A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, September 11, 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 Village Administrator Ralph Suozzi.

Trustee Colahan requested a moment of silence for those affected by hurricanes Harvey and Irma, also in memory of the 16th anniversary of 9/11, and the passing of former GC High School student ambassador Bobby Menges.

Trustee Colahan recounted Bobby Menges as having a wonderful personality and being a very nice person. He took great interest in the workings of the GC Library; he will be greatly missed.

Trustee Murphy may be late due to a business commitment and may not make the meeting.

3. **Approval of Agenda:**
Trustee D’Antonio moved approval of the Agenda; Trustee Weinrich seconded and the motion was approved unanimously.

4. **TLCO Services Updated Proposal:**
Philip F. Alfieri, CFO, and Bob McGill, Managing Partner, of TLCO Services, both Garden City residents, presented to the Library Board updated proposals to consider LED lighting installation for the Library. Two proposals were discussed – an LED lighting system renovation and a retrofit upgrade of the existing lighting fixtures.

Trustee Colahan moved approval to support TLCO Services pursuing their proposal with Village Administrator Suozzi and the Village. The Library Board requested that the
Village take over review and potential execution of the proposal under the Village’s budget; Trustee Weinrich seconded and the motion was approved unanimously.

5. **Village Administrator Ralph Suozzi:**
   Village Administrator Ralph Suozzi reported on the many issues affecting the Library building and grounds and the steps the Village is taking to repair and maintain them. Those issues are: the cleaning of the HVAC system and some of its parts to be replaced and repaired; air quality testing was performed last week; sidewalk repairs are scheduled at the end of fall or early spring; negotiating a new elevator service contract for two elevators; negotiating agreement for window cleaning services; obtain estimate to replace flooring on the lower level hallway; expand contract to include proactive monthly cleaning of the sewer trap for the lower level restrooms.

6. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)
   Trustee Colahan changed this to all Library matters due to the change in the Agenda and recognized the following:

   Layne Meyer, Garden City resident and GC High School CPOA Sr. Ambassador
   Bill Scales, Garden City resident

11.8 **Sculpture Donation to the Library:**
   Trustee Colahan proposed and the Library Board agreed to move this item up on the Agenda.

   Garden City resident Kate Nowack representing the family of the late sculptor Angelo Bona discussed the opportunity of donating one of his sculptures to the Library. Discussion ensued on this 75 lb. cement bronze-like painted wall sculpture titled “Reaching for Knowledge.” It is a replica of the original sculpture. The Library Board decided that Ms. Nowack should bring the sculpture to the October 16, 2017 Library Board meeting for viewing and further discussion.

7. **Report from Representative of the Village Board:**
   Trustee Colahan reported that this year the Library does not have a Village liaison.

8. **Report from Representative of the Friends:**
   Friends President Nancy Minett reported that the next Friends meeting is September 20, 2017, they have resumed collecting book donations and their book sale has been expanded to two days.

9. **Minutes Regular Meeting of the Board of Library Trustees**
   9.1 **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, August 14, 2017; Trustee Nouryan seconded and the motion was approved unanimously.

   9.2 **Minutes Special Meeting of the Board of Library Trustees:**
   Trustee D’Antonio moved approval of the Special Minutes, as read, for the Special Meeting of the Board of Library Trustees, August 28, 2017; Trustee Nouryan seconded and the motion was approved unanimously.
10. **Correspondence:**
Staff meeting reports were discussed.

11. **Decision Items:**
11.1 **Financial Reports:**
Deferred voting on the final April and July financials, and the preliminary May and August financials until a review is made of the final May numbers from the Village for the formalized Fiscal Year 2016-17 financial reports.

Note: June financials have been approved at the August 14, 2017 Library Board meeting.

11.2 **Abstract of Claim Vouchers to be paid List No. 17-09:**
Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of $165,390.33, List No. 17-09; Trustee D’Antonio seconded and the motion was approved unanimously.

11.3 **Transfer $7,144.60 from Social Security to Health Insurance:**
Trustee D’Antonio moved approval to transfer $7,144.60 from Social Security (0L.9030.8000) to Health Insurance (0L.9060.8000); Trustee Nouryan seconded and the motion was approved unanimously.

11.4 **Transfer $4,000.00 from Personal Services-Sunday Differential to Part Time Help:**
Trustee D’Antonio moved approval to transfer $4,000.00 from Personal Services-Sunday Differential (0L.7410.1190) to Part Time Help (0L.7410.1120); Trustee Nouryan seconded and the motion was approved unanimously.

Note: this transfer is a change in the accounting category.

11.5 **Special Reserve Fund:**
Discussion ensued on the nature of the Special Reserve Fund and that the Library Board has say over it. It can be used only for approved capital items and library materials with the prior approval of the Library Board.

11.6 **Donation to Garden City Chamber of Commerce Fall Street Fair:**
Trustee Weinrich moved approval for the Library to donate $75.00 to the Chamber of Commerce to sponsor a corn stalk for the Fall Street Fair; Trustee Nouryan seconded and the motion was approved unanimously.

11.7 **Approval of Revised Blood Drive Date January 16, 2018:**
Trustee Weinrich moved approval for the Library to host the Long Island Blood Services blood drive in the Library with a revised date of January 16, 2018; Trustee Nouryan seconded and the motion was approved unanimously.

12. **Discussion Items:**
12.1 **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 Library Trustees are invited to attend a legislative breakfast hosted by the Nassau Library System and sponsored by the Long Island Library Resources Council and the Nassau County Library Association; the leak in the Friends Book Room was repaired; results from last week’s air quality testing will be announced soon; the soiled carpet around the lower level sewer drain was ripped up and removed last week and currently, part of the lower level hallway is closed to the public due to this repair; the burglar and fire alarms were recently tested; Reference Librarian Laura Flanagan hosted an enjoyable program Sunday, September 10, 2017 featuring Garden City resident and author Edward McCoyd.

12.2 **Director’s Report Narrative:**

**August 2017**

- Met with Trustee Murphy and Nancy Minett, President of the Friends of the Library, on Thursday, August 3rd to discuss fundraising ideas.
- Met with a representative from Midwest Tape, Erin Horne, to review new products on Wednesday, August 9th.
- Met with Village Administrator Suozzi, DPW Supervisor Joe DiFrancisco and Village Auditor Courtney Rosenblatt on Thursday, August 10th to discuss maintenance of the library.
- I attended the Library Trustees’ Association Regional Conference with Trustee Weinrich on Saturday, August 12th.
- Held a staff meeting on Tuesday, August 15th.
- Had burglar and fire alarms tested for their annual maintenance tests.
- Supervised a Friends Program on Wednesday, August 16th entitled “Sharpen Your Memory, Sharpen Your Mind.”
- Met again with Trustee Murphy and Nancy Minett about fundraising for the library.
- Met with Phil Alfieri and Bob McGill from TLCO Services to do a walk through the building to look at lighting.

**Building and Grounds**

- Worldwide Security Corp. (formerly GC Alarm) came to inspect both the Fire and Burglar Alarms. The Fire Alarm test included checking all notification and initiating devices. All passed inspection. They then cleaned the smoke detectors. The Burglar Alarm and panic buttons were all checked. They were in working order and passed inspection. No charge work done under service contract—(8/15)(Library)
- The water leak in the Friends Book Room increased from a “drip” to a “flow”. Donnelly Mechanical was called. It was determined that the repair needed to be done immediately. They worked through the night repairing leaks on two 6” Flanges in the basement. They drained and re-filled the HVAC system, bled the lines and restarted the pump—(8/30)(Village Hall)
- There was filthy water coming up from the sewer drain in the Lower Level Hallway. Titan Sewer & Drain came and snaked out the 3-inch Branch Line. They removed paper hand towels that were in the line. Titan suggested that
the plumber come and if possible change the gate valve in the sump pump–
(8/30)(Library)
• Z&G Plumbing checked the sump pump. The plumber reported that they
cannot change the gate valve in the sump pump; it is too old and corroded.
They recommended coming in once a month to clean it–(8/31)(Library)

13. **Committee Reports:**
13.1 **Budget Committee:**
Previously discussed.

13.2 **Audit Committee:**
Director Paulo reported that we have not yet received the auditor’s report.

13.3 **Building Committee:**
In Trustee Murphy’s absence, Trustee Colahan reported that the AC was working
when Donnelly Mechanical repaired the water leak in the Friends Book Room.
However, due to air in the AC system from the repair, the AC did not work.
Donnelly returned to bleed the air from the lines, and then the AC system worked
properly.

13.4 **Community Relations Committee:**
Trustee Weinrich reported that she has been receiving positive comments on the
new furniture in the Children’s Department, she and Joanne Kastalek will be
working on policies, and there is great improvement in the quality of
programming especially now that we have Sunday programs. It is a great loss
with Bobby Menges passing.

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

14. **Other Business:**
None.

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

Barbara Moore, Garden City resident and EPOA member

16. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday,
October 16, 2017 at 7:30 p.m.

17. **Move Into Executive Session:**
Trustee D’Antonio 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 9:30 p.m.
Trustee Weinrich moved approval that the Meeting exit Executive Session; Trustee D’Antonio seconded and the motion was approved unanimously. The Meeting exited Executive Session at 10:00 p.m.

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

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
October 16, 2017