

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
AUGUST 10, 2015
7:30PM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, August 10, 2015 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: Joe Furlong, Representative of the Friends
Lisa Paulo, Library Director
Joanne Kastalek, Senior Typist Clerk

Absent: Robert Bolebruch, Representative of the Village Board
Absent with Notice

1. **Call to Order:**
Trustee Colahan called the Meeting to order at 7:38 p.m.
2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Joe Furlong, Representative of the Friends.
3. **Approval of Agenda:**
Trustee D'Antonio 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 Colahan reported that he had spoken to Trustee Bolebruch who reported everything is going well. Trustee Colahan remarked favorably on the Department of Public Works' excellent job they are doing with cleaning up the Library grounds: hedges were trimmed, gardens weeded, and mulch is on order.
6. **Report from Representative of the Friends:**
Joe Furlong reported that he, Library Director, Lisa Paulo, and some Friends' Board members will meet tomorrow night to discuss certain topics. The topic of programming was discussed for the Friends to show Library Director, Lisa Paulo, their program list to prevent duplication.

Joe Furlong left the meeting at 7:45 p.m.

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

Trustee Murphy moved approval to show in future minutes if someone is absent to list their name in the "Absent" section as "Absent with Notice" and if notice was not given to just list their name; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Weinrich moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, July 13, 2015; Trustee Nouryan 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:**

June financials were deferred to the next Regular Meeting of the Board of Library Trustees on September 21, 2015 for lack of financial reports from the Village.

July financials were deferred to the next Regular Meeting of the Board of Library Trustees on September 21, 2015 due to the fact that they were not supplied to the Library because of the transition to a new Village Auditor.

9.2 **Abstract of Claim Vouchers to be paid List No. 15-08:**

Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of \$261,773.06, List No. 15-08, pending the Library Director, Lisa Paulo, providing the information requested regarding the "Reserve Account" and receiving no objection from any Library Trustee; Trustee Nouryan seconded and the motion was approved unanimously pending this information.

9.3 **Transfer \$840.00 from Overtime to Unemployment Insurance:**

Deferred to Executive Session.

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

Deferred to Executive Session due to discussion of personnel.

9.5 **Approval of Repair for Elevator Shaft Vent:**

Trustee Weinrich moved approval of the repair of the elevator shaft vent by Inter-County Mechanical Corp.; Trustee D'Antonio seconded and the motion was approved unanimously.

9.6 **Approval of Policy for Children's Video Games:**

Deferred to the next Regular Meeting of the Board of Library Trustees on September 21, 2015.

9.7 **Filter for Library's Computers:**

Trustee D'Antonio moved approval for the purchase of the Barracuda Web Filter model 410 with a three-year subscription for the Library's computers through Corstar Co. pending Library Director, Lisa Paulo, providing the information requested regarding software remaining current and receiving no objection from any Library Trustee; Trustee Murphy seconded and the motion was approved unanimously pending this information.

9.8 **Approval of Stipulation of Settlement Agreement:**

Deferred to Executive Session.

9.9 **Hiring of Young Adult Department Page:**

Deferred to Executive Session.

9.10 **Hiring of Children's Department Page:**

Deferred to Executive Session.

9.11 **Revised Blood Drive Date from February 4, 2016 to January 28, 2016:**

Trustee Murphy moved approval of the revised Blood Drive date from February 4, 2016 to January 28, 2016 due to the potential repair of the elevator in February 2016; Trustee D'Antonio seconded and the motion was approved unanimously.

Cyril Smith entered the meeting at 8:15 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, Lisa Paulo, reported on the following:

- The Children's Department summer reading club was a success with 400 participants. The end of summer party was outstanding with 150 attendees - two Samsung tablet prizes were raffled.
- The YA Department's end of summer reading party is this Wednesday.
- Friends' volunteer, Barbara Nothel, is doing an excellent job with providing the Garden City pool with many donated books.
- ALIS provided incorrect numbers for the Library's report; the corrected report will be added to the September 21, 2015 Library Board packet.
- A consultant specializing in library design will be contacted to explore better use of the Library's existing space.

10.2 **Director's Report Narrative:**

July 2015

- Met with Library Trustee Colahan, Village Trustee Bolebruch and Village Administrator Suozzi on Wednesday, July 8th to look at the emergency exit on the lower level of the Library.

- Parts were replaced in the air conditioning system on Friday, July 10th. The Library had to be closed for the day but the process went smoothly.
- Met with a representative from Baker & Taylor on Wednesday, July 22nd to discuss acquisitions and collection development.
- Participated in a PLS Executive Board conference call on Thursday, July 23rd.
- Attended a Village Board Meeting on Thursday, July 23rd.
- The Library's cutover to a new Internet service provider (Lighttower) was completed on Wednesday, July 29th.
- Working on the Library's section of the Village's Annual Report with Reference Librarian, Ann Garnett and Trustees Colahan and Weinrich.

Building and Grounds

- A technician from County Energy Controls came to install the new display for the HVAC controller. He then serviced the pneumatic system and found that the AC2 compressor was not blowing cold air and the gauges were not at the correct levels. He advised that Inter-County Mechanical (ICM) be contacted. Later in the day a technician from ICM arrived. He began a diagnostic analysis. At a later date an oil pressure controller was installed. A faulty oil safety control switch needed to be replaced as well—(7/2,7/6,7/7) (Village Hall)
- A scheduled repair was done on the AC tower by Inter-County Mechanical Corp. The flywheel, bearing and belts were all replaced. The Library was closed to the public for the day as the AC would be turned off—(7/10) (Village Hall)
- There was no hot water in the building. Z & G Plumbing was contacted. The plumber found that the gas valve and the valves to the water heater were off. He opened them. It appeared to him that the chimney was not pulling draft properly. He advised that Inter-County Mechanical be called in. The ICM technician fired off the hot water heater. He then checked for carbon monoxide and found no evidence of it. He also checked the air flow which seemed ok—(7/9,7/14) (Village Hall)
- The Recreation and Parks Dept. were working in front of the building with a weedwacker which propelled a rock into the front window of the library by the periodicals room. Fox Glass Co. was called to repair the broken window. They cleaned up the area, measured and boarded up the window. Upon returning two weeks later, they installed the glass—(7/14,7/29) (Recreation & Parks)
- Mine Safety Appliances came to perform the semi-annual inspection and calibration of the gas sensor. The Certificate of Calibration was provided for our file—(7/20) (Library)

- The sink in the Staff Ladies Room on the upper level was leaking. Village Maintainer examined it and found that he was able to move the pipe. He advised that the plumber be called in to repair—(7/22) (Village Hall)

10.3 **Elevator Status:**

Library Director, Lisa Paulo, reported the elevator is working fine.

10.4 **Update on Sierra Acquisitions Module:**

Trustee Weinrich moved approval to purchase Sierra Acquisitions Module; Trustee Nouryan seconded and the motion was approved unanimously.

10.5 **Further ADA Study of Building & Alternative Option for Emergency Exit for Special Needs Patrons:**

Discussed ensued on this topic.

11. **Committee Reports:**

11.1 **Budget Committee:**

Previously discussed.

11.2 **Audit Committee:**

The final audit report will be discussed when it becomes official.

11.3 **Building Committee:**

None.

11.4 **Community Relations Committee:**

Trustee Weinrich reported she has done the following:

- a letter was written to Bobby Menges, Garden City High School Senior Ambassador liaison to the CPOA, who enthusiastically attended Library Board meetings
- a letter was written and signed by Trustee Colahan to Senator Kemp Hannon regarding bullet aid money
- worked with the Library Director, Lisa Paulo, and Reference Librarian, Ann Garnett, on the Library's Annual Report. Trustee Colahan requested the following: a copy of this report for final review and the official Village Annual Report to be sent to all Library Trustees.

11.5 **Personnel Committee:**

Deferred to Executive Session.

12. **Other Business:**

Previously discussed.

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, September 21, 2015 at 7:30 p.m. The meeting date was rescheduled due to the observance of Rosh Hashanah.

15. **May Move into 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.

The Meeting entered Executive Session at 9:10 p.m.

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

The Meeting exited Executive Session at 9:58 p.m.

Trustee Weinrich moved approval to pay the annual retainer fee of \$4,500.00 for the 2015-16 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 Murphy moved approval to hire Nora Bennett as a page in the Young Adult Department to work nine hours per week at \$8.75 per hour; Trustee Nouryan seconded and the motion was approved unanimously.

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

Trustee Colahan moved approval to accept as presented by the Village of Garden City, the Stipulation of Settlement agreement for former Library Maintenance Helper, Ray Duran; Trustee Murphy seconded and the motion was approved unanimously.

Trustee D'Antonio moved approval to transfer \$840.00 from Overtime (0L.7410.1020) to Unemployment Insurance (0L.9050.8000); 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 10:10 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Senior Typist Clerk

Approved:
September 21, 2015