A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, October 16, 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 Weinrich.

3. **Approval of Agenda:**  
Trustee Murphy 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 there is no report, as liaisons have not been assigned to various Village departments including the Library. In light of this action, 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 Friends had resumed collecting book donations early September after cleaning out the bookroom. In preparation of the book sale on November 4 and 5, book donations will not be accepted as of yesterday October 15 through November 15. Library Director Paulo informed Ms. Minett that the restrooms on the lower level will be accessible soon after the new flooring is installed.

   Note: restrooms were subsequently opened for public use due to temporary floor matting supplied by the Village.
7. **Minutes Regular Meeting of the Board of Library Trustees:**
   Trustee D'Antonio moved approval of the Minutes, as amended, for the Regular Meeting of the Board of Library Trustees, September 11, 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:**
      As we received final financial numbers from the Village, Trustee D'Antonio moved approval of the April, May, July and August financials; Trustee Weinrich seconded and the motion was approved unanimously.

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

   9.2 **Abstract of Claim Vouchers to be paid List No. 17-10:**
      Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $176,118.03, List No. 17-10; Trustee Weinrich seconded and the motion was approved unanimously.

   9.3 **Proposed Schedule of Board of Library Trustees Meetings 2018:**
      Trustee D'Antonio moved approval for the proposed schedule of Board of Library Trustees Meetings 2018; Trustee Weinrich seconded and the motion was approved unanimously.

      Trustee Colahan and Trustee Nouryan recommended the Library Board's organizational meeting be held at the Library Board meeting in December, as one Trustee will not be in attendance at the January meeting.

   9.4 **Presentation of Proposed Angelo Bona Sculpture Donation to the Library:**
      Trustee D'Antonio moved approval to accept with gratitude the generous donation of Angelo Bona's sculpture titled *Reach for Knowledge*; Trustee Nouryan seconded and the motion was approved unanimously.

   9.5 **Transfer $2,000.00 from Electricity to Equipment:**
      Trustee D'Antonio moved approval to transfer $2,000.00 from Electricity (0L.7410.4060) to Equipment (0L.7410.2000); Trustee Murphy seconded and the motion was approved unanimously.

   9.6 **Gift in Memory of Mary Jo Scala:**
      Trustee Weinrich moved approval to accept a donation from Ralph Scala in memory of his wife Mary Jo Scala in the amount of $5,000.00. Mr. Scala requested funds to be used to purchase library books that his late wife would like; 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 the Library is mentioned in the Garden City News October 13, 2017 edition regarding the Garden City Chamber of Commerce fall street fair “sponsor a cornstalk.” Director Paulo and Trustee Weinrich attended a legislative breakfast at NLS. Flooring was ordered for the lower level hallway. YA Librarian Laura Giunta will host the annual *Locked in the Library* Halloween party. A group of Garden City children participated in a service project selling lemonade in which they donated $30.00 to the Library; children’s books will be purchased with this money. The Library sponsored a program yesterday titled “Bella Musica” with a husband and wife duo singing opera and Broadway tunes; it was well attended. The air quality testing report indicated that there is no mold in the Library.

Trustee Murphy moved approval to accept a book donation from the Irish Cultural Society titled *Drunks: An American History* by Christopher M. Finan; Trustee D’Antonio seconded and the motion was approved unanimously.

10.2 **Director’s Report Narrative:**

**September 2017**

- On Friday, September 1st, account clerk Pat Marson and I met with Village Treasurer Irene Woo.
- Attended a Friends of the Library meeting on Wednesday, September 20th.
- Attended a Village Board Meeting on Thursday, September 21st.
- Attended an Employee Recognition Luncheon at the Senior Center on Tuesday, September 26th.
- Attended a legislative breakfast with Trustee Weinrich at the Nassau Library System on Friday, September 29th.

**Building and Grounds**

- ServePro removed the wet carpet in the Lower Level hallway (caused last month by the backed up sewer line) and disinfected the area. They set up fans to dry the floor –(9/5,9/8)(Village Hall)
- The Air Conditioning was not working effectively. Village Hall advised us to call Donnelly Mechanical. A technician came to bleed the system which solved the problem–(9/5)(Village Hall)
- Village Hall arranged for air quality testing to be done throughout the building. This was done by Broderick Associates–(9/13)(Village Hall)
- A representative of ThyssenKrupp came to gather information on the book elevator. They will be providing a service contract–(9/14)(Village Hall)
- The automatic water faucet in the Men’s Room on the Main Level was not functioning. Z&G Plumbing replaced the necessary part. The plumber also cleared a clogged toilet in the Ladies Room–(9/14,9/19)(Library)
Committee Reports:

11.1 **Budget Committee:**
As discussed previously.

11.2 **Audit Committee:**
Director Paulo reported that we have not yet received a report from the auditor.

11.3 **Building Committee:**
As discussed previously.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that she met with Village Administrator Ralph Suozzi and Public Works Superintendent Joe DiFrancisco last week and discussed the following items for the Library: Joe DiFrancisco is our liaison, the lower level and the Administration Department hallways will be painted, the flooring for the lower level hallway has been ordered, the window cleaners will be contacted to clean the windows, the children’s restroom contractor has not been determined yet, currently the separate boys and girls restrooms in the Children’s Department will be merged into one large restroom, and work on the HVAC system will resume after the AC is shut down for the season.

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

Other Business:

None.

Public Comments on Library Related Matters:

(Limited to Five Minutes Each)

Trustee Colahan recognized the following:

- Cyril Smith, Garden City resident
- Cynthia Bednarz, Garden City resident and Friends of the Library member

Comments were made by several people attending the meeting that we need to improve cleaning the Library. Especially, note was made of cleaning the small meeting room.

Next Meeting Date:
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, November 13, 2017 at 7:30 p.m.

Move Into Executive Session:
Trustee D’Antonio moved approval that the Meeting enter Executive Session to discuss specific personnel issues; Trustee Murphy seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 8:35 p.m. with the Library Board and Library Director.
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 9:30 p.m.

Library Director Paulo exited the Board meeting at 9:30 p.m.

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

The Meeting entered Executive Session at 9:35 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 9:55 p.m.

16. **Adjournment:**

   There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 9:55 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

   Respectfully submitted,

   Joanne Kastalek
   Principal Typist Clerk

Approved:
November 13, 2017