

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
MARCH 20, 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, March 20, 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
Jill Bauer, 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 7:35 p.m.
2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Trustee Maguire followed by a moment of silence. Trustee Colahan acknowledged George Sutcliffe, who recently passed; he was a regular Library user, who suggested the Quiet Study area in the corner of the Library.
3. **Approval of Agenda:**
Trustee D'Antonio moved for approval of the Agenda; Trustee Nouryan 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. commented that the Library Director and Board of Trustees did a great job on the budget. There will be two more village budget meetings before it is voted on for approval but the Library's portion looks good.
6. **Report from Representative of the Friends:**
Friends Representative Jill Bauer reported the Friends have new officers in place on an interim basis until June. Nancy Minett is President, Patricia Palermo is Vice President and Maureen Roller is Treasurer. On Saturday, April 1 between the hours of 10:00 a.m. and 2:00 p.m. in the large meeting room on the lower level of the Library the Friends will be accepting books for donation. The next book sale is scheduled for May 6 and 7, hours to be determined. The Friends are organizing a brunch for the library staff during the week of April 21, National Library Week, date to be determined.

President Minette is currently conferring with Director Malagon on contributing and support the opening of the Children's Room.

7. Minutes - Regular Meeting of the Board of Library Trustees, February 13, 2023:

Trustee Maguire moved to approve the Minutes of the Board of Library Trustees, for February 13, 2023. Trustee Greco seconded and the motion was approved unanimously.

8. Correspondence:

Correspondence was discussed. Trustee Maguire will consult with the Friends of the Library to schedule more recent movies as suggested.

9. Decision Items:

9.1 Financial Reports - October Final, November Final:

Trustee D'Antonio stated that the December report is now final. Trustee D'Antonio moved to approve the December final report, Trustee Colahan seconded and the motion was approved unanimously.

9.2 Abstract of Claim Vouchers to be Paid, List No. 23-03:

Trustee Maguire moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$251,141.09, List No. 23-03. Trustee Greco seconded, and the motion was approved unanimously.

9.3 Transfers: \$420 from Contractual Services OL-7410-4460 to Water OL-7410-4500

\$480 from Contractual Services OL-7410-4460 to Telephone OL-7410-4080

\$5,100 from Contractual Services OL-7410-4460 to Natural Gas OL-7410-4510

\$6,000 from Contractual Services OL-7410-4460 to Electricity OL-7410-4060

\$8,000 from Contractual Services OL-7410-4460 to Library Materials OL-7410-4270

\$2,000 from Contr Svcs OL-7410-4460 to Printing Postage & Stationery OL-7410-4070

Trustee Colahan moved to approve the six (6) transfers listed. Trustee D'Antonio seconded and the motion was approved unanimously.

9.4 Proposed Library Operating Budget Revised:

Trustee D'Antonio moved to approve the revised Proposed Library Operating Budget, which reflects a 4.25% increase over the FY21-22 Adopted Budget, in the amount of \$3,659,701.00. Trustee Maguire seconded and the motion was approved unanimously.

9.5 Renovation Change Orders Pending Village Approval:

Trustee D'Antonio moved to approve the Renovation Change Orders and additional costs pending Village approval:

- Reading Room Casework - \$2,688.05 to better accommodate SmartBoard to be mounted
- Electrical Outlets - \$1,382.54 for tamper-proof resistance outlets

Trustee Nouryan seconded and the motion was approved unanimously.

Village Trustee Marciano Jr mentioned concern at the cost of the electrical outlets change order, and if it is per code that the outlets be tamper resistant, there should be no charge.

The Director said she would contact the Village Administrator the next day.

9.6 Children's Room Reopening:

Trustee Colahan requested to defer section 9.6 to later in the meeting.

9.7 Request for Reconsideration of Library Resource:

Director Malagon stated based on the consensus of the Library Board, the book in question will be located at the Adult Reference Desk and will be made available to anyone that requests it. Trustee Colahan so moved. Trustee D'Antonio seconded and the motion was approved unanimously.

[Chairman Colahan and Trustee Greco exited the Meeting at 8:22 p.m.]

[Chairman Colahan re-entered the Meeting at 8:24 p.m.]

9.6 Children’s Room Reopening:

Director Malagon reported that she is coordinating the final construction items including the remaining deliveries of furniture and the inspections. As soon as those are complete and approved, books, supplies will be moved into the new areas with the assistance of Library staff and Village personnel. The Library hopes to reopen the Children’s Room in April. She suggested a soft opening at that time, when the room can be opened for browsing books. When the technology and other open items are complete a few weeks later, she would like to organize a special opening weekend which would comprise a Friday evening VIP opening party for the legislators, Village, Library and Friends, architects and others involved in the project. Then on that weekend there would be additional events for the public to participate in at the Library, to exhibit and show off the new space. Any special events will be coordinated around holidays and other important events. The Board did not formally vote but advised the Director to continue with the planning.

9.8 Extended Sick (1 employee):

Requested authorization to pay Nancy Sherwood, Librarian II, Technical Services Department, through April 10, 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 D’Antonio moved approval to pay Nancy Sherwood through April 10, 2023 or such earlier date as she may be able to return to work. Trustee Nouryan seconded and the motion was approved unanimously.

9.9 Community Club of Garden City Gift Funds for Adult Cultural Programs:

The Community Club of Garden City and Hempstead is ending and the individual Board Members have generously decided to donate their remaining funds of approximately \$9,000.00 to sponsor programs in the Library for Adults on a broad range of cultural and educational topics. Trustee D’Antonio moved to accept the generous donation of approximately \$9,000.00 to be used to sponsor programs for the Library for Adults over a 2-year period or until the funds have been exhausted. Trustee Nouryan 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; Presented Budget 3/9.

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 2/13
- Village Board of Trustees – 2/2, 2/21, 3/2, 3/9 Budget Session #1 (Presented)
 - Village Board Approval 2/2: Change Orders 12-15; H2M Proposal \$24,830.67
 - Village Board Approval 2/21: Change order 16
 - Village Board Approvals 3/2: Intelli-tec security cameras, \$10,695.70; Sole Source Approvals (After-Mouse for SmartTable; Intelligent School Systems for IQ blackboard); Village Transfer into project budget \$24,000 increasing the Capital Project of the Garden City Public Library Children’s Room Renovation by \$24,000. This will bring the total up from \$1,298,624 to a new total of \$1,322,624

- Village Department Head – 2/14, 2/22, 3/8
- Renovation Meetings – 2/15, 3/1 with Village, architect, contractors
- Friends of the Library, President – weekly
- Staff Meetings – daily meetings and other staff meetings as needed

Renovation Related Building Work (through 3/14)

- Glass film on the STEAM and Story Room windows installed.
- Pendant light fixtures installed.
- Painting completed except for patchwork near electrical boxes and the feature wall.
- Carpet installed in Childrens.
- Desk adjustments made (except book drop) completed and granite counter top installed.
- The under-desk book bin was taken to the Village shop to be cut shorter to use for the new desk. The modified bin fits the space perfectly. 3/7/23
- Most of the furniture has is delivered, assembled /installed and laid out per the plans.

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

- Alarm – Following up with Briscoe pending for installation of security alarm components in the building. Last site visit on 3/10.
- Doors, Time Locks – The controller panel issues have resolved. 3/14/23
- Electrical – LED lighting updates pending in café, computer office, miscellaneous high-hat lights and mezzanine stacks. Pending a quote and schedule of work. 3/14
- HVAC Maintenance – performed periodic maintenance. 3/6.
- HVAC Project – Vendor and manufacturer walk through. No meeting. 3/8.
- 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. 3/7/23.

10.1 Assistant Directors Report

Projects

- Assisted the Director with the Annual Budget Presentation
- Trained a new part time librarian
- Periodicals weeding and evaluation
- Coordinated new adult programs

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 02/13
- Village Board Meetings – 2/2, 2/21
- MLD Library Directors Meeting – 2/15
- Construction Meetings – 2/1, 2/8, 2/15, 2/22
- Renovation – Staff Meetings
- Staff Meetings – daily meetings and other staff meetings as needed
- Assisted the Director with workflow discussions with staff

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

Projects

- Tracking the status of the Fire Alarm, HVAC and Roof and Repointing projects.

Meetings, Site Visits

- Meeting with Village Administrator, Superintendent of Buildings and Engineer, to discuss improvements to the parking lot to accommodate the new cooling tower, as well as add a

refuse storage area with a fenced in corral, additional greenery, parking lot complete repaving, and bollards to protect the walkways and Library building. 2/10

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, with some concrete preparation to the area (a new curb and a larger concrete pad) being coordinated as needed. Intricate Tech Solutions believes it can be installed and connected with the existing system.
- Due to long lead times on the air handler systems the project is expected to take place 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 expected to go out for public bidding either Friday 3/17 or the week of 3/20.
- It is estimated that this bid should be awarded sometime in early-mid April and construction could start in early May.
- The first phase would be the masonry repairs/repointing and then the new roof work would follow.

10.3 Library Programs Update:

Assistant Director Guiteau reported there were 37 programs offered through February 2023, which is more than February 2019 (21). Adult Services introduced a new adult crafting program and a new series of consumer information lectures. Adult programs will continue to be increased and currently looking into adding music programs.

11. Committee Reports:

11.1 Budget Committee:

As discussed above.

11.2 Audit Committee:

The Audit has been received by the Village.

11.3 Building Committee:

As discussed above.

11.4 Community Relations Committee:

No report.

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 at this time.

12. Other Business:

Trustee Maguire mentioned that Library Journal recognized local libraries as 4-star (Port Washington) and 5-star (Jericho) Libraries and would like to see the Library use similar benchmarks to set goals to be achieved incrementally over a few years. Director Malagon indicated that the Library plans to work on its strategic plan later this year.

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

Jill Bauer
Cathy Walsh

14. Next Meeting Date:

The next Regular Meeting of the Board of Library Trustees is scheduled for April 10, 2023 at 7:30 p.m. in the Library Small Meeting Room.

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 9:06 p.m.

The Meeting entered Executive Session at 9:12 p.m. with the Library Board, the Library Director, Assistant Library Director.

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

The Meeting exited Executive Session at 9:31 p.m.

16. Adjournment:

There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 9:33 p.m. Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon
Library Director

Approved:
April 17, 2023