

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
JANUARY 11, 2016
7:30PM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, January 11, 2016 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Gloria Weinrich, Vice Chair
Peter D'Antonio, 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

Absent: Lola Nouryan, Trustee – with notice

1. **Call to Order:**
Trustee Colahan called the Meeting to order at 7:33 p.m.

Trustee Colahan expressed words of sympathy to Library Director, Lisa Paulo - on behalf of the Board we extend our condolences to Lisa on the passing of her father.

Trustee Colahan reported that due to the power outage at the last Library Board meeting, there will be double entries on the Agenda.

2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Cyril Smith.

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 Robert Bolebruch reported that everything is good in the Village. He has a few meetings left as Library liaison. Nominees for Village Trustees will be entered for the Village vote scheduled in March. Trustee appointments will be announced at the Annual Organization meeting in April.

Trustee Colahan reported Library Director, Lisa Paulo, has been working with Village Administrator, Ralph Suozzi, on the budget along with the Library's elevator repair schedule. Ms. Paulo is looking for someone to fill the part-time Library security aide position.

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

Friends President, Joe Furlong, reported Barbara Miner would stay on as program director until the end of May 2016 as requested by Trustee Colahan with Friends' past President Joan Trocchia.

Trustee Colahan and Friends' past President, Joan Trocchia, agreed on the content of a letter that was sent to the Friends regarding reaching out to get both Boards to work together with the same purpose for support of the Garden City Public Library. Trustee Colahan's recommendations included the following: that a meeting is set up for both Boards to attend; for the Friends to reach out to the POA's and PTA's to get young membership; also for the Library Trustees to attend Friends' meeting on a rotating basis. Trustee Colahan emphasized these were only made as suggestions to the Friends.

Joe Furlong left the meeting at 7:40 p.m.

7. **Minutes:**

7.1 **Regular Meeting of the Board of Library Trustees November 9, 2015:**

Trustee D'Antonio moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, November 9, 2015; Trustee Murphy seconded and the motion was approved unanimously.

7.2 **Regular and Organizational Meeting of the Board of Library Trustees December 14, 2015:**

Trustee D'Antonio moved approval of the Minutes, as read, for the Regular and Organizational Meeting of the Board of Library Trustees, December 14, 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 Ending November 30 and December 31, 2015:**

Trustee D'Antonio moved approval of the financial reports ending November 30 and December 31, 2015; Trustee Murphy seconded and the motion was approved unanimously.

9.2 **Abstract of Claim Vouchers to be paid List No. 16-01:**

Trustee Murphy moved approval for Abstract of Claim Vouchers to be paid in the amount of \$263,956.85, List No. 16-01; Trustee D'Antonio seconded and the motion was approved unanimously.

9.3 **Transfer \$100.00 from Overtime to Auditing:**

Trustee D'Antonio moved approval to transfer \$100.00 from Overtime (0L.7410.1020) to Auditing (0L.7410.4090); Trustee Weinrich seconded and the motion was approved unanimously.

9.4 **N.Y. State Minimum Wage Increase to \$9.00 Per Hour Effective December 31, 2015:**

No vote taken, as this is state mandated.

9.5 **Library Design Consultant Update:**

Library Director, Lisa Paulo, reported that she contacted Elisabeth Martin of MDA Design Group, Brooklyn, NY in December 2015 to inform her that her company was selected as design consultant for the Garden City Public Library; there is money in the current budget to hire this consultant.

9.6 **Approval of Proposed Policy Manual Updates: Acceptable Patron Behavior – Code of Conduct Policy (Disruptive Behavior and Smoking of any kind is Prohibited); Unattended Children Policy; New – Postings and Distribution of Free Materials Policy:**

Trustee Weinrich moved approval with minor changes of the Policy Manual Updates: Acceptable Patron Behavior – Code of Conduct Policy (Disruptive Behavior and Smoking of Any Kind is Prohibited); Unattended Children Policy; New – Postings and Distribution of Free Materials Policy; Trustee D’Antonio 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 on the following: Lt. Roca from the Garden City Fire Department found four violations during his recent inspection of the Library and corrections were made; elevator repair will take place this summer; met with Trustees Colahan and D’Antonio and then Village Administrator, Ralph Suozzi, and Village Treasurer, Irene Woo, to review the preliminary budget; hand dryers were installed in patron restrooms; at the recommendation of Trustee Colahan, met with Sgt. Doyle and P.O. Grimes of the Garden City Police Department to review the Library’s security measures – they will return later in January to conduct an inspection; completed Fiscal Year 2016-2017 budget.

10.2 **Director’s Report Narrative:**

December 2015

- Attended Village Board of Trustees Meeting on Thursday, December 3rd.
- Have begun working on operating and capital budgets for fiscal year 2016-17.
- Met with Trustees Nouryan, Weinrich and Traci Lesneski of MSR Design, candidate for Library reconfiguration project.
- Met with Village Administrator Ralph Suozzi and Village Treasurer Irene Woo on Tuesday, December 29, 2015 to discuss the proposed Capital Budget for Fiscal Year 2016-2017.
- Interviewed two candidates for the Security Aide position.

Building and Grounds

- There was a beeping heard on line one of the phone system. Black Box Network was called. The next day when the repairman arrived the beeping had stopped. The technician noted that our alarm system is on that line. He informed us that a dedicated line should be used for the alarm—(12/3,12/4) (Library)
- Central Station of GC Alarm called. They had received a “Trouble Signal” through the fire alarm. GC Alarm was called. The technician found that all was

in order but did recommend that a dedicated phone line be installed for the alarm. We were also informed that the burglar alarm needs an updated radio backup– (12/4) (Library)

- The telephone in the Children’s Room was not operating. Black Box was contacted. The technician found that the jack and cord needed to be replaced– (12/10,12/14) (Library)
- An electrician from Corkrey Electric Service, Inc. (replacing our former electrician, Go West Electric) checked to see what lighting repairs are needed throughout the building. They will be returning to do the necessary work. The hand dryers in all the public restrooms were installed–(12/7, 12/11, 12/15) (Village Hall)
- Five carbon monoxide alarms were installed by the Village Maintainer, two on the first floor, two on the lower level and one on the second floor–(12/16) (Village Hall)
- A worker from the Grounds Dept. reported that the light behind the building above the National Grid meter had been broken. The Village Maintainer notified Corkrey Electric Service, Inc.–(12/17) (Village Hall)

10.3 **Elevator Status:**

Previously discussed.

10.4 **Proposed FY 2016-2017 Library Operating Budget**

Discussion ensued on the topic of the Library Operating Budget with the personnel portion deferred to the Executive Session.

10.5 **Proposed FY 2016-2017 Library Capital Budget**

Discussion ensued on the topic of the Library Capital Budget.

11. **Committee Reports:**

11.1 **Budget Committee:**

Previously discussed.

11.2 **Audit Committee:**

Audit was previously approved.

11.3 **Building Committee:**

Trustee Murphy reported that the Library grounds looks good.

Trustee Colahan thanked Trustee Bolebruch for his recommendation to have the Village maintain the Library grounds.

11.4 **Community Relations Committee:**

Trustee Weinrich reported that a thank you letter from the Reference Department for the Christmas Luncheon was received by the Library Board. Trustee Weinrich and Library secretary, Joanne Kastalek, will continue to work on the Library policy manual updates.

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:

Rikki Massand, Garden City News reporter
Stephanie Siler, CPOA Ambassador and Garden City High School Senior
14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, February 8, 2016 at 7:30 p.m.
15. **May Move Into Executive Session:**
Trustee D'Antonio moved approval that the Meeting enter Executive Session to discuss specific personnel issues; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Bolebruch exited the meeting at 9:01 p.m.

The Meeting entered Executive Session at 9:03 p.m.

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

The Meeting exited Executive Session at 9:30 p.m.

Trustee Weinrich moved approval to accept the Fiscal Year 2016-2017 Library Budget pending changes as discussed earlier in this meeting and upon the Library Director's meeting tomorrow with Village Administrator, Ralph Suozzi, and Village Treasurer, Irene Woo; 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 9:31 p.m.; Trustee Weinrich seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Senior Typist Clerk

Approved:
February 8, 2016