A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, March 12, 2018 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Gloria Weinrich, Vice Chair
Lola Nouryan, Trustee
Charles Murphy, Trustee

Also Present: Lisa Paulo, Library Director
Nancy Minett, Representative of the Friends
Joanne Kastalek, Principal Typist Clerk

Absent: Peter D’Antonio, Trustee – with notice

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 Layne Meyer, Garden City resident and GC HS CPOA Sr. Ambassador.

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

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

Cyril Smith, Garden City resident

5. **Report from Representative of the Village Board:**
There is no report to discuss as the Library does not have a Village Board liaison.

6. **Report from Representative of the Friends:**
Friends President Nancy Minett reported that she will set up an appointment to meet with Library Director Paulo. The newsletter will have a fresher look. Deadlines were given to librarians to submit newsletter items, and the Friends will not be accepting book donations two weeks prior to and two weeks after the May 5 & 6, 2018 book sale. The letter regarding the annual appeal goes out before the newsletter.

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, February 12, 2018; Trustee Nouryan seconded and the motion was approved unanimously.
8. **Correspondence:**
Staff meeting reports and patron comments were discussed.

9. **Executive Session only with Library Trustees and Attorney:**
Trustee Colahan moved approval that the Meeting enter Executive Session only with Library Trustees and Jessica Moeller, Esq. of the Labor & Employment Law offices of Bond, Schoeneck & King Attorneys to discuss personnel issues; Trustee Nouryan seconded and the motion was approved unanimously.

Library Director Paulo, Principal Typist Clerk Joanne Kastalek and audience exited the meeting.

The Meeting entered Executive Session at 7:48 p.m. with the Library Board and Jessica Moeller, Esq.

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

The Meeting exited Executive Session at 8:30 p.m.

Trustee Colahan moved approval that the Meeting re-enter the regular meeting with Director Paulo, Principal Typist Clerk Joanne Kastalek and audience; Trustee Weinrich seconded and the motion was approved unanimously.

The Meeting resumed at 8:31 p.m.

10. **Decision Items:**
10.1 **Financial Reports:**
Trustee Weinrich moved approval of the January financials and the preliminary February financials; Trustee Murphy seconded and the motion was approved unanimously.

10.2 **Abstract of Claim Vouchers to be paid List No. 18-03:**
Trustee Murphy moved approval for Abstract of Claim Vouchers to be paid in the amount of $202,763.58, List No.18-03; Trustee Nouryan seconded and the motion was approved unanimously.

Note: Trustee Colahan reported that a correction must be made to the Book Fund Account that is mentioned in the Reserve Funds memo and the Reserve Funds Information page. It is not a Book Fund Account it is a Chase Bank Business Savings Account that is tied in with the Special Reserve Fund that is in a Chase Bank Commercial Checking Account with interest.

10.3 **Transfer $100.00 from Printing, Postage & Stationery to Auditing:**
Trustee Nouryan moved approval to transfer $100.00 from Printing, Postage & Stationery (0L.7410.4070) to Auditing (0L.7410.4090); Trustee Weinrich seconded and the motion was approved unanimously.
10.4 **Revised Wording for the Angelo Bona Sculpture Plaque:**
Trustee Weinrich moved approval of the revised wording for the Angelo Bona sculpture plaque; Trustee Nouryan seconded.

The vote was:
Colahan – yes
Weinrich – yes
Nouryan – yes
Murphy – no

10.5 **Appraisals of Art Donations:**
Deferred to the next Board meeting.

10.6 **Hiring Part-time Page Children’s Department:**
Trustee Weinrich moved approval of hiring Julie Murphy as a part-time page in the Children’s Department to work nine hours per week at $11.00 per hour; Trustee Murphy seconded and the motion was approved unanimously.

10.7 **Final Proposal by the Director and Department Heads for Phase 1 & 2 of the Space Study for the Children’s and Young Adult Departments:**
Deferred for additional information.

10.8 **Archival Cases for the Donated Bibles:**
Trustee Murphy moved approval to purchase two archival cases for the donated bibles by the Pavia family (Gaylord Archival Crystal Cubes Exhibit Case with UV Acrylic & Humidity Control); 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 discussed.

Director Paulo reported that she is working on the following security measures in the wake of the recent mass shootings: gathering information from other libraries to develop a security policy; test on a monthly basis panic buttons; meet with GC Detective Pedone; recommends GC Police talk to staff on security procedures; researching cost requirements to hire a full-time security guard firm. The Board recommended that Director Paulo research the use of metal detectors. It was recommended by Trustee Colahan that the Capital Budget order additional security cameras through the GC Police Department and be moved up to FY 2018-2019.

Note: Trustee Colahan took over the review of security measures with the GC Police.

Trustee Weinrich moved approval for GC Girl Scouts Elena Severini and Melina Papachristos to put a collection box in the lobby to collect newborn baby clothing for the Spence Chapin adoption agency – this effort helps them to accomplish
Trustee Nouryan moved approval for policy to be developed regarding gifts to staff by patrons not in excess of $75.00 per person; Trustee Weinrich seconded and the motion was approved unanimously.

11.2 **Director’s Report Narrative:**

**February 2018**

- Met with Village Treasurer Irene Woo on Friday, February 2nd.
- Attended a Kiwanis Meeting on Wednesday, February 7th.
- Thursday, February 8th, attended a Village Board Meeting.
- Friday, February 9th, met with Friends President Nancy Minett.
- Attended a Village Hall Dept. Head Meeting on Wednesday, February 21st.
- Attended a Kiwanis Meeting on Wednesday, February 21st.
- Attended a Village Board Meeting on Tuesday, February 27th.
- Attended a Village Hall Dept. Head Meeting on Wednesday, February 28th.

**Building and Grounds**

- An electrician from Corkrey Electric replaced ballasts and bulbs in the Circulation Dept. and the stairwell--(2/7)(Village Hall)
- Workers from the Public Works Dept. painted the hallway in the lower level--(2/5,2/6,2/7)(Library)
- PSEGLI reads the electric meter from outside the building via Wi-Fi with the main meter located in the Electrical Room on the lower level. They are presently unable to get the reading. They need to install a small antenna on the building. The Village Maintainer advised them to contact the Village Building Inspector regarding this project--(2/9,2/13)(Village Hall)
- The Village Maintainer discovered that the lock on one of the bathroom stalls on the lower level was missing. He contacted Tri-County Locksmith who provided us with a new latch--(2/13,2/15,3/2)(Village Hall)
- The fire alarm sounded but there was no indication of a fire in the building. The Librarian-in-Charge called Worldwide Security (GC Alarm). They suggested that it was probably a low battery. That week it occurred again. Worldwide Security came and replaced the batteries--(2/17,2/20)(Library)

12. **Committee Reports:**

12.1 **Budget Committee:**

Discussion of the current 2017-2018 Budget.

Note: Trustee Colahan presented the 2018-2019 Budget on March 15, 2018.

12.2 **Audit Committee:**

Trustee Colahan reported that the auditor’s presentation intended for tonight’s meeting was deferred, and she will be contacted by Director Paulo to attend the next Library Board meeting.
12.3 **Building Committee:**
Trustee Murphy reported that there is debris in the bushes in front of the building, which needs to be cleaned up.

12.4 **Community Relations Committee:**
Trustee Weinrich reported that she and Joanne Kastalek have worked on three sets of policy changes in the last month.

12.5 **Personnel Committee:**
Do not need to move into Executive Session.

13. **Other Business:**
None.

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

Layne Meyer, Garden City resident and GC HS CPOA Sr. Ambassador

The Library Board permitted Layne to submit a proposal to them regarding his request to have a student ambassador hold a prominent position at Library Board meetings. In addition, the Library Board voted approval contingent on the approval of village counsel to establish a non-voting position for the student ambassador. It is the intention of the Board to establish this position by the April Library Board meeting and for Layne Meyer to be the first student ambassador to hold this position. Director Paulo was asked to confirm legal approval.

15. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, April 9, 2018 at 7:30 p.m.

16. **May Move into Executive Session:**
Did not move into Executive Session.

17. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:03 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
April 9, 2018