A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, August 14, 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 Cyril Smith.

3. **Approval of Agenda:**
   Trustee Colahan reported that the Discussion Items on the agenda was moved up to accommodate TLCO Services as their representatives were present to discuss their proposal.

   Trustee Nouryan moved approval of the Agenda; Trustee D'Antonio 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 including the Library. Library Director Lisa Paulo meets monthly with Village Administrator Ralph Suozzi to discuss Library concerns.

6. **Report from Representative of the Friends:**
   Friends President Nancy Minett reported that she met with Library Director Paulo regarding Library space repurposing, fundraising and the cleaning out of the book room. The Friends are considering additional hours for the next book sale.

7. **Minutes Regular Meeting of the Board of Library Trustees:**
   Trustee Nouryan moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, July 10, 2017; Trustee D'Antonio seconded and the motion was approved unanimously.
8. **Correspondence:**
Staff meeting reports were discussed.

9. **Discussion Items:**

9.1 **TLCO Services Proposal:**
Philip F. Alfieri, CFO, and Bob McGill, Managing Partner, of TLCO Services, both Garden City residents, presented to the Library Board a preliminary proposal to consider an innovative, energy efficient LED lighting installation for the Library.

Trustee Colahan moved approval for TLCO Services to conduct an extensive lighting study of the Library building and for Library Director Paulo to coordinate their findings with that of Whalen Berez Group’s reconfiguration plans; Trustee Nouryan seconded and the motion was approved unanimously.

9.4 **Teen Vogue Magazine Article July 2017:**
Trustee Colahan reported that this Agenda item was moved up to accommodate two Garden City mothers who attended the Board meeting to express their concerns on an explicit Teen Vogue Magazine online article. The Trustees advised by legal counsel will review their concerns in Executive Session. The two women were appreciative of the Library Director’s and Library Trustees nice response and chose to exit the meeting at this time.

9.2 **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 summer reading clubs were a success. Circulation has increased. New tables and chairs were ordered for the Reference Department and a carrel was assembled in that department. Director Paulo and Trustee Murphy met with a representative from the Whalen Berez Group to review reconfiguration plans. NASA approved solar eclipse viewing glasses were purchased for the August 21st solar eclipse. The Village will pull up the dirty carpeting around the lower level sewer drain and install new carpeting. When the A/C system is turned off after the summer season, the Donnelly Mechanical Corp. will clean the HVAC system’s vents, intakes and test for mold. Village Administrator Suozzi was invited to attend the Library’s September 11th Library Board meeting to present plans for improvements to the HVAC system.

9.3 **Director’s Report Narrative:**

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**July 2017**

- Met with Baker & Taylor representative Tarita Murray and librarian Nancy Sherwood on Wednesday, July 5th.
- Met with Waldner’s representative Nancy Magrini and Trustee Weinrich on Tuesday, July 11th.
- Met with Village Administrator Suozzi on Tuesday, July 11th.
- Met with Trustee Murphy and Jim Whalen from WBG on Tuesday, July 18th.
- Attended a Village Board Meeting on Thursday, July 20th.
- Air Conditioning in the library failed on Friday, July 21st.
Air conditioning was fixed the following Monday, July 24th.
Interviewed candidate for Security Aide position on Monday, July 24th.

Building and Grounds
A plumber from Z&G Plumbing Corp. replaced the faucets in the Staff Room and the Lower Level kitchen—(1/6) (Village Hall)
Inter-County Mechanical performed scheduled preventive maintenance on the HVAC system—(1/13) (Village Hall)
A technician from Mine Safety Appliance came to check the gas sensor. It was in working order, but he recommends replacing it in the future as it is about 20 years old—(1/19) (Village Hall)
An Inter-County Mechanical technician came to evaluate the job of installing a replacement valve onto the boiler. A proposal has been sent to the Village—(1/23) (Village Hall)
Corkrey Electric changed ballasts and/or bulbs in the Reference Dept., Children’s Reference area and Quiet Study Room—(7/3) (Village Hall)
The elevator doors were not operating properly prior to the library opening. Thyssen Krupp was called. When the technician arrived, the doors were fine. He then performed routine maintenance, added lubricant and made a slight adjustment on the doors. He also replaced a burnt out light bulb. He stated that although TK is not responsible for changing the bulbs he left a few spares in the elevator room—(7/17) (Village Hall)
Bugs were found in the office of the Children’s Dept. Arrow Exterminator came to treat the area—(7/7) (Village Hall)
The compressor on the Second Floor continued to trip off needing to be restarted by pressing the reset button. It had been determined that a time delay switch was needed but Inter County Mechanical had difficulty getting the part. It was finally installed. The following day the Village Maintainer met with a technician from ICM regarding a clicking noise that was in the HVAC system. It was then stated that possibly there was a major leak going from the Water Tower to the building since the tower does not appear to be filled to the proper level. The decision was made to keep a slow flow of water going into the Tower using a hose. It was discovered that the Water tower inlet cover was rusted and there was a huge hole as well. Donnelly Mechanical drained the tower and repaired it. At the same time, a hissing sound was heard coming from an unused thermostat in the Reference Dept. The Maintainer called County Energy Controls, as there appeared to be an airflow issue going on as well. The CEC technician found that there was not enough air going through the system on the main floor and a new air compressor is needed. A temporary repair was done. The Village pays for repairs—(7/8, 7/17, 7/18, 7/21, 7/24) (Village Hall)
Grammar Plumbing and AWS Plumbing came to examine the pipe leak in the Friends Book room as well as the leak in the Men’s Room on the lower level. Both companies will send proposals to the Village—(7/13, 7/18) (Village Hall)
The Irrigation System was working sporadically due to a brief power failure. GC Maintenance & Irrigation reset the clock and replaced a broken head—(7/28) (Library)
The Sewer Drain was clogged and overflowing in the Lower Level Hallway. Titan Sewer and Drain came to clean out the pipe. The clog was due to
discarded feminine products and baby wipes. The drain was clogged again the following day. Titan Sewer was called again. The rug was soaked with brown water and there was a strong unpleasant odor. The village addressed hygiene issues and clean up–(7/31,8/1,8/2) (Library)

10. **Decision Items:**

10.1 **Financial Reports:**
Trustee D’Antonio moved approval of the June financials and July preliminary financials; Trustee Weinrich seconded and the motion was approved unanimously.

Deferred voting on May financials until we review final numbers from the Village for the formalized Fiscal Year 2016-17 financial reports.

Note: April financials have not been approved as of yet, but will be at the September 11th Library Board meeting.

10.2 **Abstract of Claim Vouchers to be paid List No. 17-08:**
Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of $203,573.93, List No. 17-08; Trustee D’Antonio seconded and the motion was approved unanimously.

10.3 **Transfer $7,144.60 from Social Security to Health Insurance:**
Deferred for clarification from the Village auditor.

10.4 **Approval to Hire Whalen Berez Group (WBG):**
Deferred for clarification from the Village attorney.

10.5 **Security Cameras:**
Trustee Murphy moved approval for Alliance Security Co. to install a security camera in the elevator, the Reference Department quiet study area and in the Children’s Department pre-school area; Trustee D’Antonio seconded and the motion was approved unanimously.

10.6 **Approval for Blood Drive January 25, 2018:**
Trustee Murphy moved approval for the Library to host the Long Island Blood Services blood drive in the Library on January 25, 2018; Trustee Nouryan seconded and the motion was approved unanimously.

11. **Committee Reports:**

11.1 **Budget Committee:**
Previously discussed.

11.2 **Audit Committee:**
Director Paulo reported that the annual audit is being conducted and the Village auditor will come to the Library this Thursday.

11.3 **Building Committee:**
Trustee Murphy reported that in addition to previously discussed building issues the landscape looks good.
11.4 **Community Relations Committee:**
Trustee Weinrich reported that she and Director Paulo attended the Library Trustee Association Institute’s regional conference at the Plainview Old Bethpage Public Library where workshops were held on cyber security, due diligence liability and repurposing of Library space.

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:

Cyril Smith, Garden City resident

14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, September 11, 2017 at 7:30 p.m.

15. **Move Into Executive Session:**
Trustee D’Antonio 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 9:30 p.m.

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

The Meeting exited Executive Session at 10:00 p.m.

Trustee Weinrich moved approval to hire Whalen Berez Group (WBG) to do a cost analysis of the reallocation of Library space; Trustee Weinrich seconded and the motion was approved unanimously.

16. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 10:00 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
September 11, 2017