A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, May 8, 2017 at 7:30 p.m.

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

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

Absent: Charles Murphy, Trustee

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 D’Antonio 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 Boards and committees. In light of this action, Library Director Lisa Paulo will meet monthly with Village Administrator Ralph Suozzi to discuss Library concerns.

6. Report from Representative of the Friends:
Friends’ volunteer Cynthia Bednarz reported that Friends President Nancy Minett will be delayed, the Friends book sale on May 6 went well, the Friends thank the Village staff for setting up the book sale room and Library staff members Director Paulo, Joanne Kastalek and Eileen Hawkins for their assistance prior to the sale.

Nancy Minett entered the meeting at 7:36 p.m.

Nancy Minett reported that the Friends had a successful book sale, book donations will not be accepted as of Memorial Day to Labor Day as the Book Worms will conduct inventory on the books that have already been received. The Friends will continue to stock the bookshelves at the Garden City pool this summer.
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, April 18, 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 March financials and April preliminary financials; Trustee Weinrich seconded and the motion was approved unanimously.

   9.2 **Abstract of Claim Vouchers to be paid List No. 17-05:**
   Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of $181,536.76, List No. 17-05; Trustee Nouryan seconded and the motion was approved unanimously.

   9.3 **Transfer $1,884.00 from Overtime to Maintenance of Plant $806.00 and Book Processing $1,078.00:**
   Trustee Nouryan moved approval to transfer $1,884.00 from Overtime (OL.7410.1020) to Maintenance of Plant (OL.7410.4030) $806.00 and Book Processing (OL.7410.4290) $1,078.00; Trustee Weinrich seconded and the motion was approved unanimously.

   9.4 **Summer Loans:**
   Trustee Nouryan moved approval of summer loans for Garden City patrons from June 1, 2017 to September 12, 2017 – this does not apply to new books, all travel books, all media: audio books/music CD’s, all large-type books and Young Adult/Children’s school summer reading book lists; Trustee Weinrich seconded and the motion was approved unanimously.

   9.5 **Full-time Employee Salary Increase:**
   Trustee D’Antonio moved approval of a full-time staff employee salary increase which is hereby fixed consistent with the terms and provisions of the current Agreement between the Incorporated Village of Garden City and Civil Service Employees’ Association, non-supervisory, effective May 28, 2017; Trustee Weinrich 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 Librarian, Laura Giunta, has concluded her chick incubation / hatchery project – the chicks were sent to Cornell Cooperative Extension of Suffolk County Farm and Education Center in Yaphank. There were long lines at the Friends book sale on Saturday. Director Paulo met with Village Administrator Ralph Suozzi along with a contractor to
discuss renovating the children’s restrooms. The landscapers have begun their seasonal work at the Library and the grounds look good.

10.2 Director’s Report Narrative:
April 2017
- Attended a Village Board Meeting at Village Hall on Monday, April 3rd.
- Attended a Village Department Head Meeting on Wednesday, April 12th.
- Met with Village Administrator Suozzi on Thursday, April 12th.
- Attended a Library Directors Meeting at the Nassau Library System on Wednesday, April 19th.
- Attended a Kiwanis Meeting on Wednesday, April 19th.
- Attended a Village Board Meeting on Thursday, April 20th.
- Held a staff meeting on Tuesday, April 25th.
- Met with the CSEA on Thursday, April 27th.

Building and Grounds
- A representative of Distinctive Interiors came to inspect the damaged carpet in the Reference Area where the shelving was recently removed. He also looked over the carpet remnants stored in the Water Meter Room, which are to be used for the repair. He will provide a proposal–(4/5) (Library)
- The sewer access drain in the Lower Level Hallway overflowed. Titan Sewer and Drain was contacted. They were able to clear the blockage which consisted of accumulated paper–(4/12) (Village Hall)
- Inter-County Mechanical began work on dismantling the compressor on the Upper Level. They then installed the new compressor–(4/11,4/12,4/13) (Village Hall)
- GC Maintenance and Irrigation started up the sprinkler system for the season–(4/17) (Library)
- RAD Cleaners shampooed the rug in the Lower Level Hallway that was damaged by the overflowing sewer access drain–(4/19) (Village Hall)
- Inter-County Mechanical started up the HVAC System for the season–(4/19,4/20) (Village Hall)
- Z & G Plumbing replaced the broken Zurn Sensor faucet in the Men’s Room on the Lower Level–(4/24) (Village Hall)
- Corkrey Electric came to evaluate the area in the South East corner of Reference where additional outlets are to be installed for patron’s use. A proposal will be sent to the Library Director–(4/26) (Library)

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

11.2 Audit Committee:
Library Director Paulo handed out the final audit report to the Trustees.
11.3 **Building Committee:**
In Trustee Murphy’s absence, Trustee Colahan reported on the Strategic Planning Proposal from the Whalen Berez Group (the WBG) which provided an outline of their services, timeline and fees for a series of upgrades and reallocations of Library space. A Trustee will be asked to discuss specific details of the upgrades with the WBG.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that she scheduled a program and reception on May 24, 2017 featuring Ed Palkot her 103-year-old Garden City friend who is featured in a book, which the Library purchased, titled *Aging Gracefully: Portraits of People Over 100*. Trustee Weinrich will contact Recreation and Parks Department for assistance with transporting books for the Friends to the Garden City pool this summer.

11.5 **Personnel Committee:**
No Report.

12. **Other Business:**
Trustee Colahan recommended going into Executive Session to discuss if there is enough staff to open the Library Father’s Day. The Library will resume using Garden City High School student volunteers for computer assistance in the Computer Lab.

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

Layne Meyer, Garden City resident and G.C. High School CPOA Jr. Ambassador
Cyril Smith, Garden City resident

14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, June 12, 2017 at 7:30 p.m.

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

The Meeting entered Executive Session at 8:10 p.m.

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

The Meeting exited Executive Session at 8:25 p.m.

There not being enough staff volunteering to work Father’s Day, the Board agreed not to open Father’s Day.
16. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 8:25 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
June 12, 2017