A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, May 14, 2018 at 7:30 p.m.

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

Also Present:  
Nancy Minett, Representative of the Friends  
Joanne Kastalek, Principal Typist Clerk  

Absent:  
Charles Murphy, 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 Trustee Nouryan.

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

4. **Oath of Office – Reappointment of Peter D’Antonio, Library Trustee:**  
At the Village of Garden City’s Annual Organizational Meeting of the Board of Trustees held on April 12, 2018, Peter D’Antonio was reappointed to the Board of Library Trustees for a term expiring on December 31, 2022.

J. Randolph Colahan, Library Board Chair, administered the Oath of Office to Peter D’Antonio.  
Chairman Colahan recognized the reappointment of Peter D’Antonio as Library Trustee with a term of office of May 14, 2018 to December 31, 2022.  
Chairman Colahan and Trustees congratulated Trustee D’Antonio on his re-appointment.

5. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)  
None.

6. **Report from Representative of the Village Board:**  
Trustee Colahan reported that as previously explained liaisons have not been assigned to certain Village departments including the Library.
7. **Report from Representative of the Friends:**

Friends President Nancy Minett reported that the book sale on May 5 and 6, along with the special preview for Friends members on May 4, generated sales of $4,213.00, which was more than usual due to the extra preview night and the use of an additional sale room. Six members of the Friends met with Library Consultant George Trepp regarding the Library Director search. The next Friends meeting is Wednesday, May 16, 2018.

8. **Minutes Regular Meeting of the Board of Library Trustees:**

Trustee Weinrich moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, April 9, 2018; Trustee Nouryan seconded and the motion was approved unanimously.

9. **Correspondence:**

Staff meeting reports were discussed.

Trustee Colahan mentioned IT Librarian Joe Agolia is helping out a great deal in the absence of a Library Director. Joe has helped access the Director' emails, and is helping with creating a template for Department Heads to use to enter their programs from now through the end of the year which will be given to the Village in order to provide the Library with room set-ups. Trustee Colahan reached out to Village Trustee John Delany and Village Administrator Ralph Suozzi for their assistance in working out a plan where Village staff would come to the Library early in the morning to perform room set-ups.

Trustee Weinrich moved approval for the Young Adult Librarian Laura Giunta to accept the donation of four hermit crabs to keep in her department for the summer on a trial basis; this is to be revisited by the Library Board in August to review how this project is coming along. In the event the YA Librarian is unable to care for hermit crabs after the trial period, part time Library employee, Chris Buchman, who is a full time science teacher, is willing to take the hermit crabs to his classroom; Trustee Nouryan seconded and the motion was approved unanimously.

10. **Decision Items:**

10.1 **Financial Reports:**

Trustee D'Antonio moved approval of the March financials and April preliminary financials; Trustee Nouryan seconded and the motion was approved unanimously.

10.2 **Abstract of Claim Vouchers to be paid List No. 18-05:**

Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid for May in the amount of $187,096.39 List No. 18-05; Trustee Nouryan seconded and the motion was approved unanimously.

10.3 **Transfer $3,368.00 from Electricity to Maintenance of Plant $1,413.00, Travel and Training $43.00, Public Relations $221.00, Contractual Services $937.00, and Water $754.00:**

Trustee Weinrich moved approval to transfer $3,368.00 from Electricity (OL.7410.4060) to Maintenance of Plant (OL.7410.4030) $1,413.00, Travel and Training (OL.7410.4120) $43.00, Public Relations (OL.7410.4280) $221.00,
Contractual Services (0L.7410.4460) $937.00, and Water (0L.7410.4500) $754.00; Trustee Nouryan seconded and the motion was approved unanimously.

10.4 **Corkrey Electric Proposal for Carrel “Quad” Seating in Quiet Study Area Contingent upon Village Bidding Requirements:** Deferred for bidding the project by the Village.

10.5 **Library Audit Summary Letter for Years Ended May 31, 2017 and 2016:** Deferred for clarification from the Village Auditor Renee Sumpter.

10.6 **NLS ILS & Associated Services Agreement:**
Trustee Nouryan moved approval of the support of the NLS ILS & Associated Services Agreement; Trustee Weinrich seconded and the motion was approved unanimously.

10.7 **Approval of Banned Patron Extension:**
Trustee D’Antonio moved approval of a letter to be written extending the ban of a certain patron for another six months through November 17, 2018; Trustee Nouryan seconded and the motion was approved unanimously.

10.8 **Approval of New Policy “Employee Gifts”:**
Trustee D’Antonio moved approval of the new policy “Employee Gifts,” Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Colahan reported that although approval was just given for the “Employee Gifts” policy, this will be reviewed further with Village Attorney Peter Fishbein.

10.9 **Approval of a Full-time Staff Employee Salary Increase:**
Trustee D’Antonio moved approval of a full-time staff employee salary increase which is hereby fixed consistent with the terms and provisions of the current Agreement between the Incorporated Village of Garden City and Civil Service Employees’ Association, non-supervisory, effective June 1, 2018; Trustee Nouryan seconded and the motion was approved unanimously.

10.10 **Approval of Hiring a Part-time Page Reference Department:**
Trustee Weinrich moved approval of the hiring of a part-time page in the Reference Department; Trustee D'Antonio seconded and the motion was approved unanimously.

10.11 **Approval of Security and Fire Safety Suggestions:**
Trustee Weinrich moved approval for security and fire safety measures suggested by Library Consultant George Trepp to be implemented; Trustee Nouryan seconded and the motion was approved unanimously.

Discussion of other security and fire safety proposals were deferred to Executive Session.
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.

In the absence of a Library Director, Library Consultant George Trepp reported on the following: he submitted a security report to the Library Board, he met with Library staff and Friends members regarding their considerations in hiring a new Library Director and he met with Trustees Weinrich and Nouryan to organize the Library Director search process. Mr. Trepp has had continuous discussions with Trustee Colahan.

Trustee Colahan thanked Joanne Kastalek for taking on much work in the absence of a Library Director.

11.2 **Director’s Report Narrative:**

**April 2018**

**Building and Grounds**

- Garden City Maintenance, Inc. came to turn on the irrigation system. A few hours later, a large puddle was reported in front of the building next to the flagpole. Upon return, the irrigation company found a large elbow pipe was broken and repaired it. Later in the month, the Village Maintainer noticed that the storm drain near the parking lot was filled with water. When GC Maintenance arrived, they discovered a broken head. It appeared that a car had gone over the riser and hit the head. He installed a replacement further away from the riser—(4/7, 4/9, 4/25)

- An electrician from Corkrey Electric replaced burnt out light bulbs and ballasts at the Circulation Desk. Two weeks later the lights suddenly went out in the first few rows of bookshelves across from the Circulation Desk. Corkrey Electric sent an electrician immediately and the repair was done—(4/11, 4/24)

- Upon his arrival, the monitor heard the fire alarm beeping. After a short period it stopped. Because Worldwide Security/GC Alarm received a “trouble” signal, they sent a technician to check on the system. A technician returned 2 days later to change the communications format. The technician explained that GC Alarm is assuming that the fiber optics now being used by Verizon is possibly interfering with our system. This change should solve the problem—(4/14, 4/16)

- County Energy Controls came to perform routine maintenance on the pneumatics system—(4/24)

12. **Committee Reports:**

12.1 **Budget Committee:**

Previously discussed.

12.2 **Audit Committee:**

Previously discussed.
12.3 **Building Committee:**
In Trustee Murphy’s absence, Trustee Colahan reported that the space study is not listed on this Agenda; however, it is deferred for discussion at the next Library Board meeting.

12.4 **Community Relations Committee:**
Trustee Weinrich reported that donated artwork and sculptors have been placed in the Library with thanks to Joanne Kastalek, Eileen Hawkins, Chris Basile and Library Consultant George Trepp. Joanne Kastalek and Trustee Weinrich continue to work on policies. Trustees Weinrich and Nouryan met with George Trepp regarding the new Director search process. Joanne Kastalek, George Trepp and Chris Basile moved the carrel seating in the quiet study area to see which of the Corkrey electrical proposals works best in that space. It has been a busy month helping in the Library.

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

13. **Other Business:**
Trustee Colahan followed up with Friends President Nancy Minett on former Library Director Lisa Paulo’s request, if the Friends have made a decision to help share the cost of purchasing two exhibit cases/tables to house the reproductions of the Gutenberg Bibles. Ms. Minett requested information so she could bring it to her next Board meeting, which is Wednesday, May 16, 2018.

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

Barbara Moore, Garden City resident and president of the EPOA
Cyril Smith, Garden City resident

15. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, June 11, 2018 at 7:30 p.m.

16. **Move Into Executive Session:**
Trustee Colahan moved approval that the Meeting enter Executive Session with the Library Board, Library Consultant George Trepp and Principal Typist Clerk Joanne Kastalek to discuss specific personnel issues; Trustee Weinrich seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 8:36 p.m. with the Library Board, Library Consultant George Trepp and Principal Typist Clerk Joanne Kastalek.

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

The Meeting exited Executive Session at 8:48 p.m.

Principal Typist Clerk Joanne Kastalek exited the Board meeting at 8:48 p.m.
Trustee Colahan moved approval that the Meeting enter Executive Session with the Library Board, Village Attorney Peter Fishbein and Library Consultant George Trepp to discuss specific personnel issues; Trustee Weinrich seconded and the motion was approved unanimously.
The Meeting entered Executive Session at 8:50 p.m. with the Library Board, Village Attorney Peter Fishbein and Library Consultant George Trepp.

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

Village Attorney Peter Fishbein exited the meeting at 9:20 p.m.
The Meeting exited Executive Session at 10:15 p.m.

17. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 10:15 p.m.; Trustee D’Antonio seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
June 11, 2018