th</sup> with staff members Joanne Kastalek, Laura Giunta, Barbara Grace, Donna Furey and Laura Flanagan.
- Attended a Rotary meeting on Monday, June 8<sup>th</sup>.
- Attended a Chamber of Commerce Luncheon on Tuesday, June 9<sup>th</sup>.
- Participated in a conference call on Thursday, June 19<sup>th</sup> for the Public Library Section of NYLA. I am the Treasurer on the Board.
- Attended the Mineola-Garden City Rotary's Community Service Dinner on Wednesday, June 24<sup>th</sup>.

Building and Grounds

- A technician from County Energy Controls performed routine preventive maintenance on the Pneumatic Controls--(6/1)

- A ceiling leak in the Lower Level Men's room was found on Saturday. The ceiling tile was wet. A bucket was placed in the area to catch any further water and the Men's Room was closed. On Monday Chris Basile, the Village Maintainer examined it. He felt it was an internal problem as it had rained heavily the previous night yet there was very little water in the bucket. That afternoon Ray Duran, former employee, stopped at the library, he explained that the problem comes from sweating pipes in the ceiling. In the past it was looked at by Z&G Plumbing, another plumber and County Energy Controls. All agreed that repairing this would require extensive work to be done, including the tearing down of walls and ceiling. An easy fix was to put an aluminum pan in the ceiling above the tiles to collect the condensation. The access tile was then returned to its place. Chris now checks the pan on a regular basis—(6/13,6/15)
- Water was coming up from the sewer access drain in the Lower Level hallway. Titan Sewer & Drain Corp. was contacted. The repairman cleared the clogged drain—(6/17,6/18) (Village Hall was notified)
- The proposal for the HVAC repair of the loose bearings and severely corroded flywheel in the cooling tower was approved by Mr. Suozzi and Inter-County Mechanical was notified. The repair will require the AC to be shut down for approximately eight hours. We have requested that Inter-County gives us notice at least one week prior to the date of repair—(6/16) (Village Hall)
- The Street Dept. cleaned out the drain at the bottom of the staircase behind the building. They drilled additional holes in the cover to provide better drainage. The top step which was built slightly higher than the ground to prevent flooding down the stairs, was then painted with a reflective yellow paint as a safety measure—(6/26,6/30) (Village Hall)

*Trustee Colahan made personal comments on the status of the new maintenance agreement with the Village. Included in his comments was a recommendation for Library Director, Lisa Paulo, to arrange for afternoon cleanup of the Library on all days the Library is open with Village Administrator, Ralph Suozzi.*

10.3 **Elevator Status:**

The elevator is functioning properly.

10.4 **Update on Sierra Acquisitions Module:**

Deferred.

10.5 **Inter-County Mechanical Proposal:**

Trustee Nouryan moved approval of the Inter-County Mechanical Proposal of which the work was completed last Friday; Trustee Murphy seconded and the motion was approved unanimously.

11. **Committee Reports:**
- 11.1 **Budget Committee:**  
Previously discussed.
- 11.2 **Audit Committee:**  
The audit was approved.
- 11.3 **Building Committee:**  
Previously discussed.
- 11.4 **Community Relations Committee:**  
Trustee Weinrich reported that Bobby Menges, the Garden City High School Senior Ambassador who is the liaison to the CPOA and has attended Library Board meetings, was featured in a Newsday article. Trustee Weinrich discussed the success of the Girls Who Code computer program which was held at the Library; she, IT Librarian, Joe Agolia, and Trustee Colahan attended their graduation in the Library.
- 11.5 **Personnel Committee:**  
Deferred to Executive Session.
12. **Other Business:**  
The policy on the loan period of books was discussed. Trustee Murphy moved approval to extend the 7-day loan period to 14 days for popular books; Trustee Weinrich seconded and the motion was approved unanimously.
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, August 10, at 7:30 p.m.
15. **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.

Trustee Bolebruch exited the meeting at 9:13 p.m.

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

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

The Meeting exited Executive Session at 9:45 p.m.

Trustee Weinrich moved approval to hire Lisa Murphy as a page in the Children's Department to work nine hours per week at \$8.75 per hour; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Murphy moved approval to have all Friends' programs be approved by the Library Director and the Library Board of Trustees effective October 1, 2015; Trustee Weinrich seconded and the motion was approved unanimously.

16. **Adjournment:**

There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:55 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek  
Senior Typist Clerk

Approved:  
August 10, 2015