A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, July 10, 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 Boy Scout Edward Bennett

3. **Approval of Agenda:**  
   Trustee Weinrich moved approval of the Agenda; Trustee Nouryan 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 reported that the Book Worms continue to clean out the Book Room and stock the bookshelves at the Garden City pool. Volunteer Cynthia Bednarz is doing a great job cleaning out the books. Maintainer Chris Basile monitors the leak in the back of the Book Room, which will be repaired after the AC system is shut off for the season.

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, June 12, 2017; Trustee Nouryan 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:**
   May and June financial reports have been deferred until the Village submits final numbers for the Fiscal Year 2016-17.

   9.2 **Abstract of Claim Vouchers to be paid List No. 17-07:**
   Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of $260,175.16, List No. 17-07; Trustee Nouryan seconded and the motion was approved unanimously.

   9.3 **Library Counsel’s Retainer Agreement:**
   Trustee Weinrich moved approval to pay the annual retainer fee of $4,500.00 for the 2017-2018 fiscal year between Garden City Public Library and William Cullen, Esq. of the law firm of Behrens, Loew & Cullen. Additional services for such matters as Board Meeting attendance, construction and litigation will be billed at a $195.00 hourly rate; Trustee D’Antonio seconded.

     The vote was:
     Colahan – yes
     Weinrich – yes
     D’Antonio – yes
     Nouryan – no
     Murphy – no

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 Children’s and Young Adult Departments have started their summer reading clubs. Allied plumbers will come to the Library to repair the leak in the ceiling of the lower level men’s restroom. The leak in the Friends Book Room will be repaired when the AC system is shut off for the season. Senator Hannon secured $30,000.00 state “bullet aid” funding for the Library. Director Paulo met with a representative from materials vendor Baker and Taylor to transition from our current vendor Brodart Co. and has met with staff involved with the materials vendor.

    10.2 **Director’s Report Narrative:**
    June 2017
    • Attended Village Board meeting on Thursday, June 17th.
    • Met with a representative from Baker and Taylor on Monday, June 5th.
    • Met with Judy Lockman and Trustee Nouryan on Thursday, June 8th.
    • Represented the Library at the Belmont Festival with Joanne Kastalek, Laura Giunta, Donna Furey and Barbara Grace on Friday, June 9th.
    • Met with Village Administrator Suozzi on Friday, June 9th.
    • Held a staff meeting on Tuesday, June 13th.
• Attended a grant workshop at the Nassau Library System on Wednesday, June 14th.
• Attended Friends Annual Meeting on Wednesday, June 21st.
• On vacation from June 26th – June 30th.

Building and Grounds
• Aqua Treat Ltd. came to test the water in the building and the water tower per the request of the Village—(6/12)(Village Hall)
• Inter County Mechanical was called to check the Air Compressor on the upper level which tripped (turned off) on the weekend. The water takes too long to get up to the top floor. When this occurs, it causes the compressor to trip since it recognizes there is no water present. To rectify this situation ICM recommended installing a time delay switch—(6/12,6/22)(Village Hall)
• Alliance Security came to provide estimates for additional cameras for a few areas in the building. They will provide 3 separate proposals for inside the elevator, behind the Reference Desk and in the section of the Children’s Room by the front window—(6/15)(Library)
• The Friends of the Library reported a leak in the Book Room. The Village Maintainer discovered that a pipe was leaking and apparently has been for quite a while. A plumber from Allied came to assess the situation. It is a slow leak and can be repaired. At the time of the repair, the AC must be turned off and the Water Tower drained. Since this repair could possibly take up to two days, it was suggested that we wait until the end of the season when the system is shut down. The plumber said there is no danger in waiting until then—(6/20,6/21,6/27)(Village Hall)
• There is a leaking pipe in the ceiling of the Lower Level Men’s Room. This has been going on for years and the remedy was a pan in the ceiling that collected the water. The Maintainer then emptied it as needed. It has become worse. The plumber from Allied believes he can repair it. A proposal is being prepared—(6/27)(Village Hall)

11. Committee Reports:
11.1 Budget Committee:
Trustee D’Antonio reported we are waiting for the Village’s financial reports.

11.2 Audit Committee:
No report.

11.3 Building Committee:
Trustee Murphy reported that he and Director Paulo will meet with the Whalen Berez Group (WBG) on July 18th.

11.4 Community Relations Committee:
Trustee Weinrich reported that she requested a “Quiet Study Area” sign be made for the Reference Department. The sign was placed near the new tables in the southeast corner of that department.
11.5 **Personnel Committee:**
Deferring to Executive Session.

12. **Other Business:**
Trustee Colahan reported on a letter he and Library Director Paulo received regarding $30,000.00 “bullet aid” funding that Senator Kemp Hannon secured for the Library and deferred final decision for its use until the money comes in.

Trustee Colahan reported on the Library Board’s approved donation of $100.00 to the Garden City Chamber of Commerce to be a sponsor of the Friday Night Promenades. Director Paulo originally reported that she was told we could be a sponsor for $100.00 but was then informed after the Board meeting that amount was $250.00. In light of this, the Library Board could give the $100.00 donation to the Chamber without recognition or increase the amount to $250.00 for name recognition toward the Chamber’s fall homecoming celebration in which the Library could sponsor a decorative corn stalk. This topic was deferred until further information is available.

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

- Edward Bennett, Garden City resident and Boy Scout
- Cyril Smith, Garden City resident

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

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

The Meeting exited Executive Session at 8:55 p.m.

Library Director Paulo exited the meeting at 9:06 p.m.

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

The Meeting entered Executive Session at 9:07 p.m.

Trustee D’Antonio moved approval that the Meeting exit Executive Session; Trustee Murphy seconded and the motion was approved unanimously.
Library Director Paulo re-entered the meeting at 9:15 p.m.

The Meeting exited Executive Session at 9:25 p.m.

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

Respectfully submitted,

Joanne Kastalek  
Principal Typist Clerk

Approved:  
August 14, 2017