

**GARDEN CITY PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
SEPTEMBER 21, 2015  
7:30PM  
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, September 21, 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:** Robert Bolebruch, 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 Robert Bolebruch, Representative of the Village Board.
3. **Approval of Agenda:**  
Trustee Weinrich moved approval of the Agenda; 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:**  
Trustee Robert Bolebruch reported that the Village is aiming for February 2016 for the Library's elevator refurbishing. The Village is projecting to have the Senior Center completed at that time to coincide with the Library's elevator shut down. There will be updates on the Senior Center renovations on the Village website. In addition, Trustee Bolebruch commented that the elevator carpet has an odor and it should be cleaned.

Trustee Colahan reported it was recommended that the Library conduct a study on the Library's parking lot spaces along the L.I.R.R. to determine if they are being used by Library patrons or by those from the Garden City Hotel. This recommendation was made due to the fact that the Library's parking lot is full for Monday's movies and for various programs. Trustee Bolebruch suggested submitting this request to the Village's Traffic Commission, as he is chairman.

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

Joe Furlong reported the Friend's held their monthly meeting last week and the topic of turning over programming to the Library was discussed but not finalized as there wasn't a full Board present; this transition will begin at the end of May 2016 and the Friends will continue to fund programming. Members of the Library Board suggested Mr. Furlong reach out to the POA's, PTA's and Garden City News to attract young families and members of the community with school-age children for ideas and involvement.

Joe Furlong left the meeting at 7:36 p.m.

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, August 10, 2015; Trustee D'Antonio seconded and the motion was approved unanimously.

Trustee Murphy entered the meeting at 7:39 p.m.

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 June, July and August 2015 financial reports; Trustee Nouryan seconded and the motion was approved unanimously.

9.2 **Abstract of Claim Vouchers to be paid List No. 15-09:**

Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of \$207,056.73, List No. 15-09; Trustee Murphy seconded and the motion was approved unanimously.

9.3 **Transfer from Fiscal Year Ending May 31, 2015 \$15,000.00 State Aid-Library to Fiscal Year 2015-2016 Special Projects:**

Trustee Weinrich moved approval to transfer from Fiscal Year ending May 31, 2015 \$15,000 State Aid-Library (0L.3089.1000) to Fiscal Year 2015-2016 Special Projects (0L.7410.4640); Trustee Nouryan seconded and the motion was approved unanimously.

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

Trustee Colahan moved approval to create a policy for children's video games, with a stipulation to go ahead with the money already spent on these materials, but not to spend additional money for six months. A survey should be conducted as to its usage, get permission from a parent before loaning these videos for their children, and to post a sign stating parent's permission is necessary; Trustee Weinrich seconded.

The vote was:  
 Colahan – yes  
 Weinrich – yes  
 D’Antonio – yes  
 Nouryan – yes  
 Murphy – no

9.5 **Hiring of P/T Circulation Clerk:**

Trustee Murphy moved approval of the hiring of a part time clerk in the Circulation Department to work nine hours per week at \$19.89 per hour; Trustee Weinrich seconded and the motion was approved unanimously.

9.6 **Hiring of P/T Reference Librarian:**

Trustee Murphy moved approval of the hiring of a part time Reference Librarian to work 12 hours per week at \$29.46 per hour; Trustee Weinrich seconded and the motion was approved unanimously.

9.7 **Hiring of P/T Security Aide:**

Trustee Murphy moved approval of the hiring of a part time monitor to work 13 hours per week at \$17.40 per hour; Trustee Weinrich seconded and the motion was approved unanimously.

*Note: Garden City Public Library “Monitor” title is changed to “Security Aide,” as the previous title no longer exists in the Civil Service system.*

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 elevator’s load test on September 1<sup>st</sup> went well. ThyssenKrupp submitted a proposal for refurbishing the elevator which is set for February/March 2016.
- Circulation numbers have gone up to include general, print and audio materials.
- The Library’s computers’ filter for was installed and working well; IT Librarian, Joe Agolia did a lot of work on this project.
- The Library was opened yesterday, Sunday, September 20<sup>th</sup>; it was busier this year than the first Sunday the Library opened last year.
- The cleaning ladies are doing a good job, although the Library could use someone to help tidy up in the afternoon. The Village Senior Maintainer, Chris Basile, is doing an excellent job in the mornings.
- The Library grounds and parking planters need weeding and mulch.

Trustee Weinrich requested that the Library Director, Lisa Paulo, send a thank you letter to Friends’ volunteers Barbara Nothel and Book Worms for the excellent job they did providing donated books to the Garden City pool throughout the summer; the pool members greatly enjoyed them.

## 10.2 **Director's Report Narrative:**

### August 2015

- Held a Department Head meeting on Tuesday, August 4<sup>th</sup>.
- Attended a Database Roundtable discussion at the Nassau Library System on Wednesday, August 5<sup>th</sup>.
- Attended a Village Department Head Meeting on Wednesday, August 12<sup>th</sup>.
- Held a staff meeting on Friday, August 14<sup>th</sup>.
- The Library's section of the Village's Annual Report was completed. Thanks to Ann Garnett for writing the text and to Trustees Colahan and Weinrich for their input.

### Building and Grounds

- A plumber from Z&G Plumbing repaired the sink in the Staff Ladies Room. The cracked grid drain and tail piece for the basin were replaced. The sink was tightened and the rubber ADA cover for the trap were installed–(8/3) (Village Hall)
- A crew from Go West Electric came to replace ballasts and lamps in the Administration Office and the Computer Lab–(8/7) (Library)
- ThyssenKrupp Elevator was scheduled to do a load test on the elevator but they did not show up. The test was rescheduled and completed–(8/20, 9/1) (Village Hall)

## 10.3 **Elevator Status:**

Previously discussed.

## 11. **Committee Reports:**

### 11.1 **Budget Committee:**

Library Director, Lisa Paulo, reported that she spoke with Village Auditor, Irene Woo, regarding the Stipulation of Settlement agreement \$16,109.61 payout to the former Library Maintenance Helper; the Village will refund the Library this money.

A telephone audit was conducted and the Library will be receiving a \$9,000 refund.

### 11.2 **Audit Committee:**

Trustee Weinrich moved approval to reaffirm Library Director, Lisa Paulo's salary increase of \$9,000 from \$131,000 which was previously approved at the April 13, 2015 Library Board meeting. As per the Library's auditor, AVZ Certified Public Accountants, they noted that this salary figure should have been included in the April 13, 2015 minutes; Trustee Nouryan seconded and the motion was approved unanimously.

### 11.3 **Building Committee:**

Previously discussed.

11.4 **Community Relations Committee:**

Trustee Weinrich reported on the following:

- An article will be written to The Garden City News regarding all organizations affiliated with the Library.
- A letter was published in The Garden City News regarding the Library accepting donations of complimentary second magazine subscriptions that are sometimes offered with yearly subscriptions.
- The Friends' recent Irish program had the largest attendance ever recorded by this group.

Trustee Nouryan reported Reference Librarians Laura Flanagan and Ann Garnett received many compliments on the book discussion "Go Set a Watchman" during their "Coffee and Tea by the Book" program.

11.5 **Personnel Committee:**

Deferred to Executive Session.

12. **Other Business:**

Library Director, Lisa Paulo, sent out six RFP's (Requests for Proposals) for consultants that specialize in library design. Appointments are set up with three of these space planners and will report her findings to the Library Board.

Trustee D'Antonio exited the meeting at 8:31 p.m.

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

Trustee Colahan recognized the following:

Allison Sparcino, Garden City resident

14. **Next Meeting Date:**

The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, October 19, 2015 at 7:30 p.m. The meeting date was rescheduled due to the observance of the Columbus Day holiday.

15. **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.

The Meeting entered Executive Session at 8:40 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 9:00 p.m.

16. **Adjournment:**

There being no further business to discuss, Trustee Murphy moved approval to adjourn the meeting at 9:02 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek  
Senior Typist Clerk

Approved:  
October 19, 2015