GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
FEBRUARY 13, 2017
7:30PM
APPROVED MINUTES

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, February 13, 2017 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Gloria Weinrich, Vice Chair
Peter D’Antonio, Trustee
Lola Nouryan, Trustee
Charles Murphy, 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

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 Weinrich.

3. **Approval of Agenda:**
Trustee Weinrich moved approval of the Agenda; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Colahan welcomed back Trustee Nouryan.

4. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)
None.

5. **Report from Representative of the Village Board:**
Trustee Colahan reported that Trustee Delaney will be late and will give his report later.

6. **Report from Representative of the Friends:**
Nancy Minett reported that at the Friends January 8th Board meeting the following topics were discussed: donations were down from last year, their annual membership appeal letter will be mailed soon, charging stations were purchased and are in use in the Library and a new Friends logo will be designed. The Garden City artist Michael White’s proposed mural was discussed, but the Friends budget does not support donating funds.

Trustee Colahan offered ideas to help the Friends increase membership: the Friends follow the Garden City Historical Society’s idea of publishing a list of all donors in the Garden City News and Library Trustees discuss the Friends membership drive with their POA presidents.
7. **Minutes: Regular Meeting of the Board of Library Trustees:**
   Trustee D'Antonio moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, January 9, 2017; Trustee Weinrich seconded and the motion was approved unanimously.

8. **Correspondence:**
   Staff meeting reports and patron comment sheets were discussed.

9. **Decision Items:**
   9.1 **Financial Reports:**
   Trustee D'Antonio moved approval of the December financials and January preliminary financials; Trustee Weinrich seconded and the motion was approved unanimously.

   9.2 **Abstract of Claim Vouchers to be paid List No. 17-02:**
   Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $198,672.84, List No. 17-02; Trustee Murphy seconded and the motion was approved unanimously.

   9.3 **Transfer $4,913.00 from Electricity to Circulation Control $4,813.00 and Auditing $100.00:**
   Trustee D'Antonio moved approval to transfer $4,913.00 from Electricity (0L.7410.4060) to Circulation Control (0L.7410.4160) - $4,813.00 and Auditing (0L.7410.4090) - $100.00; Trustee Murphy seconded and the motion was approved unanimously.

   9.4 **Preliminary FY 2017-2018 Library Operating Budget:**
   Trustee D'Antonio moved approval of the preliminary FY 2017-2018 Library Operating Budget; Trustee Weinrich seconded and the motion was approved unanimously.

   9.5 **Preliminary FY 2017-2018 Library Capital Budget:**
   Deferred pending further information from Village Administrator Ralph Suozzi.

   9.6 **Refund Policy for Lost Library Items From Six Months To Three Months**
   Trustee Nouryan moved approval of the refund policy for lost library items from six to three months; Trustee D'Antonio seconded.

   The vote was:
   Colahan – yes
   Weinrich – yes
   D’Antonio – yes
   Nouryan – yes
   Murphy – no
9.7 **Selling of Girl Scout Cookies in Lobby:**
The selling of Girl Scout Cookies in the lobby was discussed and the Board decided not to give permission for this sale.

9.8 **St. Joseph and St. Anne Parishes Participation in Library Programming:**
St. Joseph and St. Anne parishes' participation in Library programming was discussed and the Board decided not to give permission for this use.

9.9 **Mounted U.S. Flag:**
It was decided that the mounted U.S. flag that hangs in the Library's stairwell should remain in the Library.

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.

Director Paulo reported that work continues on the 2017-18 Library budget, the Library was heavily used during mid-terms, the numbers in the Circulation Department are good, the cost of the space planning proposal from H2M Architects and Engineers was explained and the January Blood Drive held in the Library was successful – the next drive is August 8, 2017 in the Long Island Blood Services blood mobile.

10.2 **Director's Report Narrative:**
**January 2017**
- Have been working on the 2017-18 Library budget.
- Met with Garden City High School student Layne Meyer on Thursday, January 5th.
- Conducted a staff meeting on Tuesday, January 10th.
- Met with Friends President Nancy Minett on Wednesday, January 17th.
- Met with Village Treasurer Irene Woo and Trustee John Delany to go over the Library’s proposed operating and capital budgets on Thursday, January 18th.
- Attended a Village Department Head Meeting on Thursday, January 25th.

**Building and Grounds**
- A plumber from Z&G Plumbing Corp. replaced the faucets in the Staff Room and the Lower Level kitchen–(1/6) (Village Hall)
- Inter-County Mechanical performed scheduled preventive maintenance on the HVAC system –(1/13) (Village Hall)
- A technician from Mine Safety Appliance came to check the gas sensor. It was in working order, but he recommends replacing it in the future as it is about 20 years old–(1/19) (Village Hall)
- An Inter-County Mechanical technician came to evaluate the job of installing a replacement valve onto the boiler. A proposal has been sent to the Village–(1/23) (Village Hall)

Trustee Delany entered the meeting at 8:18 p.m.
5. **Report from Representative of the Village Board:**
Trustee Delany reported that the next Village Board of Trustees meeting is Tuesday, February 21, 2017 at 5:30 p.m. – it is grievance night with Village assessors in attendance. The first budget work session is March 1\(^{st}\) involving the Village Operating Budgets and Capital Plan, the Building Department, and the Library. April 3\(^{rd}\) is the Village organizational meeting where Mayor Daughney will announce liaison assignments.

Trustee Colahan mentioned that the Library’s HVAC, roof and masonry are missing from the preliminary FY 2017-2018 Village budget. Trustee Delany will look into it.

11. **Committee Reports:**
11.1 **Budget Committee:**
Previously discussed.

11.2 **Audit Committee:**
Director Paulo is awaiting word from the auditor.

11.3 **Building Committee:**
Previously discussed.

11.4 **Community Relations Committee:**
Trustee Weinrich reported the following: she received a letter from her 103-year old Garden City friend Ed Palkot, who is featured in a February 12\(^{th}\) Newsday article titled “100 is Their New 70” and in a book titled *Aging Gracefully: Portraits of People Over 100* that debuts March 7\(^{th}\). Trustee Weinrich would like to have the Library purchase the book and invite Mr. Palkot to discuss his life. Trustee Weinrich and Director Paulo went to Waldner’s furniture store in Farmingdale to look at furniture for the Library. Waldner’s designer will come to the Library tomorrow to review our space and make suggestions. Trustee Weinrich received an email from a Garden City patron whose husband is losing his sight; her family is seeking information on collecting used eyeglasses for the needy – she will lend support.

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:

Cyril Smith, Garden City resident
Suzie Alvey, Garden City resident and Assistant Village Historian
Layne Meyer, Garden City resident and G.C. H.S. CPOA Jr. Ambassador
Bill Bellmer, Garden City resident and Village Historian
Michael White, Garden City resident
14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, March 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 Nouryan seconded and the motion was approved unanimously.

The meeting was delayed in entering Executive Session as Village Historian Bill Bellmer and Assistant Village Historian Suzie Alvey approached the Board regarding the impending relocation of the village historical files from the Reference Department to the Technical Services Department. The Board believes that the public would be better served by having additional tables and chairs in that space.

The Meeting entered Executive Session at 9:06 p.m.

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

The Meeting exited Executive Session at 9:24 p.m.

16. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:25 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
March 13, 2017