

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
MARCH 14, 2016
7:30PM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, March 14, 2016 at 7:30 p.m.

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

Also Present: Lisa Paulo, Library Director
Joanne Kastalek, Senior Typist Clerk

Absent: Peter D'Antonio, Trustee – with notice
Robert Bolebruch, Representative of the Village Board – with notice
Joe Furlong, Representative of the Friends

1. **Call to Order:**
Trustee Weinrich called the Meeting to order at 7:30 p.m.
2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Trustee Weinrich.
3. **Approval of Agenda:**
Trustee Murphy moved approval of the Agenda, as corrected; Trustee Nouryan 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:**
None.

Trustee Colahan moved approval to have a letter written thanking Trustee Bolebruch for two years of service as Representative of the Village Board; Trustee Weinrich seconded and the motion was approved unanimously. Trustee Nouryan volunteered to write the letter.
6. **Report from Representative of the Friends:**
None.

Trustee Colahan commented on the letter from the Friends of the Garden City Public Library, as well as future funding from the Friends regarding the Library's assumed task of taking over programming. Friends Program Director, Barbara Miner, resigned which leaves an unclear understanding of the direction of programming for Fiscal Year 2016-2017 and funding to support it. Trustee Nouryan and Library Director, Lisa Paulo, will

attend the Friends meeting Wednesday night to better understand the intention of the Friends for future handling of programs and funding support.

7. **Minutes Regular Meeting of the Board of Library Trustees:**
Trustee Nouryan moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, February 8, 2016; Trustee Weinrich seconded and the motion was approved unanimously.
8. **Correspondence:**
Staff meeting reports were discussed.
9. **Decision Items:**
 - 9.1 **Financial Reports:**
Trustee Murphy moved approval of the financial reports ending January 31 and February 29, 2016; Trustee Nouryan seconded and the motion was approved unanimously.
 - 9.2 **Abstract of Claim Vouchers to be paid List No. 16:03**
Trustee Murphy moved approval for Abstract of Claim Vouchers to be paid in the amount of \$174,178.25, List No. 16-03; Trustee Nouryan seconded and the motion was approved unanimously.
 - 9.3 **Transfer \$4,715.00 from Overtime to Unemployment Insurance:**
Deferred for further information.
 - 9.4 **Transfer \$1,200.00 from Natural Gas to Book Processing:**
Trustee Weinrich moved approval to transfer \$1,200.00 from Natural Gas (0L.7410.4510) to Book Processing (0L.7410.4290); Trustee Murphy seconded and the motion was approved unanimously.
 - 9.5 **Approval of Proposed New Policies: Confidentiality of Library Records; Nepotism; Patron Complaints:**
Deferred for review by legal counsel.
 - 9.6 **Use of Meeting Rooms, Exhibits, and Display Space Policy:**
Deferred for a full Library Board's review.
 - 9.7 **Hiring of Replacement Part Time Circulation Clerk:**
Trustee Murphy moved approval of the hiring of Kristen Sweeney as replacement part-time clerk in the Circulation Department at \$19.89 per hour for 9-12 hours per week – she replaces Ashley Bressingham who resigned; Trustee Nouryan seconded and the motion was approved unanimously.
 - 9.8 **Replacement of YA Librarian Update:**
Deferred to Executive Session.
 - 9.9 **Proposed Holiday Calendar Fiscal Year 2016-2017:**
Trustee Weinrich moved approval of the Holiday Calendar Fiscal Year 2016-2017; Trustee Murphy seconded and the motion was approved unanimously.

9.10 **Inter-County Mechanical Proposal:**

Trustee Murphy moved approval of the Inter-County Mechanical Proposal to replace the hot water circulator pump, pressure relief valve and associated piping for \$7,007.10; Trustee Nouryan seconded and the motion was approved unanimously.

9.11 **Inter-County Mechanical Proposal:**

Trustee Murphy moved approval of the Inter-County Mechanical Proposal to replace the circulator pump's defective bearing assembly and gasket for \$2,226.61; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Murphy moved approval of the ThyssenKrupp Elevator Corp. delayed invoice of January 14, 2016 to repair the elevator doors that were stuck open and repaired on January 7, 2016; Trustee Nouryan seconded and the motion was approved unanimously.

10. **Discussion Items:**

10.1 **Director's Reports – January and February 2016:**

Monthly and year-to-date usage of the Library by patrons in all measurable categories was discussed.

Library Director, Lisa Paulo, reported that she and Trustee Murphy had a good meeting with the Citizens Budget Review and Advisory Committee.

10.2 **Director's Report Narrative:**

February 2016

- Held a Department Head Meeting on Tuesday, February 2nd.
- Met with Village Administrator Ralph Suozzi to discuss the 2016-17 Library Budget on Tuesday, February 2nd.
- Met with Trustees Colahan and D'Antonio discuss the 2016-17 Library Budget on Wednesday, February 3rd.
- Attended a Village Board of Trustees Meeting on Thursday, February 4th.
- Attended a Village Department Head Meeting on Wednesday, February 10th.
- Held a staff Meeting on Thursday, February 11th.
- Presented a brief summary of the Library's 2016-17 Budget at the Village Budget Meeting on Thursday, February 11th.
- Attended a Member Library Directors Meeting on Wednesday, February 17th.
- Held a staff meeting on Friday, February 19th.

Building and Grounds

- Mine Safety Appliances performed the semi-annual inspection of the gas sensors. The technician also replaced one of the sensors. The need for this had been noted at the last inspection in July–(1/27) (Library)
- The annual inspection of all fire extinguishers in the building was completed by Accurate Fire Equipment Corp.–(2/3) (Library)
- A technician from County Energy Controls performed routine preventive maintenance on the Pneumatic Controls–(2/6) (Library)

- Preventive Maintenance for the HVAC System was completed by Inter-County Mechanical–(2/25) (Library)
- Z & G Plumbing performed the mandatory annual back flow testing. Both devices passed–(2/26) (Library)

10.3 **Budget Update – Revised Operating Budget:**

Trustee Colahan congratulated Library Director, Lisa Paulo, on her budget presentation to the Village Board; she did a very good job. He reported that the Village gave them a flat budget for FY 2016-2017. Trustee D’Antonio and he reviewed the budget and shaved \$25,000.00; the savings was found from a Librarian II retiring, this change put it under last year’s budget.

Library Director Paulo thanked Trustees Colahan and D’Antonio for their assistance with the budget.

10.4 **Elevator Status:**

Library Director Paulo reported the projected time frame for the elevator repair is July or August. A specific date is yet to be determined as Thyssen Krupp Elevator Company is in the process of obtaining elevator parts. The Village has money in their current budget for this repair.

10.5 **Library Design Consultant Update:**

Library Director Paulo reported that staff participated in a survey expressing their opinions on the future renovation and modernization of the Library. The majority of responses stressed better lighting, colors to brighten the departments, updating the Children’s Department and enlarging its office space. A meeting with the Library design consultant, Elisabeth Martin, is scheduled for Wednesday, March 23, 2016 in the Library with Director Paulo and Trustees Weinrich and Nouryan.

10.6 **Citizens Budget Review and Advisory Committee (CBRAC) Report:**

Library Director Paulo reported on her meeting with Trustee Murphy and the CBRAC. They recommended improving our book collection, especially with the classics; staffing and the retirement of our senior librarian was discussed; the Senior Center and how it would impact the Library’s programming – Director Paulo explained the Library will make sure we do not duplicate programming; it was recommended that the Library review our Collection Development Policy to make sure it is up to date and serve as a guide as to how and what to purchase for the Library; self-checkout was also discussed and although a great convenience, it would not cut down on manpower presently. Director Paulo thanked Trustee Murphy for his assistance in meeting with the CBRAC.

10.7 **Bible Donation:**

Trustee Nouryan moved approval to accept two Bible donations from Gilbert and Lynn Pavia, which are beautiful reproductions of the Gutenberg Bible, printed in the 1970’s; Trustee Murphy seconded and the motion was approved unanimously. Trustee Colahan facilitated the donation.

11. **Committee Reports:**
- 11.1 **Budget Committee:**
Previously discussed.
- 11.2 **Audit Committee:**
No report.
- 11.3 **Building Committee:**
No report.
- 11.4 **Community Relations Committee:**
Trustee Weinrich reported the Garden City Board of Education sponsored the Super Legislative Affairs Committee Legislative Breakfast at the Library on March 4, 2016. The topic of discussion was Tax Cap Modification Recommendations. Politicians in attendance were Senators Kemp Hannon, Jack Martins, Carl Marcellino and Assembly members Charles Lavine, Ed Ra and Michelle Schimel. School Board V. P. and event organizer Tom Pinou praised Library staff and voiced appreciation for the use of the excellent facility. Various attendees commented that this Library is an outstanding meeting place to use in the future.
- 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
Cyril Smith, Garden City resident
- Both men complimented how well the Library Board meetings proceed and how well they are run. They further complimented on how well the discussion occurs between the Board and visitors.
14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, April 11, 2016 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 Nouryan seconded and the motion was approved unanimously.
- The Meeting entered Executive Session at 9:15 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 9:50 p.m.

Trustee Nouryan moved approval to make Children's Librarian, Laura Giunta, head of the Young Adult Department effective March 31, 2016; 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:
April 11, 2016