A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, March 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 
Ralph Suozzi, Village Administrator 
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 Layne Meyer, Garden City resident and H.S. CPOA Jr. Ambassador.

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

Trustee Colahan welcomed Village Administrator Ralph Suozzi to the meeting.

4. **Village Administrator Ralph Suozzi:**
Mr. Suozzi is confident that the Village is prepared for tomorrow’s snowstorm. Upon Trustee Colahan’s inquiry if the Village has set aside money in the next fiscal year’s budget for Library’s building repairs, Mr. Suozzi explained how everything concerning the Village falls under his jurisdiction. If there is an issue, call him anytime. Mr. Suozzi made the commitment that the Village will make whatever repairs are needed. When Village Trustee Bolebruch was the liaison to the Library, he reported to the Library Board that the Village would take over the maintenance of the Library building, the HVAC system, repairs to sidewalks, fill potholes and maintain the landscaping of the Library grounds. Money was recently allocated to fund the Library’s HVAC unit compressor replacement on the second floor. The Library’s roof is 23 years old and it was on the Village capital plan 2-3 years ago. Although the Library’s roof has passed its lifetime, it is currently in good shape and will be patched if it leaks. Regarding the suggestion of solar panels installed on the Library’s roof, Mr. Suozzi reported that the Village is looking into this; if the Village considers solar panels, it will be done Village wide. Chris Basile has been a great asset to the Village and the Library.
Mr. Suozzi reported that the Village electrician was called into the Library regarding placement of electrical outlets to prevent patrons from stringing charging device wires along on the floor. Mr. Suozzi mentioned if you see something say something – report it to the Village. Mr. Suozzi reported that whether it is surplus money or money from the operating budget, repairs will get done.

Trustee Colahan thanked Mr. Suozzi for his great support of the Library and for taking the time to come to the meeting. Trustee Colahan added that Irene Woo has also been of great help.

Trustee Colahan wanted Mr. Suozzi to be aware that we are in the process of updating the Library space in piecemeal. We had a space study done two years ago as recommended by the CBRAC. Trustee Colahan noted the estimate for the space renovation is $1,500,000.00, which is well above the Library’s budget. We received $50,000.00 from NY State for the renovation to date.

Library Director Paulo reported that she will alert staff later on tonight that we are closed to the public tomorrow due to the snowstorm (the Library will remain open), but they can go to Village Hall if they do not want to be charged for the day off.

5. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)
Diane Collins, a Garden City resident, did not have comments on the agenda but wants to thank the Library. Ms. Collins reported that she is the president of a new nonprofit organization, Enriching Special Adults, Inc. and has two developmentally challenged daughters. Ms. Collins thanked Library Director Paulo for allowing programs for the special needs population who have aged out of the Young Adult programs. Ms. Collins explained that the Young Adult Librarian Laura Giunta and the Children’s Department Librarian Barbara Grace took the task of immediately creating programs geared for this population and they did an extraordinary job. The Library showed a movie and provided snacks. All of the students had caregivers in attendance which made the students and parents feel comfortable. The next program being offered is an art-coloring program. Ms. Collins is thrilled with these programs.

6. **Report from Representative of the Village Board:**
Trustee Delany reported that this might be his last meeting in the role of Library liaison, as he is awaiting new assignments from the new Mayor Brian Daughney. Trustee Delany reported that 40 people attended the tour of Village facilities on Saturday, March 11, 2017. The next budget session is Wednesday, March 15, 2017. If needed, the final budget session is Thursday, March 23, 2017. Joe DiFrancisco is the new Superintendent of Public Works while maintaining his job as Deputy Village Administrator.

Trustee Colahan thanked Trustee Delany for his support of the Library and especially with the budget.

7. **Report from Representative of the Friends:**
Nancy Minett reported that Wednesday, March 15, 2017 is the next Friends meeting. She met with Lisa last week and discussed Library Week. The Friends fundraising newsletter will be mailed out after their next meeting.
8. **Minutes Regular Meeting of the Board of Library Trustees:**
   Trustee Nouryan moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, February 13, 2017; Trustee D'Antonio seconded and the motion was approved unanimously.

   The approval of the Minutes for the Special Meeting of the Board of Library Trustees, March 6, 2017 is deferred.

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

10. **Decision Items:**
   10.1 **Financial Reports:**
       Trustee Weinrich moved approval of the January financials and February preliminary financials; Trustee Nouryan seconded and the motion was approved unanimously.

   10.2 **Abstract of Claim Vouchers to be paid List No. 17-03:**
       Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $170,739.33, List No. 17-03; Trustee Nouryan seconded and the motion was approved unanimously.

   10.3 **Review Open Father’s Day June 18, 2017:**
       Trustee Colahan moved approval to open Father’s Day June 18, 2017 with reduced staff primarily opening to accommodate students studying for tests that week; Trustee Murphy seconded and the motion was approved unanimously.

   10.4 **Proposed Sunday Opening Calendar 2017-2018:**
       Trustee Weinrich moved approval of the Sunday Opening Calendar 2017-2018; Trustee Murphy seconded and the motion was approved unanimously.

       Trustee Murphy moved approval to open Father’s Day June 17, 2018 with reduced staff primarily opening to accommodate students studying for tests that week; Trustee Weinrich seconded and the motion was approved unanimously.

11. **Discussion Items:**
   11.1 **Director’s Report:**
       Monthly and year-to-date usage of the Library by patrons in all measurable categories was discussed.

       Director Paulo reported that the Children’s Department “PARP” (Pick a Reading Partner) program was very successful and she continues working on the 2017-2018 budget with Trustees D’Antonio and Colahan.

   11.2 **Director’s Report Narrative:**
       February 2017
       - Have been working on the 2017-2018 Library budget.
       - Visited Waldner’s furniture store with Trustee Weinrich on Wednesday, February 1st.
       - Attended a Kiwanis meeting on Wednesday, February 1st.
Attended a Village Board meeting on Thursday, February 2\textsuperscript{nd}.
Attended a Department Head meeting on Tuesday, February 7\textsuperscript{th}.
Held a Department Head meeting on Tuesday, February 7\textsuperscript{th}.
Met with a salesperson from Waldner’s furniture store with Trustee Weinrich at the Library on Tuesday, February 14\textsuperscript{th}.
Met with Renee Sumpter, CPA from the Village’s accounting firm, to go over the Library’s audit.
Attended a Village Board Meeting on Tuesday, February 21\textsuperscript{st}.

Building and Grounds
- Z & G Plumbing performed the mandatory annual back flow testing. Both devices passed—(2/1) (Library)
- F & E Check Protector Sales Co. came to repair the Time-Date Stamp Machine. The switch was found to be faulty and was then replaced—(2/1) (Library)
- Arrangements were made for the 30 chairs in the Small Meeting Room to be cleaned on three separate dates. Strike Force Cleaners came and cleaned 20 of the chairs. The job will be completed in late March—(2/8,3/2) (Library)
- Per Mr. Suozzi’s request, Mr. Donnelly of Donnelly Mechanical Corp. inspected the HVAC system. He was due to submit a report to the Village—(2/15) (Village Hall)
- Tri-County Locksmith replaced a broken lock and doorknob on the Ladies Room door on the Main Level—(2/17) (Library)
- A technician from Action Time Clock performed routine maintenance on the time clock—(2/20) (Library)
- A number of areas including Pat Marson’s office need ballasts and lamps replaced. Corkrey Electric Services, Inc. came to inspect and are providing a proposal to the Village Hall—(2/27) (Village Hall)

12. Committee Reports:

12.1 Budget Committee:
Trustee D’Antonio reported that he sent the Library Board revised forecast numbers for the Library budget FY 2016-2017; previously there were clerical issues. Trustee D’Antonio has one topic to bring up in executive session.

Trustee Colahan moved approval to submit these revised budget numbers to Irene Woo, Village Treasurer; Trustee D’Antonio seconded and the motion was approved unanimously.

Trustee Colahan moved approval to thank Trustee D’Antonio for all the effort he has done with the Library budget noting it was a fantastic job; Trustee Murphy seconded and the motion was approved unanimously.

12.2 Audit Committee:
Director Paulo reported that she met with Renee Sumpter, CPA from the Village’s accounting firm. The Library was given a good report.

12.3 Building Committee:
Trustee Murphy reported that the Library grounds look great.
12.4 **Community Relations Committee:**
Trustee Weinrich reported on the following: she and Director Paulo selected new tables and chairs for the Reference Department from Waldner's furniture store. Trustee Weinrich does not like the idea of having conduit poles supplying electrical outlets over the carrels in the adult study area. The Library purchased a book titled *Aging Gracefully: Portraits of People Over 100* featuring her 103-year-old Garden City friend Ed Palkot. Trustee Weinrich would like to invite Mr. Palkot to the Library to discuss his life.

12.5 **Personnel Committee:**
Deferred to Executive Session.

13. **Other Business:**
None.

14. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
Trustee Colahan recognized the following:

Layne Meyer, Garden City resident and G.C. H.S. CPOA Jr. Ambassador

15. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, April 17, 2017 at 7:30 p.m. This meeting is pushed back due to the Passover holiday on April 10, 2017.

16. **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 8:40 p.m.

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

The Meeting exited Executive Session at 9:10 p.m.

Library Director Paulo exited the Board meeting at 9:11 p.m.

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

The Meeting entered Executive Session at 9:15 p.m.

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

The Meeting exited Executive Session at 9:44 p.m.
17. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:44 p.m.; Trustee D’Antonio seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
April 17, 2017