A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, November 13, 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 Nancy Minett.

3. Approval of Agenda:
Trustee D’Antonio 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 a two-day book sale on Saturday, November 4 and Sunday, November 5. They made $400.00 on Sunday with a two-day total sale of $2,500.00. The books were better organized due to the work done during the summer in cleaning out and re-organizing the book room. Volunteer Cynthia Bednarz is working hard to keep the book room organized before accepting book donations again on November 16th.

7. Minutes Regular Meeting of the Board of Library Trustees:
Trustee Weinrich moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, October 16, 2017; Trustee D’Antonio 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:**
Deferred approval for clarity on two encumbrance lines.

Questions were raised by Trustee Colahan regarding the reserve funds in terms of access and limitations. Director Paulo was asked to check with Village Treasurer Irene Woo and advise the Library Board.

9.2 **Abstract of Claim Vouchers to be paid List No. 17-11:**
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $203,421.59, List No. 17-11; Trustee Weinrich seconded and the motion was approved unanimously.

9.3 **Transfer $36.00 from Maintenance of Plant to Water:**
Trustee Nouryan moved approval to transfer $36.00 from Maintenance of Plant (OL.7410.4030) to Water (OL.7410.4500); Trustee Weinrich seconded and the motion was approved unanimously.

9.4 **Discussion of Angelo Bona Sculpture Donation to the Library:**
Trustee D’Antonio moved approval for the Library to pay for a plaque to be made for the Angelo Bona sculpture entitled *Reach for Knowledge*, to accept the suggested wording for the plaque, and to hang the sculpture on the brick wall outside of the Administration Dept.; Trustee Nouryan seconded.

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

9.5 **Receipt of Bullet Aid from Senator Kemp Hannon:**
Trustee Colahan reported that the Library has received the $30,000.00 in Bullet Aid from Senator Kemp Hannon. The Library is grateful for this funding. A thank you letter will be written and sent to the Senator. It was noted that a thank you letter was sent in June when the Senator had secured the money at the close of the 2017 legislative session.

9.6 **Limited Indoor Air Quality Monitoring Report:**
Trustee Colahan reported that the Library received the *limited indoor air quality monitoring* report from J.C. Broderick & Associates, Inc. Trustee Colahan had asked the Village to conduct the air monitoring. Overall, the report is good. The report will be given to the Village for their review and recommendations.

9.7 **Staff Action – CSEA Staff and Confidential Employee Salaries:**
Deferred to Executive Session.
9.8  **Hiring of Part-time Reference Librarian:**
Deferred to Executive Session.

9.9  **Hiring of Part-time Clerk Typist Circulation Department:**
Deferred to Executive Session.

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’s HVAC system was cleaned including belts oiled, filters changed, intakes cleaned, water tower cleaned and mold cleaned. Flooring was installed in the lower level hallway. Sidewalk repairs were made in certain sections adjacent to Hilton, sections in front of the Library on Seventh Street, sections leading into the Library/LIRR parking lot entrance, and in front of the Periodicals windows. Director Paulo further reported that all of the following categories are up from last year at this time: circulation, print, downloadable audio and e-books, visits for the month, Library and Friends program attendance.

Director Paulo reported that Ruth Klapper, a former Library volunteer passed away; she was 100 years old. Mrs. Klapper’s Godson, Richard Jarbeau, informed Director Paulo that Mrs. Klapper has stipulated in her will that the Library is one of many causes to receive a monetary donation.

10.2  **Director’s Report Narrative:**

**Building and Grounds**
- Inter-County Mechanical performed preventive maintenance on the HVAC system—(10/6)(Village Hall)
- Donnelly Mechanical cleaned the exterior ducts in the building. The internal ducts were checked and determined to be in good condition—(10/11)(Village Hall)
- Distinctive Interiors installed new flooring in the lower level hallway. A proposal is in progress for the door saddles and wall kick plates—(10/27)(Village Hall)
- Aquatreat cleaned the interior of the Water Tower using a chemical to prevent Legionnaires Disease—(10/30)(Village Hall)

11.  **Committee Reports:**

11.1  **Budget Committee:**
Discussed previously and additional discussion deferred to Executive Session.

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

11.3  **Building Committee:**
Director Paulo is waiting to hear from Whalen Berez Group on the next step in the space planning, and should hear back from them in two weeks.
11.4 **Community Relations Committee:**
Trustee Weinrich reported that she has been busy but has checked in with Library staff many times in the past month, and as a reminder, the next Library Board meeting of December 11, 2017 will be the regular and organizational meeting.

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

12. **Other Business:**
Trustee D’Antonio moved approval to move forward with the electrical work in the new quiet area in the Reference Department; Trustee Nouryan seconded and the motion was approved unanimously.

13. **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 High School CPOA Sr. Ambassador
- Cynthia Bednarz, Garden City resident and member of Friends of the Library

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

15. **Move Into Executive Session:**
Trustee Weinrich moved approval that the Meeting enter Executive Session to discuss specific budget and personnel issues; Trustee Murphy seconded and the motion was approved unanimously.

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

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

The Meeting exited Executive Session at 9:40 p.m.

Trustee Nouryan moved approval to accept the CSEA Staff and Confidential Employee Salaries; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee D’Antonio moved approval to hire Gail Kitay as a part-time Reference Librarian to work 17 hours per week at $29.46 per hour; Trustee Murphy seconded and the motion was approved unanimously.

Trustee Weinrich moved approval to hire Mary Mayo as a part-time clerk typist in the Circulation Department to work 12 hours per week at $19.89 per hour; Trustee Murphy seconded and the motion was approved unanimously.
Trustee Murphy moved approval to send a letter to patron Joshua Brinn banning him from the Library for six months due to his behavior; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Weinrich moved approval to send a letter to a Reference Department job applicant explaining the review process; Trustee Nouryan seconded and the motion was approved unanimously.

Library Director Paulo exited the Board meeting at 9:42 p.m.

Trustee Colahan moved approval that the Meeting enter Executive Session to discuss specific personnel issues; Trustee D'Antonio seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 9:42 p.m.

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

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

16. **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:
December 11, 2017