

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
NOVEMBER 9, 2015
7:30PM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, November 9, 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
Lisa Paulo, Library Director
Joanne Kastalek, Senior Typist Clerk

Absent: Joe Furlong, Representative of the Friends – with notice

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 Trustee D'Antonio.
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)
Trustee Colahan recognized the following:

Cyril Smith, Garden City resident
Rikki Massand, Garden City News reporter and his wife
5. **Report from Representative of the Village Board:**
Trustee Robert Bolebruch reported that the carpets were cleaned in the Library's elevator, and large and small meeting rooms. Trustee Bolebruch recommended that Library Director, Lisa Paulo, contact Village Administrator, Ralph Suozzi regarding the installation of motion sensor light switches in the Library's restrooms; it was suggested they be installed when the hand dryers are installed.

Trustee Colahan reported that the Library property looks good thanks to the services provided by the Village.

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

None.

Trustee Colahan recommended that the Library Trustees contact their Property Owners' Association regarding support for the Friends of the Garden City Public Library; young people are needed to share their ideas for fundraising. Trustee Colahan reported that the topic of the Library doing programming will be considered and discussed at future Library Board meetings.

Library Director, Lisa Paulo, reported she tried contacting Friends Program Director, Barbara Miner, to provide the Library Trustees with the Friends winter, spring 2016 programs, but Ms. Miner did not respond.

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 19, 2015; Trustee Murphy seconded and the motion was approved unanimously.

8. **Correspondence:**

Patron comment sheets and staff meeting reports were discussed.

Library Director, Lisa Paulo, reported that she and Children's Librarian, Laura Giunta, attended the New York Library Association Conference and Trade Show in Lake Placid, NY. Ms. Giunta submitted a meeting report with suggestions for ground-breaking programs that could be implemented to support creativity, interaction, technology and critical thinking.

9. **Decision Items:**

9.1 **Financial Reports:**

Trustee D'Antonio moved approval of the financial reports; Trustee Murphy seconded and the motion was approved unanimously.

9.2 **Abstract of Claim Vouchers to be paid List No. 15-11:**

Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of \$186,437.60, List No. 15-11; Trustee Murphy seconded and the motion was approved unanimously.

9.3 **Approval of Policy Manual Updates: Table of Contents; Hours and Days of Operation; Acceptable Patron Behavior – Code of Conduct; Gifts, Memorials and their Disposition:**

Trustee Weinrich moved approval of the Policy Manual Updates: Table of Contents; Hours and Days of Operation; Acceptable Patron Behavior – Code of Conduct; Gifts, Memorials and their Disposition; Trustee D'Antonio seconded and the motion was approved unanimously.

9.4 **Staff Action – CSEA Staff and Confidential Employee Salaries:**

Deferred to Executive Session.

9.5 **Library Design Consultant Update:**

Library Director, Lisa Paulo, reported that she, Trustees Nouryan and D'Antonio formed a selection committee to review proposals from five library design consultant candidates. The committee narrowed down the selection to MDA Design Group, Brooklyn, New York and MSR Design, Minneapolis, MN. Director Paulo and committee members will follow up with these design consultants and with those libraries in which they completed renovation projects.

Trustee Colahan requested that the committee meet with the final two firms selected either personally or by conference call or via computer before making a final recommendation.

Trustee Bolebruch exited the meeting at 8:22 p.m.

9.6 **Approval of Friends' Late Winter and Spring Programming:**

Deferred to the December Library Board meeting.

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.

10.2 **Director's Report Narrative:**

October 2015

- Met with Scott Miller from National Library Relocations on Monday October 5th to give him a tour of the Library. He is a candidate for the space planner position.
- Attended a Village Department Head Meeting on Wednesday, October 7th. Met Village Administrator Suozzi to discuss the Library. Met with new Human Resources Professional.
- Attended a Garden City Kiwanis Dinner Meeting on Wednesday, October 7th.
- Held a Department Head Meeting on Tuesday, October 13th.
- Met with Human Resources person Jessica Oxenham about a matter having to do with personnel.
- Attended the New York Library Association Conference from October 21-24th.
- Attended a Directors' Meeting at the Nassau Library System on October 28th
- Carpets in the large meeting room, small meeting room and in the elevator were cleaned.

Building and Grounds

- Garden City Maintenance & Irrigation winterized the sprinkler system – (10/2) (Library)
- Inter-County Mechanical Corp came to winterize and perform regular maintenance on the HVAC system. The following evening the boiler alarm sounded. The Library Monitor reset the system. It fired for a few minutes then returned to lockout mode once again and the alarm sounded. In the morning Inter-County Mechanical was called. A technician found the boiler was not producing enough spark to light up. He repaired it and then discovered that the unit had no gas. National Grid was notified – (10/13,10/14) (Village Hall)

- Fire alarm sounded in the GC Alarm fire box in the lower level Electrical Room, stopping and then repeating again. The Library Monitor silenced it. A few days later GC Alarm called reporting “trouble signal on Fire Alarm System”. A service person was to be sent. The technician found that a battery needed to be changed – (10/14, 10/16) (Library)
- Thyssen-Krupp came to install the Elevator Shaft Vent and Screen – (10/16) (Village Hall)
- The Building was extremely hot. The Village Maintainer attempted to adjust the system. This did not solve the problem. Inter-County Mechanical was contacted. The technician found that the boiler temperature was set too high. He lowered it and also adjusted some of the controls – (10/27) (Village Hall)

10.3 **Elevator Status:**

Library Director, Lisa Paulo, reported we are on target for the elevator repair in February 2016.

11. **Committee Reports:**

11.1 **Budget Committee:**

Previously discussed.

11.2 **Audit Committee:**

Library Director, Lisa Paulo, received the audit report and will forward it first to Trustee Colahan, Audit Committee Chairperson, and then to the Library Board.

11.3 **Building Committee:**

Trustee Colahan reported last month weeding and edging had been done and the Library property looks good.

11.4 **Community Relations Committee:**

Trustee Weinrich reported that tonight each Library Trustee received a copy of the news article titled “Libraries and Patrons Unite to Help the Needy” that was submitted to Garden City News regarding our relationship with local organizations. The Garden City American Legion William T. Bradford post put their clothing drive collection box for soldiers, sailor and Marines in the lobby of the Library.

11.5 **Personnel Committee:**

Deferred to Executive Session.

12. **Other Business:**

Trustee Colahan recommended the Library Board’s organizational meeting be held at the next Library Board meeting in December as Trustee Nouryan will not be present at the January meeting.

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, December 14, 2015 at 7:30 p.m.

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

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

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

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

The Meeting exited Executive Session at 9:42 p.m.

Trustee Weinrich moved approval that the salaries and wages listed in the schedule of certain Garden City Public Library employees, effective December 1, 2015, 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 Murphy seconded and the motion was approved unanimously.

16. **Adjournment:**

There being no further business to discuss, Trustee D'Antonio moved approval to adjourn the meeting at 9:45 p.m.; Trustee Weinrich seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Senior Typist Clerk

Approved:
January 11, 2016