A Regular and Organizational Meeting of the Board of Library Trustees was held at the Library on Monday, December 12, 2016 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: John Delany, Representative of the Village Board
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 Colahan.

Trustee Colahan offered condolences to Joanne Kastalek on her father’s passing.

Trustee Delany will be delayed due to a previous commitment.

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

4. **Oath of Office – Charles J. Murphy, Library Trustee:**
Chairman J. Randolph Colahan administered the Oath of Office to Mr. Charles J. Murphy.

Trustee J. Randolph Colahan recognized the re-appointment of Mr. Charles J. Murphy as Library Trustee with a term of office of January 1, 2017 to December 31, 2021. This re-appointment was approved by the Garden City Village Board at their December 1, 2016 meeting.

Trustee Colahan and the other Trustees congratulated Trustee Murphy on his re-appointment.

5. **Election of Officers:**
Trustee Weinrich moved that Trustee Colahan be Chair of the Board of Library Trustees for calendar year 2017; Trustee D’Antonio seconded and the motion was approved unanimously.
Trustee Colahan moved that Trustee Weinrich be Vice Chair of the Board of Library Trustees for calendar year 2017; Trustee Murphy seconded and the motion was approved unanimously.

Trustee Colahan moved that Library Director, Lisa Paulo, be Secretary to the Board of Library Trustees for calendar year 2017; Trustee Nouryan seconded and the motion was approved unanimously.

**Appointment of Committees:**
Upon his consent, Trustee Colahan appointed Trustee D’Antonio Chair of the Budget Committee.

Trustee Colahan will serve as Co-Chair of the Audit Committee. Upon his consent, Trustee Colahan appointed Trustee D’Antonio Co-Chair of the Audit Committee.

Upon his consent, Trustee Colahan appointed Trustee Murphy Chair of the Building Committee.

Upon her consent, Trustee Colahan appointed Trustee Weinrich Chair of the Community Relations Committee.

Upon her consent, Trustee Colahan appointed Trustee Nouryan Chair of the Personnel Committee.

Upon her consent, Trustee Colahan appointed Trustee Weinrich Chair of the Policy Committee.

Upon their consent, Trustee Colahan appointed Trustees D’Antonio and Murphy liaisons to the CBRAC.

The Board voted unanimously to approve the appointments.

Trustee Colahan thanked the Board for their support, as they are a fantastic Board to work with. They bring great insights, ideas and participation.

6. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)
None.

7. **Report from Representative of the Village Board:**
Trustee Delany entered the meeting at 8:20 p.m.

Trustee Delany reported that the Village Board will discuss two items at the December 15, 2016 meeting: three changes to Village code and approval for a budget calendar of March 1, 9 and 15 with the March 23 if needed. Trustee Delany congratulated Trustee Murphy on his re-appointment to the Library Board. The Village meets with the CBRAC on December 21, 2016.
8. **Report from Representative of the Friends:**
Nancy Minett reported she must leave the meeting early to attend to a prior commitment. Ms. Minett brought the idea to the Friends Board of purchasing charging stations for the library at a cost of $37.00 per unit; consequently, the Friends Board approved the purchase of seven units. Ms. Minett extends her compliments to the Young Adult and Children’s Departments for their successful Harry Potter Day program.

Trustee Colahan thanked Ms. Minett for the good work she is doing as Friends president.

Nancy Minett exited the meeting at 8:00 p.m.

9. **Minutes:**
9.1 **Regular Meeting of the Board of Library Trustees November 14, 2016:**
Trustee D’Antonio moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, November 14, 2016; Trustee Weinrich seconded and the motion was approved unanimously.

9.2 **Special Meeting of the Board of Library Trustees November 21, 2016:**
Trustee Murphy moved approval of the Minutes, as read, for the Special Meeting of the Board of Library Trustees, November 21, 2016; Trustee D’Antonio seconded and the motion was approved unanimously.

10. **Correspondence:**
Patron comment sheets and staff meeting reports were discussed.

11. **Decision Items:**
11.1 **Financial Reports:**
Trustee Weinrich moved approval of the October financials and November preliminary financials; Trustee Murphy seconded and the motion was approved unanimously.

11.2 **Abstract of Claim Vouchers to be paid List No. 16-12:**
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $163,246.58, List No. 16-12; Trustee Weinrich seconded and the motion was approved unanimously.

11.3 **Approval of N.Y. State Minimum Wage of $10.00 Per Hour Effective December 31, 2016:**
Trustee Nouryan moved approval to accept and enforce the N.Y. State Minimum Wage of $10.00 per hour effective December 31, 2016; Trustee D’Antonio 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 deferred.

Library Director, Lisa Paulo, thanked the Friends for funding newly added museum passes to the Long Island Children’s Museum, the Museum of Modern Art (MOMA), the New York Historical Society, and the Vanderbilt Museum – we now have ten
museum passes in total. As per Village Trustee Irene Woo, we are beginning to work on the budget process. Ms. Paulo and Trustee Weinrich attended the NLS Annual meeting on December 5, 2016.

Trustee Colahan thanked both Ms. Paulo and Trustee Weinrich for attending the NLS annual meeting.

Director Paulo reported that the Children’s Librarian, Barbara Grace, and Young Adult Librarian, Laura Giunta, attended the NYLA conference in Saratoga and made presentations – they put Garden City on the map.

Trustee Colahan reported that Ms. Giunta did a good job with the showcase exhibit near the Circulation Department featuring old Lionel trains.

12.2 **Director’s Report Narrative:**

November 2016

- Coordinated reception for the reopening of the elevator on Tuesday, November 1st.
- Met with Friends president Nancy Minett on Wednesday, November 2nd.
- Attended a Rotary Meeting on Monday, November 14th, at the Garden City Hotel.
- Attended a Friends Meeting on Wednesday, November 16th.
- Attended a Village Board Meeting on Thursday, November 17th.
- Met with a program coordinator from Barnes and Noble in Carle Place to discuss the different ways of publicizing the Library at the store.
- Participated in a conference call with members of LLAMA, a division of the American Library Association. I am a member of the Programming Committee.

**Building and Grounds**

- Inter-County Mechanical performed regular maintenance and winterized the HVAC system—(11/1,11/3) (Village Hall)
- A technician from ThyssenKrupp came to complete work in the elevator mechanical room. While here he checked the elevator stopping level on each of the floors, adjusting where needed. All levels were within the inspection code—(11/15) (Village Hall)
- An electrician from Corkrey Electric Services, Inc. replaced ballasts and bulbs in the Library Board Room—(11/18) (Village Hall)
- The technician from County Energy Controls came to perform routine preventive maintenance. He replaced a broken pneumatic line on top of AC1. The boiler requires a new valve. An estimate from CEC for the valve was sent to Village Hall. Either Inter County Mechanical or Z & G Plumbing will handle this job. Once that work is completed County Energy Control will return to replace a sensor on the Air Handler which was found to be defective—(11/18) (Village Hall)

13. **Committee Reports:**

13.1 **Budget Committee:**

Director Paulo reported that the budget presentations will begin soon.
13.2 **Audit Committee:**
Director Paulo reported that the auditors may be finished with the Library portion of the audit.

13.3 **Building Committee:**
Trustee Colahan reported that the Village Traffic Commission will meet Thursday, December 15, 2016. On their agenda is a proposal for a crosswalk in front of the Garden City Public Library. 355 Library patrons that are Garden City residents responded, and of those, 340 responded favorably to the crosswalk survey.

13.4 **Community Relations Committee:**
Trustee Weinrich reported that she sent a letter to Mr. Bill Bellmer regarding relocating seven file cabinets containing historical materials that is located in the Reference Department to accommodate the reconfiguration of that space. Trustee Weinrich also wrote a letter to author, Kevin Dietrich, regarding a book donation titled *The Great Spruce*. Trustee Weinrich met with a window treatment salesperson for blinds to be installed in the Children’s Department Storytime Room. In addition, Trustee Weinrich attended an NLS Trustees meeting with Library Director Paulo.

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:

Cyril Smith, Garden City resident
Layne Meyer, Garden City resident and Garden City High School CPOA Jr. Ambassador
Rikki Massand, Garden City News reporter

16. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, January 9, 2017, at 7:30 p.m.

17. **Move into Executive Session:**
Trustee D’Antonio moved approval that the Meeting enter Executive Session with Trustee Delany to discuss specific personnel issues; Trustee Weinrich seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 8:45 p.m.

Trustee Delany exited the meeting at 9:20 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 9:30 p.m.
Trustee Murphy moved approval of the hiring of Bart DiConstanzo at a rate of $17.40 per hour, 12 hours per week; Trustee Nouryan seconded and the motion was approved unanimously.

18. **Adjournment:**
There being no further business to discuss, Trustee Murphy moved approval to adjourn the meeting at 9:35 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
January 9, 2017