A Regular and Organizational Meeting of the Board of Library Trustees was held at the Library on Monday, December 11, 2017 at 7:30 p.m.

Present:  
J. Randolph Colahan, Chair  
Gloria Weinrich, Vice Chair  
Lola Nouryan, Trustee  
Peter D’Antonio, 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 Murphy.

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

4. **Election of Officers:**  
   Trustee Colahan had recommended the Library Board’s organizational meeting be held at this meeting, as Trustee Nouryan is not able to attend the January meeting.

   Trustee Weinrich moved that Trustee Colahan be Chair of the Board of Library Trustees for calendar year 2018; Trustee Nouryan 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 2018; Trustee D’Antonio 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 2018; Trustee Weinrich seconded and the motion was approved unanimously.

**Appointment of Committees:**  
Upon their consent Trustees Colahan and D’Antonio will serve as Chairs of the Budget Committee.
Upon their consent Trustees Colahan and D’Antonio will serve as Chairs 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 Murphy and D’Antonio 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.

5. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)
Trustee Colahan recognized the following:

John Delany, Garden City resident and Village Board Trustee

6. **Report from Representative of the Village Board:**
Trustee Colahan recognized Village Trustee John Delany. Mr. Delany does not wish to report on anything as his attendance at this meeting is purely as a Garden City resident in support of the Library. Trustee Colahan confirmed that Trustee Delany was not in attendance as a Village liaison.

Trustee Colahan reported that he was asked by residents if the Library Board supports having a Village Trustee liaison as in previous years. Trustee Colahan responded that this Library Board continues to support Village Trustee liaisons such as Silver, Delany and Bolebruch. To confirm, we support having a Village liaison. The Library Board appreciates Trustee Delany’s support.

Trustee Colahan reported that Library Trustee Peter D’Antonio’s term as *At-Large* expires December 31, 2017. Before the Oath of Office could be administered to re-appoint Trustee D’Antonio, the Library Board is awaiting approval from the JCC who in turn provides the Village Board with D’Antonio’s name and then approves his re-appointment.

**Note:** According to the NY State Charter of 1956, Library Board positions expire at the end of the year of their five-year term, opposed to the Village Board’s Charter whose Trustees positions expire at the end of April of their two-year term.
7. **Report from Representative of the Friends:**
Nancy Minett reported that Friends meetings are well attended by their membership and their sponsored programs have been well attended by the public, too. The Friends added a section to the donor's page of their newsletter. There continue to be many books donated every day. The Friends continue to hear great reviews on programming since Director Paulo and Reference Librarian Ann Garnett have taken over. In addition, the Friends received wonderful comments about Sunday programs, Children's, and YA programs. Changes to the museum passes will be mentioned in the next newsletter regarding new passes to the Brooklyn Botanical Garden, the Frick Collection and the New York Transit Museum. The Vanderbilt Museum pass will be discontinued due to low usage.

Director Paulo thanked the Friends for their great support.

Trustee Colahan thanked the interaction between Director Paulo and the Friends over the years and thanked Ms. Minett for the good work she is doing as Friends president; it is a pleasure working with her.

Trustee Colahan asked Ms. Minett to give the Library Board feedback on their possible fundraising campaign of having donors' names on plaques affixed to Library furniture. Ms. Minett will meet with Director Paulo to discuss this further.

8. **Minutes Regular Meeting of the Board of Library Trustees:**
Trustee Murphy moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, November 13, 2017; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Colahan reported that the unapproved October 17, 2017 minutes were requested by Village Treasurer Irene Woo ahead of the Library Board's draft approval. Hence, Director Paulo contacted the Library's legal counsel who explained that the Library has two weeks to supply unapproved minutes upon request. Trustee Colahan reported that going forward we will maintain that schedule.

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

10. **Decision Items:**
10.1 **Financial Reports:**
Trustee D'Antonio moved approval, with the information provided by the Library Director on questions to the financial reports, of the September and October financials; Trustee Murphy seconded and the motion was approved unanimously.

At Trustee Colahan's recommendation, Trustee Murphy moved approval to confirm the policy for the Special Reserve Fund (Capital Reserve Account) that it may only be used for Library capital items, Library materials and for Library interior improvements approved by the Library Board of Trustees. No expenditure may be made without the express approval of the Library Board at a Board Meeting. There are no restrictions on this account other than restrictions placed on it by the Board itself; Trustee D’Antonio seconded and the motion was approved unanimously.
At Trustee Colahan’s recommendation, Trustee Murphy moved approval to accept a new policy - the same as the Special Reserve fund policy - for the Deferred Revenue Account that it may only be used for Library capital items, Library materials and for Library interior improvements approved by the Library Board of Trustees. No expenditure may be made without the express approval of the Library Board at a Board Meeting. There are no restrictions on this account other than restrictions placed on it by the Board itself; Trustee D’Antonio seconded and the motion was approved unanimously.

Note: these policies will be communicated to the Village Treasurer Irene Woo.

10.2 **Abstract of Claim Vouchers to be paid List No. 17-12:**
Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of $220,632.64, List No. 17-12; Trustee Murphy seconded and the motion was approved unanimously.

10.3 **Estate of Ruth Klapper:**
Trustee Colahan reported that the Library has received a Notice of Probate regarding the estate of former Library volunteer Ruth Klapper who recently passed away. Ms. Klapper has bequest $30,000 to the Garden City Public Library. It was agreed that when this generous donation is received, the Library Board would vote on its use in the space reconfiguration after Director Paulo receives the space study from the Whalen Berez Group (WBG). When received, the funds will be added to the Deferred Revenue account.

10.4 **Proposed Revised Circulation Policy for Children’s Launch Pads:**
Trustee Murphy moved approval to accept the recommendation to increase the Children’s Launch Pads loan rules from one to three; Trustee Weinrich seconded and the motion was approved unanimously.

10.5 **Approval of N.Y. State Minimum Wage Increase to $11.00 Per Hour Effective December 31, 2017:**
Trustee Nouryan moved approval to accept and enforce the N.Y. State Minimum Wage increase of $11.00 per hour effective December 31, 2017; Trustee Weinrich seconded and the motion was approved unanimously.

11. **Discussion Items:**
11.1 **Director’s Report:**
Monthly and year-to-date usage of the Library by patrons in all measurable categories was deferred.

Library Director Paulo reported that the Library will not purchase IType books; a thank you letter was mailed to Senator Kemp Hannon regarding the generous additional library funding of $30,000 in bullet aid, which will be added to the Deferred Revenue Account; met with Village Administrator Ralph Suozzi and Public Works Superintendent Joe DiFrancisco to discuss the Library’s indoor air quality report and requested their feedback and recommendations – also discussed was the Director’s “to-do list” for the Library, as requested by the Library Board – included on this list are: Corkrey Electrical Co. will be at the Library tomorrow to install electrical receptors in the Reference Department’s quiet area; sidewalk work was...
accomplished, but additional repairs are needed; met with Trustee D’Antonio
Saturday, December 9, to discuss the budget; donated sculptures will be returned to
the Library space after the electrical work in the Reference Department is completed;
met with Village Auditor Courtney Rosenblatt, at Trustee Colahan’s recommendation
to Ms. Rosenblatt, to discuss components of the budget; Joanne Kastalek went to
Crown Trophy Co. to have a plaque made for the Angelo Bono sculpture – the
sculpture will be hung on the brick wall outside of the Administration Department
after Tom Bona supplies the Library with its two-system hanging brackets; the
schedule for the upcoming village budget meetings has not been announced.

11.2 **Director’s Report Narrative:**

November 2017

- Held a staff meeting on Tuesday, November 14th.
- Attended a Directors’ Meeting at NLS on Wednesday, November 15th.
- Attended the Friends of the Library Meeting on Wednesday, November 15th.
- Attended a Village Department Head Meeting on Wednesday, November 29th.
- Met with Village Administrator Suozzi on Wednesday November 29th.
- Attended the Nassau County Library Association’s Annual Dinner on
  Thursday, November 30th at the Coral House in Baldwin. The Library’s own
  Laura Giunta was sworn in as President and Barbara Grace was sworn in as
  a Director.
- Attended the Nassau Library System’s Annual Meeting at the Nassau Library
  System on Monday, December 4th.
- Attended required safety training at Village Hall on Tuesday, December 5th.

**Building and Grounds**

- Garden City Maintenance Inc. winterized the irrigation system—(11/2)(Library)
- Inter County Mechanical started up the heating system for the season—
  (11/7,11/8)(Village Hall)
- Distinctive Interiors installed the saddles and wall plate molding in the lower
  level hallway—(11/9)(Village Hall)
- Worldwide Security repaired the intercom box at the employee entrance of the
  building—(11/14)(Library)
- The men’s room was closed due to a clogged toilet that overflowed. The
  Village Maintainer was notified in the morning. At that point, there was water
  coming out of the hallway drain. Titan Sewer was contacted and both
  bathrooms were closed. The technician snaked the branch line sewer from
  the deck plate by the kitchenette. The blockage was described as a heavy
  sludge stoppage—(11/17)(Library)
- One of the moveable shelves in the Friends Book Room is not functioning
  properly. Modern Office Systems has been notified and is scheduling a date
  for repair—(11/21)(Library)
- Three tablet (moveable desktop) chairs needed repair. A technician from
  Waldners Furniture Technology installed new tablets on the chairs—(11/29)
  (No charge)
11.3 **Banned Patron Correspondence:**
Trustee D’Antonio moved approval to continue the ban of a certain patron through May 17, 2018; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Colahan recommended that Director Paulo contact the police the next time the patron, who rudely stares at teenage girls, and who have complained to staff, enters the Library in order to acquire his name and then to have a banned letter ready to hand him. In addition, it is recommended that Director Paulo contact the Village Attorney Peter Fishbein to help shape policy for such issues going forward. In the event of an issue with a patron, Trustee Colahan reconfirmed the ongoing policy that Director Paulo alert him and Vice Chair Weinrich and to abide by the current policy until a new policy is approved.

12. **Committee Reports:**
12.1 **Budget Committee:**
Previously discussed.

12.2 **Audit Committee:**
Director Paulo reported than an audit report is not yet available.

12.3 **Building Committee:**
Director Paulo will reschedule her appointment to meet with the Whalen Berez Group (WBG) space planners prior to the January 8, 2018 Library Board meeting. Upon receiving their report, Director Paulo and the Library Board will make their recommendations. Trustee Colahan asked Director Paulo to request the report ahead of the meeting and share with the Library Board ahead of the next Library Board meeting.

Director Paulo reported that Village staff did shovel snow from Saturday’s snowstorm; in the event that the Library is closed due to weekend snowstorms or other issues, staff should report to the GCPD, who will open the Village Hall for employees to work. It is recommended that Director Paulo contact the Village regarding applying sand not salt on the Library pavement.

12.4 **Community Relations Committee:**
Trustee Weinrich reported that the lower level hallway has not been repaired or painted yet, as she was assured per her discussion with Superintendent Joe DiFrancisco that this would be taken care of.

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

13. **Other Business:**
None.

14. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
Trustee Colahan recognized the following:
Barbara Moore, Garden City resident and EPOA member
John Delany, Garden City resident and Village Board Trustee (as a Garden City resident and not as Village Trustee liaison)
Cyril Smith, Garden City resident
Layne Meyer, Garden City resident and GC HS CPOA Sr. Ambassador
Rikki Massand, Garden City News reporter

15. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, January 8, 2018, at 7:30 p.m.

16. **Move into Executive Session:**
Trustee Weinrich 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 8:45 p.m.

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

   The Meeting exited Executive Session at 9:15 p.m.

17. **Adjournment:**
There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 9:15 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
February 12, 2018