A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, June 12, 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: 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 Murphy.

3. **Approval of Agenda:**  
Trustee D’Antonio moved approval of the Agenda; Trustee Murphy 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 liaisons have not been assigned to certain Village departments. Library Director Lisa Paulo will meet monthly with Village Administrator Ralph Suozzi to discuss Library concerns.

6. **Report from Representative of the Friends:**  
Friends President Nancy Minett thanked Trustee Gloria Weinrich for arranging delivery of books to the Garden City pool, and Library Director Paulo for purchasing book carts and coordinating the delivery of these items. The Friends will continue to stock these book carts at the pool throughout the summer. Book donations will not be accepted Memorial Day through Labor Day as the Book Worms are cleaning out the bookroom. The Friends participated with Library staff at last Friday’s Belmont Festival that was well attended. The Friends end of year festivity is June 21, 2017 at 7:00 p.m.; refreshments will be served.
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, May 8, 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:**
   Deferred as the Library’s reports are preliminary. We anticipate the formalized Fiscal Year 2016-17 financial reports from the Village sometime in August.

   9.2 **Abstract of Claim Vouchers to be paid List No. 17-06:**
   Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $234,340.67, List No. 17-06; Trustee Murphy seconded and the motion was approved unanimously.

   9.3 **Transfers:**
<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0L.7410.4060</td>
<td>0L.7410.2000</td>
<td>Electricity</td>
<td>$12,619.00</td>
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<tr>
<td>0L.7410.4030</td>
<td>0L.7410.4070</td>
<td>Maintenance of Plant</td>
<td>$2,090.00</td>
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<tr>
<td>0L.7410.4070</td>
<td></td>
<td>Printing, Postage &amp; Stationery</td>
<td>$168.00</td>
</tr>
</tbody>
</table>

   Trustee Murphy moved approval of these transfers; Trustee Nouryan seconded and the motion was approved unanimously.

   9.4 **Transfers:**
<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0L.7410.4510</td>
<td>0L.7410.4070</td>
<td>Natural Gas</td>
<td>($9,196.00)</td>
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<tr>
<td>0L.7410.4290</td>
<td>0L.7410.4460</td>
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<tr>
<td>0L.7410.4270</td>
<td>0L.7410.4460</td>
<td>Contractual Services</td>
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<tr>
<td>0L.7410.4270</td>
<td>0L.7410.4460</td>
<td>Library Materials</td>
<td>$3,493.00</td>
</tr>
</tbody>
</table>

   Trustee Murphy moved approval of these transfers; Trustee Nouryan seconded and the motion was approved unanimously.

   9.5 **Transfers:**
<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0L.7410.4020</td>
<td>0L.7410.4270</td>
<td>Maintenance of Equipment</td>
<td>($5,878.00)</td>
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<tr>
<td>0L.7410.4080</td>
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<td>Telephone</td>
<td>($401.00)</td>
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<tr>
<td>0L.7410.4120</td>
<td></td>
<td>Travel and Training</td>
<td>($1,572.00)</td>
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<tr>
<td>0L.7410.4280</td>
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<td>Public Relations</td>
<td>($5,139.00)</td>
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<td>0L.7410.4500</td>
<td></td>
<td>Water</td>
<td>($2,034.00)</td>
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<tr>
<td>0L.7410.1120</td>
<td>0L.7410.4270</td>
<td>Part Time Help</td>
<td>($10,028.00)</td>
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</table>

   Trustee Murphy moved approval of these transfers; Trustee Nouryan seconded and the motion was approved unanimously.
9.6 **Review of Children’s Video Games Usage:**
Deferred for further monitoring.

9.7 **Annual School Supply Drive for the Homeless Children on Long Island:**
Trustee Weinrich moved approval for the Annual School Supply Drive for the Homeless Children on Long Island; 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 she met with Village Administrator Suozzi and Bob de Bruin of de Bruin Engineering in May to discuss plans for the children’s restrooms renovation. Books were delivered to the Garden City pool; Trustee Weinrich did an excellent job with the program interviewing Ed Palkot.

Director Paulo discussed the Library’s participation at the June 9th Belmont Festival marking our attendance four years in a row. Our tables were well attended with the Young Adult Librarian, Laura Giunta, busy with button making, Laura’s sister Lisa was dressed as Bell from Beauty and the Beast, and the Children’s Librarians, Barbara Grace and Donna Furey, were busy actively playing games with children and parents along with offering give-a-ways and holding raffles. The Friends Nancy Minett and Cynthia Bednarz were busy at their table, too. Trustee Weinrich and Principal Typist Clerk Joanne Kastalek also participated. It was a wonderful event.

New part time Librarian Denise Makowski starts tomorrow in the Children’s Department. Director Paulo hosted two Friends funded programs: More of Songwriter Frank Loesser and Fondant Cookie Bouquet Workshop. Furniture for the Children’s and Reference Departments from Waldner’s furniture store will be delivered tomorrow. The file cabinets containing the Village of Garden City Archives will be relocated tomorrow from the Reference Department to the Technical Services Department. A carrel will be assembled and positioned in its place. The Library will close Sundays starting Father’s Day, June 18th. Summer loans begin June 19th through September 12th.

10.2 **Director’s Report Narrative:**

June 2017

- Attended a Kiwanis meeting on Wednesday, May 4th.
- Attended the Friends Book Sale on Saturday, May 6th.
- Attended a Village Department Head Meeting on Wednesday, May 10th.
- Met with Village Treasurer Irene Woo to review budget procedures on Wednesday, May 17th.
- Attended a Friends of the Library Meeting on Wednesday, May 17th.
- Attended a Village Board Meeting on Thursday, May 18th.
- Supervised a Friends program, “More of Songwriter Frank Loesser” on Sunday, May 21st.
- Attended a Village Department Head Meeting on Wednesday, May 24th.
• Assisted Trustee Weinrich with the Edward Palkot program on Wednesday, May 24th.
• Supervised a Friends program – “Make a Fondant Cookie Bouquet” May 24th.
• Met with Bob de Bruin of de Bruin Engineering to discuss plans for the children’s bathroom construction on Wednesday, May 31st.

Building and Grounds
• A representative of Distinctive Interiors repaired the carpeting in the Adult Reference area where the shelving was recently removed. They used the carpet remnants which had been stored in the water meter room – (5/12)

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

11.2 Audit Committee:
Trustee Colahan reported that the Library is up-to-date with our audit. We had a good audit report.

11.3 Building Committee:
Trustee Murphy reported that the A/C is working well. Director Paulo reported that between Pansy Cheng of H2M architects and Jim Whalen of the Whalen Berez Group (WBG) it was decided to hire WBG to do a cost analysis of the reallocation of space in specific areas of the building: Audio/Visual $1,250.00, Children’s $1,250.00, Circulation $1,250.00, Reference $1,250.00 and Young Adults $1,250.00. Director Paulo will contact the Village to repair the broken and lifted sidewalk in the front of the Library.

11.4 Community Relations Committee:
Trustee Weinrich would like to thank Sandy Young of the Recreation and Parks Department in helping us arrange delivery of books to the Garden City pool. An interview program hosted by Trustee Weinrich regarding 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 was well attended and a great success. Trustee Weinrich attended the Belmont Fair along with Library staff who did a great job. The Children’s and Reference Department furniture will be delivered, and a carrel will be assembled and positioned in place of the Village archive file cabinets upon their relocation to the Technical Services Department.

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 resident and G.C. H.S. CPOA Jr. Ambassador  
Rikki Massand, Garden City News reporter

14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, July 10, 2017 at 7:30 p.m.

15. **Move Into Executive Session:**
Trustee Nouryan moved approval that the Meeting enters 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 8:20 p.m.

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

The Meeting exited Executive Session at 8:50 p.m.

Trustee Murphy moved approval to donate $100.00 to the Garden City Chamber of Commerce to be a sponsor for the Friday Night Promenade; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Weinrich moved approval to use Baker and Taylor as the materials vendor; Trustee D’Antonio seconded and the motion was approved unanimously.

16. **Adjournment:**
There being no further business to discuss, Trustee D’Antonio moved approval to adjourn the meeting at 9:00 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek  
Principal Typist Clerk

Approved:  
July 10, 2017