

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
JANUARY 13, 2020
7:30 PM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, January 13, 2020 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Peter D'Antonio, Vice Chair
Charles Murphy, Trustee
Germaine Greco, Trustee

Also Present: Colleen Foley, Representative of the Village Board
Nancy Minett, Representative of the Friends
Marianne Malagon, Library Director
Joanne Kastalek, Principal Typist Clerk

Absent: Lola Nouryan, Trustee – with notice

1. **Call to Order:**
Trustee Colahan called the Meeting to order at 7:30 p.m.
2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Trustee D'Antonio.
3. **Approval of Agenda:**
Trustee D'Antonio moved approval of the Agenda; Trustee Greco seconded and the motion was approved unanimously.
4. **Public Comments on Agenda Items:** (Limited to Five Minutes Each)
None.
5. **Draft Library Audited Financial Statements and Supplementary Information for Year Ended May 31, 2019 – Chris Kopf and Robert Daniele, Partners, PKF O'Connor Davies Accountants:**
Director Malagon introduced Chris Kopf and Robert Daniele, Partners, PKF O'Connor Davies Accountants. Chris Kopf presented the draft Library audited financial statements for year ended May 31, 2019.

Trustee Colahan asked Chris Kopf to clarify that pension and post-employment benefit liabilities are included on the Village books. A vote will be conducted during the Audit Committee section of the meeting. He thanked Mr. Kopf and Mr. Daniele for attending the meeting.
6. **Report from Representative of the Village Board:**
Trustee Colleen Foley reported, that in addition to the auditors, Village Treasurer Irene Woo was in attendance in the event any one had any questions on the audit.

7. **Report from Representative of the Friends:**
Friends President Nancy Minett reported that the Friends meeting is Wednesday, January 15. Friends volunteer Mary Maguire reported that membership donations as of December 31, 2019 had exceeded \$30,000 for the first year ever.
8. **Minutes Regular Meeting of the Board of Library Trustees:**
Trustee Greco moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, December 16, 2019; Trustee Colahan seconded and the motion was approved unanimously.
9. **Correspondence:**
Staff meeting reports and patron comment sheets were discussed.
- Director Malagon reported that she followed up on patron suggestions with the patrons and Department Heads.
10. **Decision Items:**
- 10.1 **Financial Reports:**
Deferred October and November final financials and December preliminary financials until information is received from the Village regarding Interest (Revenue Budget) and Book Processing.
- 10.2 **Abstract of Claim Vouchers to be paid List No. 20-01:**
Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of \$170,026.86, List No. 20-01; Trustee Murphy seconded and the motion was approved unanimously.
- 10.3 **Claims Prepay Policy:**
Trustee D'Antonio moved approval of prepayments for invoices to vendors which may charge the Library a late fee or other surcharge up to \$2,500 except for PSEGLI that goes up to \$15,000 (those vendors are: AT&T, National Grid, Optimum, PSEGLI, Verizon, Inc. Village of GC Water); Trustee Murphy seconded and the motion was approved unanimously.
- 10.4 **Library Advocacy Letter to Governor Cuomo:**
Deferred for Trustee Nouryan's final draft of the letter.
- 10.5 **Update Question on Interest on the Revenue Financial Report:**
Deferred as Director Malagon is working on obtaining further information.
11. **Discussion Items:**
- 11.1 **Director's Report:**
Monthly and year-to-date usage of the Library by patrons in various measurable categories was discussed.
- Director Malagon reviewed the audit during the second half of the month. There were no big building issues to report. The subject of the ice melt that the Village supplied to the Library is still in question.

Meetings (December 1, 2019 – January 6)

- Library Board of Trustees Meeting (12/16); Village Department Heads (12/4, 1/2/20)
- Garden City Village Board of Trustees Meeting (12/12)
- Library related – NLS Annual Meeting (12/9), NLS MLD (12/18)
- PKF O’Connor Davies (Auditors) – review Audit questions (12/27), phone conference with Trustees Colahan and D’Antonio (1/2/20)

Conferences & Continuing Education

- Trustee Training Workshop for Directors at NLS (12/11)

Projects

- Children’s Room – Evaluating Designs; Security Guards RFQ pending recommendation; VOIP Phones purchase procedures; Audited Financial Statements – review with auditor.

Library Building, Security and Systems Updates (December 1, 2019 – December 31, 2019)

- Bathroom Renovation – Tri-County Locksmith replaced the door handles on the renovated restrooms on 12/9. Painting hallway to be scheduled in January.
- Building Projects – Children’s Room design plans in review. Working with Senator Thomas’ staff on application for SAM grant (nominated by Senator). Library “date stone” (cornerstone) donated by Bill Bellmer was installed by DPW staff on 12/27.
- Maintenance, Emergency – per the request of the Village, Anchor Electrician changed the burnt-out bulb on one of the “lollypop” lamps outside the Library on 12/10.
- Maintenance, Routine – Citywide Sewer and Drain did the annual cleaning of the injector pit. They also tested the pumps, alert system and greased the motors on 12/12. Inter-County Mechanical performed routine maintenance. They replaced the air filters on three air handlers in the AV Room, checked electrical connections and the operation of all units, and replaced air filter on all units located in the Mechanical Rooms. They inspected all electrical components; all fan belts, and all pulleys and bearings on 12/30.
- Maintenance, Seasonal – A conversation took place between DPW Asst. Superintendent Stanco, Library Director and Chairman Colahan during the date stone installation on 12/27 regarding snow and ice melting materials. Library Director will clarify the information shared with DPW Superintendent DiFrancisco.
- Security Projects – Security Guard RFQ - in review and discussion with Comm. Jackson.
- Technology – VOIP (Voice over IP) phones: working with Village Administrator to determine the next steps for procurement and review the agreement with Village attorney; PA system has been deferred; evaluating vendors for technology support.

11.2 **Update on VoIP Phones:**

Director Malagon reported that she reviewed phone vendors with Village Administrator Ralph Suozzi regarding procurement. A transfer may need to be approved by the Village Board of Trustees to move money from Capital (Technology) to Operating Budget.

11.3 **Update on Security Guard RFQ:**

Director Malagon reported that she would like to set up an appointment with GCPD Lt. Mauren to discuss the three responses to the security guard RFQs.

11.4 **Library Building Projects Update:**

Discussion ensued on this topic. Director Malagon to do additional research regarding next steps and provide a schedule to the Library Trustees.

Trustee Colahan thanked Mr. Bill Bellmer for acquiring a cornerstone with the date “1973;” it was recently installed at the front of the Library building.

12. **Committee Reports:**

12.1 **Budget Committee:**

Previously discussed.

12.2 **Audit Committee:**

Trustee Colahan – recognizing the Library and Library Board do not have control over the Employee’s Contract, Healthcare, Pension and Other Post Employment Benefits (OPEB) – moved approval of the Library Director signing the Representation Letter for PKF O’Connor Davies; Trustee D’Antonio seconded and the motion was approved unanimously.

12.3 **Building Committee:**

Previously discussed.

12.4 **Community Relations Committee:**

Trustee Greco will contact Cyril Smith at his request regarding historical markers linked to Library’s materials collection.

12.5 **Personnel Committee:**

None. Trustee Nouryan is absent.

12.6 **Policy Committee – Proposal for Tutoring in the Library:**

Deferred for further information.

13. **Other Business:**

None.

Director Malagon noted that the Village Budget Session dates are posted, but the Library has not been assigned a slot. The dates are March 10, 12, 19 & 26.

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

Trustee Colahan recognized:

Jill Bauer, GC Resident

Cyril Smith, GC resident

Mary Maguire, GC Resident and Friend of G.C. Library

15. **Next Meeting Date:**

The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, February 10, 2020 at 7:30 p.m.

16. **Move into Executive Session:**

Trustee D’Antonio moved approval that the Meeting enter Executive Session to discuss specific budget and personnel issues; Trustee Murphy seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 8:30 p.m. with the Library Board and Library Director.

Trustee Greco moved approval that the Meeting exit Executive Session; Trustee Murphy seconded and the motion was approved unanimously.
The Meeting exited Executive Session at 8:55 p.m.

17. **Adjournment:**

There being no further business to discuss, Trustee D'Antonio moved approval to adjourn the meeting at 8:55 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
February 10, 2020