A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, April 9, 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: Lisa Paulo, Library Director
Nancy Minett, Representative of the Friends
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:**
   Trustee Weinrich led the Pledge of Allegiance.

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

4. **Accept the Resignation of Lisa Paulo, Library Director:**
   Trustee Colahan moved approval to accept the letter of resignation of Lisa Paulo, Library Director. She will remain in her position until the end of this month; Trustee Nouryan seconded and the motion was approved unanimously.

   The Library Board thanked Ms. Paulo for her efforts and wished her all of the best.

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

   Cyril Smith, Garden City resident

6. **Report from Representative of the Village Board:**
   There is no report to discuss, as the Library does not have a Village Board liaison; however, Trustee Colahan reported that he spoke to Village Trustee Delany who mentioned that Trustee Peter D’Antonio’s re-appointment to the Library Board may be on the next Village Board’s meeting agenda.
7. **Report from Representative of the Friends:**
Friends President Nancy Minett reported that she is working on their newsletter. The Friends next meeting is Wednesday, May 16th. To celebrate Library Week, the Friends are hosting a library staff luncheon this Wednesday. The next book sale is May 5 & 6. This year will be a special preview sale only for Friends members on May 3rd from 5:00 to 8:00 p.m. where there will be a silent auction with gift baskets to help bring in extra money. Those wishing to join can become a member at the door of the preview sale starting at $35.00. The Friends will not be accepting book donations from April 15 through May 15. The price of books for sale by well-known authors was increased. Book sales are bringing in steady income.

8. **Minutes:**
8.1 **Minutes Regular Meeting of the Board of Library Trustees:**
Trustee D’Antonio moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, March 12, 2018; Trustee Nouryan seconded and the motion was approved unanimously.

8.2 **Minutes Special Meeting of the Board of Library Trustees:**
Minutes of the Special Meeting of the Board of Library Trustees of March 26, 2018 was deferred to Executive Session.

9. **Correspondence:**
Staff meeting reports and patron comments were discussed.

10. **8:15 the Board Meeting will Move into Executive Session only with Library Board and Village Counsel to Discuss Personnel Matters:**
Deferred until Village Counsel arrives at the meeting.

11. **Decision Items:**
11.1 **Financial Reports:**
Trustee D’Antonio moved approval of the February financials and the preliminary March financials; Trustee Nouryan seconded and the motion was approved unanimously.

11.2 **Abstract of Claim Vouchers to be paid List No. 18-04:**
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $182,193.71, List No.18-04; Trustee Weinrich seconded and the motion was approved unanimously.

11.3 **Transfer $400.00 from Maintenance of Equipment to Maintenance of Plant:**
Trustee Nouryan moved approval to transfer $400.00 from Maintenance of Equipment (0L.7410.4020) to Maintenance of Plant (0L.7410.4030); Trustee D’Antonio seconded and the motion was approved unanimously.

11.4 **Banned Patron Follow-up:**
Trustee D’Antonio moved approval to continue the suspension of banned patron, Joshua Brinn, from use of the Garden City Public Library for one year commencing April 9, 2018 to April 9, 2019. Review of his Library privileges will be discussed at the May 2019 Library Board meeting; Trustee Murphy seconded and the motion was approved unanimously.
Trustee Colahan moved approval continuing the ban of the “ogling” unnamed patron who we have photos of; Trustee Murphy seconded and the motion was approved unanimously.

11.5 **Appraisals of Art Donations:**
Trustee Weinrich moved approval to display the donated artwork in the Library without additional insurance; Trustee D’Antonio seconded.

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

11.6 **Final Proposal by the Director and Department Head for Phase 1 & 2 of the Space Study for the Children’s Department:**
Trustee Murphy reported that he had met with Director Paulo and Jim Whalen of the Whalen Berez Group (WBG) where they reviewed and modified components of the Children’s Dept. space-planning proposal. An updated proposal from WBG will be submitted to the Trustees soon. In addition, suggestions were made for cost effective improvements that can be made in the YA Dept.

Approval for this proposal was deferred until after review of updated information.

11.7 **Fathers’ Day Opening:**
Trustee D’Antonio moved approval not to open Fathers’ Day June 17, 2018, as there is not enough staff scheduled to work that day; Trustee Nouryan seconded.

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

11.8 **Proposed Sunday Opening Calendar September 2018 through June 2019:**
Trustee Weinrich moved approval of the proposed Sunday Opening Calendar September 2018 through June 2019 including the closing for Fathers’ Day, June 16, 2019; Trustee Nouryan seconded and the motion was approved unanimously.

The vote was:
Weinrich – yes
D’Antonio – yes
Nouryan – yes
Colahan – no
Murphy – no
11.9 Proposed Holiday Calendar FY 2018-2019:
Trustee D’Antonio moved approval for the proposed Holiday Calendar FY 2018-2019 including the closing for Fathers’ Day, June 16, 2019; Trustee Weinrich seconded and the motion was approved unanimously.

11.10 Approval of 2017 New York State Annual Report (already submitted to NLS on February 24, 2018):
Trustee Colahan moved approval for the 2017 New York State Annual Report based on amending the following items: “elevator repaired” not “elevator replaced,” Charles Murphy should be Ed.D. not Ph.D., Trustee seat is “not vacant” as Trustee Peter D’Antonio is awaiting re-appointment; Trustee Nouryan seconded.

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

12. Discussion Items:
12.1 Director’s Report:
Monthly and year-to-date usage of the Library by patrons in all measurable categories was discussed.

Director Paulo reported that in her last weeks on the job she will be working on maintenance issues. The Village gave approval for Tri-County Locksmiths to install locks on the six electrical panel doors. Joe DiFrancisco, Superintendent of Dept. of Public Works and Ralph Suozzi, Village Administrator, both suggested having the Administration Dept. painted rather than only the hallway.

12.2 Director’s Report Narrative:
Building and Grounds
- Verizon was notified that one of the phone lines was not working. When the technician arrived, he found the cause to be a defective underground cable. He switched the line and it is now operating properly—(3/3, 3/13) Library
- Accurate Fire Equipment Corp. completed the annual inspection of all 39 fire extinguishers. Any requiring service were immediately taken care of onsite—(3/20)(Village Hall)
- The Village Maintainer requested a proposal from Tri-County Locksmiths for locks to be installed on the electrical boxes within the Library—(3/29)(Village Hall)

12.3 Library Audit Summary FY 2016-2017 from Auditor Renee Sumpter:
The audit summary was handed out at the Board meeting. Deferred for review.
12.4 **Special Seating of Student Ambassadors at Library Board Meetings:**
As per Village counsel Peter Fishbein and according to the New York State Charter, having special seating of student ambassadors at Library Board meetings is not legal under the Library’s State Charter.

13. **Committee Reports:**

13.1 **Budget Committee:**
Trustee Colahan reported that the Village Board of Trustees will vote on the 2018-2019 Budget at its April 12, 2018 organizational meeting, and we anticipate that the capital item for additional security cameras for the Library is included in that budget.

13.2 **Audit Committee:**
Trustee Colahan reported that the audit looks good, as per the report.

13.3 **Building Committee:**
Previously discussed.

13.4 **Community Relations Committee:**
Trustee Weinrich reported that she and Joanne Kastalek have worked on the policy “Employee Gifts,” which will be sent to Village Attorney Peter Fishbein for his review; upon receiving his response, it will be added to the next Library Board meeting agenda for approval. The next policy to work on is security measures.

Trustee Colahan recommended that included in the security policy should be “all doors on the lower level must be locked when not in use.”

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

14. **Other Business:**
None.

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

Cyril Smith, Garden City resident

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

10. **The Board will Move into Executive Session only with the Library Board and Village Counsel to Discuss Personnel Matters:**
Trustee Colahan moved approval that the Meeting enter Executive Session only with Library Trustees, Christopher Kurtz, Esq. and Jacqueline Smith, Esq. both 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, Nancy Minett, Principal Typist Clerk Joanne Kastalek and audience exited the meeting.

The Meeting entered Executive Session at 8:20 p.m. with the Library Board, Christopher Kurtz, Esq. and Jacqueline Smith, 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 9:00 p.m.

Christopher Kurtz, Esq. and Jacqueline Smith, Esq. exited the meeting.

17. Move into Executive Session:
Trustee Colahan moved approval that the Meeting enter Executive Session with the Library Board and George Trepp, Library Consultant; Trustee Nouryan seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 9:03 p.m. with the Library Board and Mr. Trepp.

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

Trustee Weinrich moved approval to accept Mr. George Trepp as Library Consultant; Trustee Nouryan seconded and the motion was approved unanimously.

18. Adjournment:
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:45 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,
Joanne Kastalek
Principal Typist Clerk

Approved:
May 14, 2018