

GARDEN CITY PUBLIC LIBRARY
AGENDA
REGULAR MEETING OF
THE BOARD OF LIBRARY TRUSTEES
JANUARY 9, 2023
7:30 PM
LIBRARY SMALL MEETING ROOM

1. Call to Order
2. Pledge of Allegiance & Moment of Silence
3. Approval of Agenda
4. Public Comments on Agenda Items (Limited to Five Minutes Each)
5. Report from Representative of the Village Board
6. Report from Representative of the Friends
7. Minutes Regular Meeting of the Board of Library Trustees December 12, 2022
8. Correspondence
9. Decision Items
 - 9.1 Financial Reports - October Preliminary, November Preliminary
 - 9.2 Abstract of Claim Vouchers to be Paid, List No. 23-01
 - 9.3 Transfer \$1,000.00 from Consultants Fees OL-7410-4160 to Maintenance of Equipment OL-7410-4020
 - 9.4 Temporarily Suspended Patron
 - 9.5 Renovation – Change Orders pending Village Approval
10. Discussion Items
 - 10.1 Director's and Assistant Director's Reports
 - 10.2 Library Building Projects Update
 - 10.3 Program Update
11. Committee Reports
 - 11.1 Budget Committee
 - 11.2 Audit Committee
 - 11.3 Building Committee
 - 11.4 Community Relations Committee
 - 11.5 Personnel Committee
 - 11.6 Policy Committee
 - 11.7 Library Reopening Committee
12. Other Business
13. Public Comments on Library Related Matters (Limited to Five Minutes Each)
14. Next Meeting Date: Regular Meeting, February 13, 2023 at 7:30 p.m. – Small Meeting Room
15. May Move into Executive Session
16. Adjournment

AGENDA ITEM #7

MINUTES

- 7 Regular Meeting of the Board of Library Trustees,
December 12, 2022

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
DECEMBER 12, 2022
7:30 P.M.
LIBRARY SMALL MEETING ROOM
DRAFT MINUTES**

A Regular Meeting of the Board of Library Trustees was held in the Library Small Meeting Room on Monday, December 12, 2022 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Lola Nouryan, Trustee
Germaine Greco
Mary Maguire, Trustee
Peter D'Antonio, Vice Chair, late with notice

Also Present: Marianne Malagon, Library Director
Ralph Guiteau, Assistant Library Director
Margaret Zulkofske, Senior Typist Clerk
Rosemary Long, Representative of the Friends

Absent: Lawrence N. Marciano, Jr., Representative of the Village Board with notice

1. **Call to Order:**
Trustee Colahan called the Meeting to order at 7:33 p.m. Trustee Colahan reported that Trustee D'Antonio will be late.
2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Trustee Maguire followed by a moment of silence.
3. **Approval of Agenda:**
Trustee Nouryan moved for approval of the Agenda; Trustee Maguire seconded, and the motion was approved unanimously.
4. **Election of Officers, Appointments of Committees:**
Trustee Colahan deferred until Trustee D'Antonio has arrived at the meeting.
5. **Public Comments on Agenda Items:** (Limited to Five Minutes Each)
Rosemary Long
6. **Report from Representative of the Village Board:**
Trustee Colahan reported that Village Trustee Marciano, Jr. will not be attending due to a conflict of meetings.
7. **Report from Representative of the Friends:**
Friends President Rosemary Long reported that the recent book donation event was very successful. Currently working on the museum pass renewals and would appreciate the Librarian to notify them when they come up for renewal. They have added a new museum, the Lt. Michael P. Murphy Navy Seal Museum in West Sayville, NY which is now available. The Monday Movie

Matinees have been well attended and they are looking into having more scheduled, possibly more than once a week. They would also like to have more adult programs scheduled.

8. Minutes - Regular Meeting of the Board of Library Trustees, November 14, 2022:

Trustee Nouryan moved to approve the Minutes of the Board of Library Trustees, for November 14, 2022. Trustee Maguire seconded and the motion was approved unanimously.

9. Correspondence:

Correspondence was discussed.

10. Decision Items:

10.1 Financial Reports May, June, July, August, September Final; October Preliminary:

Trustee Colahan deferred discussion until Trustee D'Antonio is in attendance.

10.2 Abstract of Claim Vouchers to be Paid, List No. 22-12:

Trustee Nouryan moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$155,892.92, List No. 22-12. Trustee Colahan seconded, and the motion was approved unanimously.

10.3 Transfer \$570.00 from Part Time OL.7410.4120 to Other Payouts OL.7410.4170:

Trustee Greco moved to approve the transfer \$570.00 from Part Time OL.7410.4120 to Other Payouts OL.7410.4170. Trustee Nouryan seconded and the motion was approved unanimously.

10.4 Personnel – Appointment of Librarian; CSEA Staff Salary Action:

Librarian I (Full Time) appointment – Regina Foge

The Library Director requests the approval of the Board, on the appointment of Regina Foge, Librarian I at an Annual Standard Rate of \$59,410 (\$32.5178 hourly) and benefits as per CBA.

		Rates as of 6-1-2022		
Name	Title	Standard Annual	Hourly Rate	Grade & Step
Foge, Regina	Librarian I	\$59,410	\$32.5178	24A

On motion Trustee Colahan the following resolution is offered:

RESOLVED, that the salary and wage listed in the accompanying schedule of an appointed employee are hereby fixed consistent with the terms and provisions of the current Agreement between the Village and the Civil Service Employees' Association, Non-Supervisory Unit.

Trustee Maguire seconded and the motion was approved unanimously.

Step Increase per CSEA – Linda DaSilva

The Library Director requests the approval of the Board on the Wage Adjustment listed below:

Contractual Salary and Wage Adjustments - CSEA Non-Supervisory - Eff Dec. 1, 2022

		Rates as of 6-1-2022			Rates as of 12-1-2022		
Name	Title	Standard Annual	Hourly Rate	Grade & Step	Standard Annual	Hourly Rate	Grade & Step
DaSilva, Linda	Account Clerk	\$58,694	\$32.1259	16 I	\$59,561	\$32.6004	16 J

CSEA Rank and File CBA Rates for 2022 (CSEA MOU 3/24/22):

Administration submitted a listing of salary and wage increments of certain Garden City Public Library employees (above), to be effective December 1, 2022, and requested Board approval.

On motion Trustee Colahan the following resolution is offered:

RESOLVED, that the salary and wage listed in the accompanying schedule of certain Village of Garden City employee, effective December 1, 2022, are hereby fixed consistent with the terms and provisions of the current Agreement between the Village and the Civil Service Employees' Association, Non-Supervisory Unit.

Trustee Greco seconded and the motion was approved unanimously.

10.5 Temporarily Suspended Patron:

The trustees reviewed the matter of the temporarily suspended patron. Trustee Colahan moved that the suspension is complete. Trustee Greco seconded.

Trustee Colahan voted yes

Trustee Greco voted yes

Trustee Nouryan voted yes

Trustee Maguire abstained

The motion was carried.

10.6 Policy – Trustee Training:

Trustee Greco moved to approve the Library Trustee Training policy as per New York State Education Law 260-d as added by Chapter 468 of the Laws of 2021 effective January 1, 2023. Trustee Nouryan seconded and the motion was approved unanimously. Trustee Greco states if the State updates the year to be followed (Calendar or Fiscal) the Library Director is to inform the Library Board.

10.7 Renovation – Change Orders:

Trustee Colahan moved the use of the Reserve Fund for \$24,000 in additional wiring that was not included in the Project budget. He added the Board firmly believes that the cost of desk should be supported by the Village, as this was a Village change not a Library cost change overrun. Additionally, we are putting aside \$30,000 for technology changes that the board has discussed at the recommendation of the Director and the Assistant Director.

Therefore, I move that we are directing the Library Director to work with the 2 Trustees who can sign on the reserve account, Trustee Greco and Trustee Nouryan, to take out \$54,000, to give to the Village towards the payment for the \$24,000 and also reserve to pay for the technology changes of \$30,000. Trustee Maguire seconded and the motion was approved unanimously.

[Trustee D'Antonio entered the meeting at 8:39 p.m.]

- 10.1 Financial Reports May, June, July, August, September Final; October Preliminary:**
Trustee D'Antonio reported that May is final and moved approval of the May financials. Trustee Colahan seconded and the motion was approved unanimously. Trustee D'Antonio reported that June, July, August and September are final and October is preliminary. Trustee D'Antonio moved approval of the June, July, August and September financials. Trustee Colahan seconded and the motion was approved unanimously.
- 10.8 Renovation – Security Gates Removal, Replace with Door Counter:**
Trustee Colahan moved to remove the current security gates and replace with a door counter to be used for library visit statistics. Trustee D'Antonio seconded and the motion was approved unanimously.
- 10.9 Renovation – Waive Library Fines During Circulation Desk Construction:**
Trustee Greco moved to waive library overdue fines only during the Circulation desk construction. However other charges (printing, flash drives, payments for lost book) are to remain in effect. Trustee Maguire seconded and the motion was approved unanimously.
- 10.10 Renovation – Closings Due to Construction Work:**
Trustee Colahan moved to delay the library opening one (1) day for installation of an electrical panel and removal of baseboard heater currently scheduled during the week of December 12, 2022. Trustee D'Antonio seconded and the motion was approved unanimously. Trustee Colahan asked the Library Director for advance notice for the demolition of the Circulation Desk and installation of new carpet in the main aisle.
- 10.11 Community Events – Senator Thomas Toy Drive:**
Trustee D'Antonio moved to approve the community toy drive request from Senator Thomas, Trustee Maguire seconded and the motion was approved unanimously.

11. Discussion Items:

11.1 Directors Reports

Projects

- Working with Village, Architect and Contractors on the Children's Room renovation.
- Conducting interviews for Librarian position
- Working with Librarians to increase and innovate Library programs

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 11/14
- Village Board of Trustees – 11/17, Change Orders approved
- Renovation Meetings – 11/9, 11/23; with Village, architect, contractors, staff as needed
- Friends of the Library, President – weekly
- Nassau Library Directors – 11/16
- Staff Meetings – daily meetings and other staff meetings as needed

Renovation Related Building Work (through 12/7)

- Framing complete in Children's. Glass framework going into STEAM and story room.
- Electrical work rough-in done and inspected. Some changes are pending.
- Data (low voltage electric) visit with Intelli-tec, quoted, work scheduled 12/14.
- Ceiling grid is up and LED fixtures (except pendants) installed.
- Areas identified as possible change orders are in review. Some have been reviewed by H2M and sent to the Village for approval, while others are still being investigated.
- Intelli-tec informed us that supply chain issues have delayed start of Fire Alarm project.

Building Maintenance (through 12/7, except renovation related)

- Doors, Automatic – NABCO accounts payable was resolved and technician came on 11/30 to repair doors. Front door sensors were repaired but they said the inner doors' motor(s) was dead and would send a quote. Chris contacted Long Island Lock for an alternate quote and they sent a technician on 12/1. With emergency purchasing approval, the tech got one of the two inner doors working and he said the other door's motor is dead. He took the arm off the other door, so it would close; cones were placed so the door is not used. Long Island Locksmith will send a quote to complete this work. Quotes from both companies are pending. 12/7
- HVAC – Waiting for County Energy Controls to come about heat in the upstairs bathroom. Ultimate Powers is sending a quote for circulator pump to distribute warm air in building. 11/28
- Lighting – Corkrey replacing lights with LEDs through building. Quote pending for main aisle near circulation.
- Grounds – While parking next to the building, a woman's car jumped the curb and hit the planter and knocked it over. There were no injuries.
- Plumbing – Flushometer in men's bathroom upstairs needs repair. Water leak in book storage room needs repair. Waiting for quotes from Maccarone to repair both. 11/16.
- Windows – A window in Tech Services (2nd floor) was noticed to have a crack 11/17. Chris contacted Mike the Glazier and it was repaired. 12/5

11.1 Assistant Directors Report

Projects

- Conducted an interview of candidate for Librarian 1 - Children's Position

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 11/14
- Nassau Library Directors – 11/16, In Person
- Nassau Assistant Directors – 11/17, Zoom
- Renovation – Staff Meetings
- Staff Meetings – daily meetings and other staff meetings as needed

Programs

- Instructional Program -Libby – 11/15

11.2 Library Building Projects Update (other than Renovation report above):

Projects

- Working with Village Architect and Contractors on the Children's Room renovation.

Meetings, Site Visits

- See 11.1 Director's Report

Renovation Related Building Work (through 12/7)

- See 11.1 Director's Report

HVAC Project

- New HVAC system bid was awarded by the Village Board on 10/13 to Intricate Tech Solutions at a total cost of \$1,705,000. The contractor has begun sending submittals for equipment and materials to be reviewed for the HVAC project. A schedule has not been submitted yet, it is part of the submittals that are required.

Roof Project

- The Village is in the process of preparing the bidding contract, plans and specifications for the Library Roof and masonry façade project. Village expects it to go out for public bidding late December/early January. The masonry work must be done before the roofing and if all goes well and temperatures are suitable, it can start as early as March 2023.

11.3 Library Programs Update:

Assistant Director Guiteau reported that there were 44 programs offered through November 2022, which is more than the same time last year. Adult programs will continue to be increased. There are nine programs scheduled for December compared to seven last December.

12. Committee Reports:

12.1 Budget Committee:

As discussed above.

12.2 Audit Committee:

Village Audit is still in discussion. The Library portion of the audit is now being handled by the Village.

12.3 Building Committee:

As discussed above.

12.4 Community Relations Committee:

As discussed.

12.5 Personnel Committee:

Previously discussed.

12.6 Policy Committee:

No report.

12.7 Library Reopening Committee:

No report.

13. Other Business:

None.

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

None

4. Election of Officers:

Trustee D'Antonio moved that Trustee Colahan continues as Chair of the Board of Library Trustees for calendar year 2023; Trustee Maguire seconded and the motion was approved unanimously.

Trustee Colahan moved that Trustee Greco be appointed as Vice Chair of the Board of Library Trustees for calendar year 2023. He noted that Trustee Greco agreed to be nominated for the title; Trustee D'Antonio seconded and the motion was approved unanimously.

Trustee D'Antonio moved that Library Director, Marianne Malagon, continues as Secretary to the Board of Library Trustees for calendar year 2023; Trustee Colahan seconded and the motion was approved unanimously.

Appointment of Committees:

Upon their consent Trustee Colahan appointed Trustee D'Antonio as Chair and Trustee Maguire a member of the Budget Committee.

Upon their consent Trustee Colahan appointed Trustee D'Antonio as Chair and Trustee Maguire a member of the Audit Committee.

Upon her consent Trustee Colahan appointed Trustee Maguire Chair of the Building Committee.

Upon her consent Trustee Colahan appointed Trustee Greco Chair of the Community Relations Committee.

Upon her consent Trustee Colahan appointed Trustee Nouryan Chair of the Personnel Committee.

Upon her consent Trustee Colahan appointed Trustee Greco Chair of the Policy Committee.

The Board voted unanimously to approve the appointments.

15. Next Meeting Date:

The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, January 9, 2023 7:30 p.m. in the Library Small Meeting Room.

16. Move into Executive Session:

None.

17. Adjournment:

There being no further business to discuss, Trustee Colahan moved approval to adjourn the Meeting at 9:32 p.m. Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon
Library Director

Approved:

AGENDA ITEM #9

DECISION ITEMS

- 9.1 Financial Reports – October Preliminary, November Preliminary
- 9.2 Abstract of Claim Vouchers to be Paid, List No. 23-01
- 9.3 Transfer \$1,000.00 from Consultants Fees OL-7410-4160 to Maintenance of Equipment OL-7410-4020
- 9.4 Temporarily Suspended Patron
- 9.5 Renovation – Change Orders pending Village Approval

GARDEN CITY PUBLIC LIBRARY
ABSTRACT OF CLAIM VOUCHERS TO BE PAID
January 2023

List No. 23-01

<u>No.</u>	<u>Acct. No.</u>	<u>Description</u>	<u>Amount</u>
1-3	0L7410.1010	Personal Services - Regular	
	1030	Personal Services - Stability	Payroll \$ 100,426.57
	1020	Personal Services - Overtime	Payroll \$ 24,400.00
	1120	Personal Services - Part Time Help	Payroll \$ 35.72
	1170	Library Other Payouts	Payroll \$ 19,090.05
	0L9030.8000	Personal Services - Social Security	Payroll \$ 800.00
		Total Personal Services	\$ 10,796.22
			<u>\$ 155,548.56</u>
4	4080	Agolia, Joseph - Reimbursement	Cell Phone & PC-to-PC Dialup \$ 50.00
5	4080	AT&T	Telephone \$ 6.38
6-9	4070	Baker & Taylor	Shipping \$ 96.11
	4270	"	Books, Audio, DVD \$ 9,759.22
	4290	"	Book Processing \$ 630.88
10	4070	Bayscan Technologies	Printing,Posting,Stationery \$ 25.00
	4290	"	Custom Bar Code Labels \$ 513.60
11	4290	Brodart	Book Processing \$ 299.47
12	4020	CCP Solutions LLC	Maintenance of Equipt Contract \$ 670.00
13	4270	COMPS Inc	Library Materials \$ 400.00
14	4270	Cove Delivery, Inc.	Newspaper Delivery \$ 433.08
15	4070	Digital Graphic Imagery Corp	Printing,Posting,Stationery \$ 459.00
16	4270	EBSCO Information Services	Flipster Subscription \$ 16,946.80
17	4280	Giardino, Carisa	Public Relations \$ 837.50
18	4120	Guinta, Laura	Travel and Training \$ 30.00
19	4270	Midwest Tape	Library Materials-Hoopla Digital \$ 373.96
20	4510	National Grid	Natural Gas \$ 1,715.33
21-22	4080	Optimum	Wi Fi, Internet \$ 283.34
23	4270	OverDrive Inc	Library Materials-eBooks, Audio \$ 7,393.05

<u>No.</u>	<u>Acct. No.</u>				
24	4270	P4A Antiques Research Services	Library Materials	\$	612.00
25	4020	Pitney Bowes Global Finl Svc	Maintenance of Equipt-Lease	\$	356.64
26	4060	PSEGLI	Light and Power	\$	4,833.06
27-29	4460	Securitas Security Services, Inc.	Security Guard	\$	7,359.50
30-31	4010	Staples Contract & Commercial	Office Supplies	\$	252.95
	4070	"	Printing, Postage, Stationary	\$	65.33
32	4080	Verizon	Telephone	\$	<u>394.36</u>

Total Vendor Accounts \$ 54,796.56

Total - Personal Services \$ 155,548.56
Total - Vendor Accounts \$ 54,796.56

Total- Operating Accounts \$ 210,345.12
Total- Capital Accounts 0.00

Grand Total \$ 210,345.12