A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, April 17, 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:  
Lisa Paulo, Library Director  
Joanne Kastalek, Principal Typist Clerk

Absent:  
Nancy Minett, Representative of the Friends

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 Renee Sumpter, CPA, of Albrecht, Viggiano, Zureck & Company, P.C.

3. **Approval of Agenda:**  
Trustee Murphy moved approval of the Agenda; Trustee Weinrich 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 Colahan reported that Mayor Daughney is not assigning liaisons to various Village Commissions including the Library Board. In light of this, Library Director Paulo will meet monthly with Village Administrator Ralph Suozzi to discuss Library matters. All Village Trustees were invited to attend tonight’s Library Board meeting.

6. **Report from Representative of the Friends:**  
Friends volunteer Cynthia Bednarz reported that Friends President Nancy Minett was not able to attend tonight’s meeting. The Friends book sale is May 6, 2017.

7. **Minutes:**  
7.1 **Minutes Special Meeting of the Board of Library Trustees:**  
Trustee D’Antonio moved approval of the Minutes, as read, for the Special Meeting of the Board of Library Trustees, March 6, 2017; Trustee Nouryan seconded and the motion was approved unanimously.
7.2 **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, March 13, 2017; Trustee Murphy seconded and the motion was approved unanimously.

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

Trustee Colahan moved approval to move up Agenda item 9.6 Preliminary Draft 2015-2016 Audit ahead of Agenda Item 9.1 Financial Reports; Trustee D’Antonio seconded and the motion was approved unanimously.

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

9.2 **Abstract of Claim Vouchers to be paid List No. 17-04:**
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $178,856.79, List No. 17-04; Trustee Murphy seconded and the motion was approved unanimously.

9.3 **Transfer $1,943.00 from Electricity to Circulation Control $825.00 and Book Processing $1,118.00:**
Trustee D’Antonio moved approval to transfer $1,943.00 from Electricity (0L.7410.4060) to Circulation Control (0L.7410.4160) $825.00 and Book Processing (0L.7410.4290) $1,118.00; Trustee Nouryan seconded and the motion was approved unanimously.

9.4 **Transfer $258.93 from Gifts and Donations to Special Projects:**
Trustee D’Antonio moved approval to transfer $258.93 from Gifts and Donations (0L.2705.1000) to Special Projects (0L.7410.4640); Trustee Nouryan seconded and the motion was approved unanimously.

9.5 **Adoption of Library Budget 2017-2018:**
Trustee D’Antonio moved approval for the adoption of the Library Budget 2017-2018; Trustee Weinrich seconded and the motion was approved unanimously.

9.7 **Approval of 2016 New York State Annual Report:**
Trustee D’Antonio moved approval for the 2016 New York State Annual Report based on amending all Trustees’ telephone numbers, home addresses, email
addresses and a Trustee’s title; Trustee Weinrich seconded and the motion was approved unanimously.

9.8 **Proposed Holiday Calendar 2017-2018:**
Trustee Weinrich moved approval for the proposed Holiday Calendar 2017-2018; Trustee Murphy 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.

Director Paulo reported that the Young Adult Department is currently hosting a chick incubation / hatchery project, tables and chairs were selected for the Children’s and Reference Departments from Waldner’s furniture store and a purchase order was issued for carpet repair located in the south/east corner of the Reference Department.

10.2 **Director’s Report Narrative:**
March 2017
- Attended Village Budget Session #1 at Village Hall Wednesday, March 1st with Trustees Colahan and D’Antonio.
- Attended a Village Board Meeting at Village Hall Thursday, March 2nd.
- Attended Village Budget Session #2 Thursday, March 9th.
- Met with Friends President Nancy Minett Friday, March 10th.
- Attended Village Budget Session #3 at Village Hall, Wednesday, March 15th with Trustees Colahan and D’Antonio.
- Met with a representative from Waldner's furniture store Monday, March 20th.
- Met with CBRAC committee members Danielle Kilkenny and Richard Nessler (via conference call) and Library Board Trustees D’Antonio and Murphy Tuesday, March 21st.
- Attended a Directors Meeting at the Nassau Library System on Wednesday, March 22nd.
- Met with CSEA representatives Kevin Kirby, Bart DiCostanzo and Jeanette Nicoletti Monday, March 27th.

Building and Grounds
- County Energy Controls performed routine preventive maintenance. The technician found that the blowers on the upper level had been turned off and the wires were disconnected. He reconnected them. He also replaced a faulty thermostat in the Board Room–(3/2) (Village Hall)
- The annual inspection of all fire extinguishers was completed by Accurate Fire Equipment Corp. Each one was found to be in good working order–(3/3) (Library)
- One of the metal handrails in the elevator was found hanging off the wall on one side. ThyssenKrupp was called. It was repaired a few days later–(3/8,3/16) (Village Hall)
• The faucet in the handicapped sink of the Lower Level Men’s Room was not working. Z&G Plumbing was called. A proposal was provided—(3/10) (Village Hall)
• There was no hot water in the public Ladies Room on the main level. The maintainer was not able to find the source of the problem. Z&G Plumbing was called. The plumber found that the recirculation pump was not running. He turned it on and hot water was restored throughout the building—(3/16,3/17) (Village Hall)
• Inter-County Mechanical performed preventive maintenance on the Air Handlers. The technician found that the pulley on AC2 needs to be replaced. A proposal will be sent—(3/22) (Village Hall)
• A staff member reported that the elevator was making a loud banging noise when she was on it. The noise was heard again the following day. The Village Maintainer contacted ThyssenKrupp. The following day a technician came, checked the machinery and lubricated it. There have been no further issues—(3/27,3/28) (Village Hall)
• Strike Force cleaned 10 chairs used in the Small Meeting Room—(3/29) (Library)

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

11.2 **Audit Committee:**
Previously discussed.

11.3 **Building Committee:**
Trustee Murphy reported that the building was stuffy one day last week. Director Paulo reported that while Inter-County Mechanical was repairing the second floor compressor, the air blowers were turned off. In addition, Director Paulo reported that the Village hired a fire alarm company to do an annual inspection of the building; no violations were found.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that the Library should have a ceremony or program for Ed Palkot, her 103-year-old Garden City friend, who is featured in a book titled *Aging Gracefully: Portraits of People Over 100*. The Senior Center is looking for a speaker on the topic of Genealogy; a Librarian will be contacted about this.

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

12. **Other Business:**
Trustee Murphy made a motion for the approval of IT Librarian, Joe Agolia, to excess old computer equipment consisting of 25 computers and screens, one server, one UPS, and three printers, which will be offered to the Community Computer Connections Program of Long Island; Trustee Weinrich seconded and the motion was approved unanimously.
13. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
Trustee Colahan recognized the following:

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

14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, May 8, 2017 at 7:30 p.m.

15. **Move Into Executive Session:**
Trustee Murphy 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 entered Executive Session at 9:00 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 9:35 p.m.

Library Director Paulo exited the Board meeting at 9:37 p.m.

Trustee Nouryan moved approval that the Meeting enter Executive Session to discuss specific personnel issues; Trustee Weinrich seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 9:38 p.m.

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

The Meeting exited Executive Session at 9:52 p.m.

16. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:53 p.m.; Trustee D’Antonio seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
May 8, 2017