A Regular Meeting of the Board of Library Trustees was held at the Library on Monday,
February 12, 2018 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 D’Antonio moved approval of the Agenda; Trustee Weinrich 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 liaisons have not been assigned to certain Village
deptments. In light of this action, Library Director Lisa Paulo meets monthly with
Village Administrator Ralph Suozzi to discuss Library concerns.

6. **Report from Representative of the Friends:**
   Friends President Nancy Minett reported that she recently met with Library Director
   Paulo, book sales are going well and the Friends are expanding the dates for the next
   book sale.

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, December 11, 2017; Trustee D’Antonio seconded and
   the motion was approved unanimously.

   Note: there are no minutes for the January 8, 2018 meeting due to lack of a quorum.
8. **Correspondence:**
Staff meeting reports were discussed.

9. **Decision Items:**
   9.1 **Financial Reports:**
   Trustee D’Antonio moved approval of the November and December financials and the preliminary January financials; Trustee Nouryan seconded and the motion was approved unanimously.

   9.2 **Abstract of Claim Vouchers to be paid List No. 18-01 and 18-02:**
   Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid for January List No. 18-01 and for February in the amount of $182,377.21 List No.18-02; Trustee Nouryan seconded and the motion was approved unanimously.

   Note: Trustee Colahan reported that a correction must be made to the memo “Special Reserve Fund” (Capital Reserve Account) that these donations are not from the Friends of the Library but from benefactors.

   9.3 **Transfer $209.00 from Natural Gas to Association Memberships:**
   Trustee Weinrich moved approval to transfer $209.00 from Natural Gas (0L.7410.4510) to Association Memberships (0L.7410.4470); Trustee D’Antonio seconded and the motion was approved unanimously.

   9.4 **Transfer $1,000.00 from Special Projects and $231.00 from Maintenance of Plant to Water:**
   Trustee Weinrich moved approval to transfer $1,000.00 from Special Projects (0L.7410.4640) and $231.00 from Maintenance of Plant (0L.7410.4030) to Water (0L.7410.4500); Trustee D’Antonio seconded and the motion was approved unanimously.

   9.5 **Preliminary FY 2018-2019 Library Operating Budget:**
   Trustee D’Antonio moved approval of the preliminary FY 2018-2019 Library Operating Budget; Trustee Weinrich seconded and the motion was approved unanimously.

   9.6 **Preliminary FY 2018-2019 Library Capital Budget:**
   Trustee D’Antonio moved approval of the preliminary FY 2018-2019 Library Capital Budget with the following changes: Reconfiguration of the Young Adult Department for FY 2018-2019 was deleted completely, Conversion of the Children’s Bathrooms stays in for FY 2018-2019, Security Infrastructure stays in for FY 2020-2021, Technology Upgrade stays in for FY 2018-2019, LED Lighting Project is moved to FY 2022-2023, and the request for $100,000 for air conditioning was deleted completely as this will be handled out of the DPW contingency budget as per Village Administrator Suozzi; Trustee Weinrich seconded and the motion was approved unanimously.

   Director Paulo was instructed to obtain confirmation from Village Treasurer Irene Woo on the above changes.
9.7 **Approval of Final Proposal by the Director and Department Heads for Phase 1 & 2 of the Space Study for the Children's and Young Adult Departments:**
Trustee Colahan made a motion to use the budgeted $1,500.00 on space study renderings for the Children's Department with drawings done to scale indicating lighting, carpeting, furniture, etc.; Trustee Murphy seconded and the motion was approved unanimously.

9.8 **Approval of Amended Policy “Use of Meeting Rooms, Exhibits and Display Space”:**
Trustee Nouryan moved approval to amend the policy “Use of Meeting Rooms, Exhibits, and Display Space”; Trustee Weinrich seconded and the motion was approved unanimously.

9.9 **Approval of Amended Policy “Acceptable Patron Behavior – Code of Conduct”:**
Trustee Murphy moved approval to amend the policy “Acceptable Patron Behavior – Code of Conduct”; Trustee D’Antonio seconded and the motion was approved unanimously.

9.10 **Approval of Revised Wording for the Angelo Bona Sculpture Plaque:**
Deferred for further review.

9.11 **Approval for Archival Cases for the Donated Bibles:**
Deferred for further review.

9.12 **Approval of Hiring Part-time Page Young Adult Department:**
Trustee Weinrich moved approval of hiring Bridget Anderson as a part-time page in the Young Adult Department to work nine hours per week at $11.00 per hour; Trustee D’Antonio seconded and the motion was approved unanimously.

Note: approval was given at the January 8, 2018 Library Board meeting despite the lack of a quorum.

9.13 **Proposed LI Blood Services Blood Drive August 16, 2018 - Busmobile:**
Trustee Murphy moved approval for the Library to host the LI Blood Services blood drive in their busmobile on August 16, 2018; Trustee D’Antonio 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 she met with Gabby Bevil and Layne Meyer the CPOA Junior and Senior Ambassadors regarding future Ambassadors; the loan of down-loadable books is soaring; more patrons are using the Library; the lower level hallway was painted by Village staff; policy was created regarding visitors who annoy patrons; Department of Public Works Superintendent Joe DiFrancisco is the contact person in the event of a building emergency when maintainer Chris
Basile is absent; donated sculptures must be placed on bookshelves in the Reference Department; Library Trustees biographies must be updated for the Library’s website. The follow up work with the Village is: recommendations from the Public Works Department on the Library’s air quality report, electrical work to be done in the Reference Department’s carrel area, continuation of sidewalk repairs, and the Administration hallway to be painted.

Trustee Colahan thanked Trustee Weinrich for expediting the painting of the lower level hallway.

10.2 **Director’s Report Narrative:**  
**January 2018**
- Attended a Kiwanis meeting on Wednesday, January 3, 2018.
- Met with space planning consultant Jim Whalen to discuss the Children’s and YA areas.
- Attended Village Board Meeting on Thursday, January 11th.
- Conducted a staff meeting on Tuesday, January 16th.
- Met with auditor Renee Sumpter to go over audit.
- Met with Village auditor Courtney Rosenblatt to go over 2018-19 budget.
- Met with Ralph Suozzi to go over Capital Budget items.
- Met with Village Treasurer Irene Woo to go over 2018-19 budget.
- Met with representatives from Sterling National Bank. They are interested in doing a program at the Library.
- Attended a Village Department Head Meeting on Wednesday, January 31st.

**Building and Grounds**
- Upon arrival, the Library Monitor heard the gas sensor alarm sounding in the building. Since there was no odor of gas, he continued to the boiler room to determine the cause of the problem. He also notified GC Fire Dept. who checked the entire building for any gas/CO issues. Everything was deemed clear and the Library opened at 9:30 a.m. Both Worldwide Security System (formerly GC Alarm, who installed the alarm system) and MSA/Vanguard (who installed the gas sensor) were contacted. Worldwide came to the Library to inspect the alarm system and MSA/Vanguard researched our system at their headquarters in PA. In the meantime, the Library Director met with Mr. Suozzi and Mr. DiFrancisco regarding replacement of the gas sensor. Both companies determined that their systems are old and need replacement; they will both submit proposals to replace the systems—1/13, 1/16, 1/25, 1/26)(Village Hall)
- A representative of The Whelan Berez Group measured areas of the Children’s Room for the space renovation(1/17)(Library)
- The Village Maintainer began work in the lower level hallway by installing sheetrock and spackling the walls in preparation for the walls to be painted—(1/31)(Village Hall, Library)

11. **Committee Reports:**
11.1 **Budget Committee:**
Previously discussed.
11.2 **Audit Committee:**
Trustee Colahan reported that the audit report was distributed to the Library Board and the Village auditor will make her presentation at the next Library Board meeting.

11.3 **Building Committee:**
Previously discussed during the preliminary FY 2018-2019 budget review.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that she has been busy with many things.

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

12. **Other Business:**
None.

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

- Jackson Goddard, Garden City resident
- Cyril Smith, Garden City resident

14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, March 12, 2018 at 7:30 p.m.

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

The Meeting entered Executive Session at 8:30 p.m. with Director Paulo.

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 8:50 p.m.

Library Director Paulo exited the Board meeting at 8:50 p.m.

Trustee Colahan 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 9:00 p.m. with the Library Board, Jessica Moeller, Esq. and Christopher Kurtz both of the Labor & Employment Law offices of Bond, Schoeneck & King Attorneys.
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 10:12 p.m.

16. **Adjournment:**
There being no further business to discuss, Trustee Murphy moved approval to adjourn the meeting at 10:12 p.m.; Trustee D'Antonio seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
March 12, 2018