

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
FEBRUARY 13, 2023
7:30 P.M.
LIBRARY SMALL MEETING ROOM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held in the Library Small Meeting Room on Monday, February 13, 2023 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Germaine Greco, Vice Chair
Peter D’Antonio, Trustee
Lola Nouryan, Trustee
Mary Maguire, Trustee

Also Present: Marianne Malagon, Library Director
Ralph Guiteau, Assistant Library Director
Margaret Zulkofske, Senior Typist Clerk
Rosemary Long, Representative of the Friends
Lawrence N. Marciano, Jr., Representative of the Village Board

1. **Call to Order:**
Trustee Colahan called the Meeting to order at 7:32 p.m.
2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Trustee Greco followed by a moment of silence.
3. **Approval of Agenda:**
Trustee D’Antonio moved for approval of the Agenda; Trustee Maguire seconded, and the motion was approved unanimously.
4. **Public Comments on Agenda Items:** (Limited to Five Minutes Each)
None
5. **Report from Representative of the Village Board:**
Village Trustee Marciano, Jr. stated the Village has been busy with three large issues lately but he is keeping the Library renovation project on the agenda. The Children’s room renovation is coming along nicely and he will keep supporting the Library to complete the renovation.
6. **Report from Representative of the Friends:**
Friends President Rosemary Long reported that the book sale this past weekend went well raising \$1,000.00 and they are looking to have a donation day soon and the book sale in May.
7. **Minutes - Regular Meeting of the Board of Library Trustees, January 9, 2023:**
Trustee Maguire moved to approve the Minutes of the Board of Library Trustees, for January 9, 2023. Trustee Greco seconded and the motion was approved unanimously.

8. **Correspondence:**

Correspondence was discussed. Director Malagon and Assistant Director Guiteau will be exploring various avenues to increase the number of programs and activities in all departments.

9. **Decision Items:**

9.1 **Financial Reports - October Final, November Final:**

Trustee D'Antonio stated that the October and November reports are now final. Trustee D'Antonio moved to approve the October and November final reports, Trustee Maguire seconded and the motion was approved unanimously.

9.2 **Abstract of Claim Vouchers to be Paid, List No. 23-02:**

Trustee Nouryan moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$242,050.66, List No. 23-02. Trustee Greco seconded, and the motion was approved unanimously.

9.3 **Transfer \$4,000.00 from Consultants Fees OL-7410-4160 to Natural Gas OL-7410-4510:**

Trustee Colahan moved to approve the transfer of \$4,000.00 from Consultants Fees OL-7410-4160 to Natural Gas OL-7410-4510, Trustee D'Antonio seconded and the motion was approved unanimously.

9.4 **Prepay Claim to Network Solutions \$235.92:**

Trustee Colahan moved to approve the prepay claim to Network Solutions in the amount of \$235.92, Trustee Nouryan seconded and the motion was approved unanimously.

9.5 **Salary Changes, effective June 1, 2023:**

Prior to approval of the Library Budget Salary Template, which is the basis for the personnel section of the Library Operating Budget, Library Director Malagon requested the Library Board approval of these increases in the Regular salary and full-time staff, effective June 1, 2023:

- Additional Full Time Librarian I, adding 1 person to headcount (\$61,044 Step 24A)
- Salary increase for Zulkofske, M. (Confidential), a Step including cost of living (\$54,027 Step 18C to \$57,910 Step 18D)
- Salary increase for Marson, P. (Confidential), Cost of living (2%, \$86,804 to \$88,540)
- Salary increase for Guiteau, R. Assistant Library Director (increase 3.3%, \$3,500 to \$110,000)
- Salary increase for Malagon, M. Library Director (increase 2.5%, \$3,546 to \$144,000)

Trustee Nouryan moved to approve the Salary Changes, effective June 1, 2023. Trustee Greco seconded and the motion was approved unanimously.

9.6 **Preliminary FY 2023-2024 Library Capital and Operating Budget:**

Trustee D'Antonio stated costs have increased from contracts and due to inflation. This year, the Library has no more surplus, and the Village Contribution must increase this year, to pay for the Library's nondiscretionary expenses. If the Village would like to see increases in programming the Library stated that it could use \$20,000 for programs, \$17,000 increase in Part Time Help and an additional full time Librarian. Trustee D'Antonio moved to approve the proposed Preliminary FY 2023-2024 Library Capital and Operating Budget. Trustee Colahan seconded and the motion was approved unanimously. Library Director Malagon will present the preliminary budget to the Village on March 9, 2023.

9.7 **Extended Sick (1 employee):**

Deferred to Executive Session.

9.8 Renovation Change Orders pending Village Approval:

Trustee Colahan moved to approve the Renovation Change Orders and additional quotes:

- Smart Board and TV installation - \$2,674.80 only labor (Smart Board approved in Capital Plan 21-22 Technology)
- Door counter system - \$891.60 labor and software program setup
- Security Cameras, new updated IP cameras – \$21,809.74 to setup and configure
- Door Access Controls - \$19,203.39 – locks for offices, workshop and story room
- \$24,830.67 H2M Additional Fees (based on increased construction cost)

pending Village approval. Trustee D’Antonio seconded and the motion was approved unanimously.

9.9 Renovation Changes to Service Hours or Closing:

To facilitate the ongoing renovation construction and the relocation of books, furniture and equipment to their respective areas, Trustee D’Antonio moved to approve the Library Director to modify hours, close or delay operating hours of the Library up to 21 hours as needed. Trustee Colahan seconded and the motion was approved unanimously.

10. Discussion Items:

10.1 Directors Reports

Projects

- Children’s Room renovation continues with Village, Architect and Contractors
- Preparing the Operating and Capital Budgets for the Library

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 1/19
- Village Board of Trustees – 1/12
- Renovation Meetings – 1/4, 1/18 (Asst Director) with Village, architect, contractors
- HVAC – 2/3 – Site meeting with Village and contractor (with Assistant Director)
- Friends of the Library, President – weekly
- Staff Meetings – daily meetings and other staff meetings as needed

Renovation Related Building Work (through 2/6)

- Lobby demolition occurred 1/9-1/13. Circulation desk operations will be in the Adult Reference Department for about one month.
- Fire alarm devices in the Children’s section installed
- Ceilings and lighting installed
- Circulation Desk and Children’s Reference Desk installed
- Ceiling clouds installed
- Meeting to track renovation budget expenditures with Village Admin and DPW Secretary
- Carpet installed in main lobby hall and adjacent to Circulation
- Change orders 12-15 approved at Village Board of Trustees Meeting 2/2

Building Maintenance (through 2/6, except renovation related)

- Alarm – Briscoe pending quote for security alarm components. Site visit 1/9 and 1/13.
- Doors, Automatic – Long Island Locksmith came on 1/23 and 1/24 to complete replacement of a part to upgrade to the sensor to open automatically. Completed.
- Doors, Time Locks – The controller panel replaced on 12/30/22 has not fully resolved the issue and troubleshooting is ongoing and being monitored by Intelli-tec. 2/6
- HVAC – Ultimate Powers came to replace circulator pump on 1/23, complete 1/30.

- HVAC Project – Vendor reviewed space and equipment; vendor meeting; 1/31 and 2/3.
- Grounds – Street department staff is fixing the brick portions of the walkway, adding cement under the pavers and making sure they are even; still ongoing 2/7/23.
- Locksmith – Circ Dept safe wouldn't open. Long Island Locksmith's tech tried to repair it but it not open; it was drilled open to recover deposit and it must be replaced. 1/17/23
- Plumbing – Restroom sink in Administration was turning on by itself. Chris contacted Maccarone to replace the faucet 1/6. Unrelated on 1/26, the toilet spontaneously overflowed. Chris called CityWide. The overflow was related to too much paper in the injector pit causing overflow from other toilet flushes. CityWide snaked the toilet. After they left, it happened again. Maccarone came to repair the flushometer and shut off the toilet completely. The toilet was repaired and the sink faucet was replaced on 2/1.

10.1 Assistant Directors Report

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 01/09
- Nassau Assistant Directors – 01/12, Zoom
- Renovation – Staff Meetings
- Staff Meetings – daily meetings and other staff meetings as needed

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

- Working with Village, Architect and Contractors on the Children's Room renovation.
- Met with Village Engineer Andrew Tock and Intricate Tech (HVAC) contractor; technicians began site visits to review space and equipment.

Meetings, Site Visits

- Initial project meeting on 2/3 with Village Engineer and contractor Intricate Tech. Other site visits by HVAC project electrician, and system manufacturer.

Renovation Related Building Work (through 2/7)

- See 10.1 Director's Report

HVAC Project

- The outdoor chiller (cooling tower) is scheduled to be delivered in March. Village is waiting to hear back from Intricate Tech Solutions to see if it can be installed and compatible with the existing units.
- Due to long lead times on the air handler systems the project is expected to be worked on after the 2023 cooling season, in October/November.
- The indoor AC units are scheduled to be delivered in October. Hazardous material abatement (approximately 2 days) will be performed in both the basement and second floor mechanical rooms, nearer to the time of installation.

Roof Project

- The Masonry and Roofing project for the Library is currently being processed for public bidding. The Village should have bid advertising dates soon. Typically, the Village advertises for 3 weeks.
- It is estimated that this bid should be awarded sometime in early-mid April and construction could start in early May.
- The first phase is the masonry repairs/repainting and then the new roof work would follow.

10.3 Library Programs Update:

Assistant Director Guiteau reported there were 37 programs offered through January 2023, which is more than January 2019 (31). Adult programs will continue to be increased.

10.4 Request for Reconsideration of Library Resource:

The Board of Library Trustees reviewed the Request for Reconsideration of Library Resource submitted by a library patron. The Trustees proposed a draft motion which was discussed and unanimously approved, pending advice of Village Counsel. The Library Director was instructed to consult with Counsel about the motion, the response to the patron and further steps. The Board requested the Library Director to respond back advising of their decision.

11. Committee Reports:

11.1 Budget Committee:

As discussed above.

11.2 Audit Committee:

The Audit is complete and the report is being reviewed.

11.3 Building Committee:

As discussed above.

11.4 Community Relations Committee:

As discussed.

11.5 Personnel Committee:

To be discussed in Executive session.

11.6 Policy Committee:

Library Director Malagon and Trustee Greco will review current policies for modifications and additions as needed.

11.7 Library Reopening Committee:

No report.

12. Other Business:

Due to the cost of construction increasing due to change orders, increasing the proposal from the original project budget, H2M submitted additional fee proposal totaling \$24,830.57. (The architects' fee is based on percentage of construction cost). Trustee Colahan moved approval of \$24,830.57 to H2M pending approval by the Village, Trustee D'Antonio seconded and the motion was approved unanimously.

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

Rosemary Long
Patricia Long

14. Next Meeting Date:

The next Regular Meeting of the Board of Library Trustees is scheduled for March 20, 2023 at 7:30 p.m. in the Library Small Meeting Room. (See change, 9.5)

15. Move into Executive Session:

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

The Meeting exited regular session at 9:47 p.m.

The Meeting entered Executive Session at 9:51 p.m. with the Library Board, the Library Director, Assistant Library Director.

Trustee Colahan moved approval that the Meeting exit Executive Session; Trustee Greco seconded and the motion was approved unanimously.

The Meeting exited Executive Session at 10:06 p.m.

9.5 Extended Sick, 1 employee:

Requested authorization to pay Nancy Sherwood, Librarian II, Technical Services Department, through March 13, 2023 or such earlier date as she may be able to return to work pursuant to the provisions of the contract between the Incorporated Village of Garden City and the Civil Service Employees' Association, Inc., Local 882 AFSCME, which became effective June 1, 2021. Trustee Colahan moved approval to pay Nancy Sherwood through March 20, 2023 or such earlier date as she may be able to return to work. Trustee D'Antonio seconded and the motion was approved unanimously.

Trustee Colahan moved to reschedule the March 13, 2023 meeting to March 20, 2023, due to trustee's schedule availability. Trustee Greco seconded and the motion was approved unanimously.

16. Adjournment:

There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 10:07 p.m. Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon
Library Director

Approved:
March 20, 2023