A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, January 9, 2017 at 7:30 p.m.

Present:  J. Randolph Colahan, Chair
          Gloria Weinrich, Vice Chair
          Peter D'Antonio, Trustee

Also Present:  John Delany, Representative of the Village Board
                Nancy Minett, Representative of the Friends
                Lisa Paulo, Library Director
                Joanne Kastalek, Principal Typist Clerk

Absent:  Lola Nouryan, Trustee – with notice
          Charles Murphy, 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 Cyril Smith.

3. **Approval of Agenda:**
   Trustee Weinrich moved approval of the Agenda; Trustee D’Antonio 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:**
   Trustee Delany reported that at the next Village Board of Trustees meeting on January 12, 2017 topics to discuss are water meters and zoning change for the Marriott Residence Inn on Ring Road. The Library’s preliminary budget is due Friday, January 13, 2017.

6. **Report from Representative of the Friends:**
   Nancy Minett reported on feedback she received regarding Rikki Massand’s December 16, 2016 Garden City News article on the idea of having Garden City artist, Michael White, create a large-scale color mural of St. Paul’s above the entrance inside the Library. She heard from some Garden City residents who believe that the mural’s cost was too steep and that money could be better spent on Library items and that St. Paul’s School was a controversial subject. In addition, the latest Friends’ newsletter was sent to the printer and will be mailed out soon.
7. **Minutes Regular Meeting of the Board of Library Trustees:**

Trustee D’Antonio moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, December 12, 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 Weinrich moved approval of the November financials and December preliminary financials; Trustee D’Antonio seconded and the motion was approved unanimously.

9.2 **Abstract of Claim Vouchers to be paid List No. 17-01:**

Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $252,814.35, List No. 17-01; Trustee Weinrich seconded and the motion was approved unanimously.

9.3 **Member Library Approval for Support of the Nassau Library System for 2017 and 2018:**

Trustee Weinrich approved unanimously the Member Library Support of the Nassau Library System for 2017 and 2018; Trustee D’Antonio seconded and the motion was approved unanimously.

Note – the fee for Garden City Public Library was reduced from previous years for the next two years.

9.4 **Member Library Approval of the Nassau Library System Resource Sharing Code:**

Trustee D’Antonio moved approval for Member Library Support of the Nassau Library System Resource Sharing Code; Trustee Weinrich seconded and the motion was approved unanimously.

9.5 **Approval for Blood Drive August 8, 2017:**

Trustee Weinrich moved approval for a Blood Drive on August 8, 2017 to be held in a Busmobile; Trustee D’Antonio seconded and the motion was approved unanimously.

10. **Discussion Items:**

10.1 **Director’s Report:**

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

Library Director Paulo reported that she has been working on the preliminary budget and the Library audit is almost complete. Young Adult Librarian, Laura Giunta and Director Paulo met with Garden City High School CPOA Jr. Ambassador, Layne Meyer, to discuss ways of getting teens to use the Library. In a couple of weeks, the Library will be launching Zinio, which is an online magazine service. Three staff members are out for the remainder of this month.
Director Paulo and Trustee Colahan attended the Traffic Commission meeting in December where the petition for a crosswalk in front of the Library was rejected due to a study by the Garden City Police.

10.2 Director’s Report Narrative: December 2016

- Attended the Nassau Library System’s Annual Meeting with Trustee Weinrich on Monday December 5th at 7:30 pm at the Nassau Library System.
- Attended a Rotary Holiday Luncheon at the Garden City Hotel on Monday, December 12th.
- Provided a holiday luncheon for staff at the Library on Wednesday, December 14th.
- Attended a Traffic Commission meeting with Trustee Colahan on Thursday, December 15th at the Village Hall regarding the Library’s crosswalk petition. It was rejected due to a study by the Garden City Police.
- Attended a Village Hall Board Meeting on Thursday, December 15th at Village Hall.
- Met with Village Treasurer Irene Woo to discuss the timeline and process for the 2017-18 Budget.
- Attended a Directors Meeting at the Nassau Library System on Wednesday, December 21st.

Building and Grounds

- Upon arrival at the Library, a Librarian heard a loud buzzing noise coming from inside the building. When he opened the door, he saw an alarm light in the hallway lit and rotating (later to be determined as a gas sensor). He left the building and called Worldwide Security Group LLC (GC Alarm). They did not answer. Then the burglar alarm sounded due to his opening and closing the door. The GC Police Dept. arrived as well as the Library Monitor. They found that no other alarms or emergency lights had been activated. The police summoned the GC Fire Dept. who checked for carbon monoxide in the building and disconnected the fire alarm. The following day Worldwide Security Group LLC was called. The technician found no problem with the alarm system. He stated that the hallway alarm light is not a part of their system. He did find that lights on the gas monitor in the Boiler Room were lit up. The building was checked for gas and it was determined that the gas monitor was defective. The manufacturer, Mine Safety Appliance was notified. The Village Code Enforcer came to inspect the out of service gas monitor. He stated that this is no longer needed since we now have carbon monoxide detectors in the building—(12/18,12/19,12/20,12/21) (Village Hall)
- Per the Village’s request, Z & G Plumbing Corp. inspected all the faucets in the building. The plumber will return to replace the faucets in the Staff Room and the kitchen on the Lower Level of the Library—(12/22) (Village Hall)
11. **Committee Reports:**

11.1 **Budget Committee:**
Trustee D’Antonio reported that we will be setting up a budget meeting date.

11.2 **Audit Committee:**
Previously discussed.

11.3 **Building Committee:**
In Trustee Murphy’s absence, Trustee Colahan reported that the elevator is working, and asked Director Paulo for an update on the Library’s space study. At the request of several library trustees, Director Paulo reported the estimate for the total library project is estimated at $1.5 million. The trustees have requested a breakdown of the cost if the Library were to implement them in stages.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that she contacted the vendor who the Village hired to install window treatments in the new Senior Center to install blinds in the Children’s Department Storytime Room; the beautiful blue horizontal blinds are installed and look good. Director Paulo and Trustee Weinrich did a walk through the Library today looking for furniture that needs to be replaced.

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:

Layne Meyer, Garden City High School CPOA Jr. Ambassador

14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, February 13, 2017 at 7:30 p.m.

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

The Meeting entered Executive Session at 8:30 p.m.

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

The Meeting exited Executive Session at 9:12 p.m.
Adjournment:
There being no further business to discuss, Weinrich moved approval to adjourn the meeting at 9:15 p.m.; Trustee D’Antonio seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
February 13, 2017