A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, June 11, 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: George Trepp, Library Consultant
Joanne Kastalek, Principal Typist Clerk

Absent: Nancy Minett, Representative of the Friends – 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 George Trepp.

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 as previously explained liaisons have not been assigned to certain Village departments.

6. **Report from Representative of the Friends:**
   In President Nancy Minett’s absence, Friends Director Cynthia Bednarz reported that they had a successful book sale using two rooms Saturday and Sunday and Thursday night offering a preview for members; they made over $4,000.00. There will be a pop-up book sale on Saturday, July 14. The Friends will coordinate delivery of books to the pool throughout the summer.

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, May 14, 2018; Trustee D’Antonio seconded and the motion was approved unanimously.
8. **Correspondence:**
Staff meeting reports and patron comment sheets were discussed.

9. **Decision Items:**

9.1 **Financial Reports:**
Trustee D’Antonio moved approval of the April financials; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee D’Antonio reported that we anticipate the finalized Fiscal Year 2017-18 financial reports from the Village sometime in August.

9.2 **Abstract of Claim Vouchers to be paid List No. 18-06:**
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $230,778.95 List No. 18-06; Trustee Nouryan seconded and the motion was approved unanimously.

9.3 **Approval of Appropriation of Friends Revenue for Gutenberg Bible Display Cases:**
Trustee D’Antonio moved approval of the appropriation of Friends revenue for the Gutenberg Bible display cases; Trustee Weinrich seconded and the motion was approved unanimously.

Trustee Colahan thanked the Friends for their support in paying half the cost of the display cases.

9.4 **Approval of Library Audit Summary Letter for Years Ended May 31, 2017 and 2016:**
Trustee D’Antonio moved approval of the approval of the Library audit summary letter for years ended May 31, 2017 and 2016; Trustee Weinrich seconded and the motion was approved unanimously.

9.5 **Approval of Corkrey Electric Proposal for Carrel “Quad” Seating in Quiet Study Area:**
Trustee D’Antonio moved approval of the Corkrey Electric proposal for the carrel “quad” seating in the quiet study area; Trustee Murphy seconded and the motion was approved unanimously.

9.6 **Approval of Revised Summer Loans Policy:**
Trustee Murphy moved approval of the revised summer loans policy; Trustee Weinrich seconded and the motion was approved unanimously.

9.7 **Authorization for IT Librarian Joe Agolia to Sign Renewals for a Database Subscription and Nassau Digital Doorway:**
Trustee Murphy moved approval for IT Librarian Joe Agolia to sign renewals for database subscriptions and Nassau Digital Doorway in the absence of a Library Director; Trustee Weinrich seconded and the motion was approved unanimously.
9.8 **Approval of Proposal from MDA Design Group Evacuation Route Maps:**
Trustee Nouryan moved approval of the proposal from MDA Design Group to create evacuation route maps; Trustee Weinrich seconded.

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

9.9 **MTA Tax Deduction Termination:**
Trustee Weinrich moved approval to contact the Village to terminate the MTA tax deduction from the Library; Trustee Murphy 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.

10.2 **Director’s Report Narrative:**

**Building and Grounds**
- The lights went off on the main floor in the foyer, the YA Dept., and across from the Circulation Desk. Corkrey Electric was contacted and an electrician came immediately. He replaced a circuit breaker—(4/27)
- Inter County Mechanical started up the water tower and turned on the Air Conditioning System—(5/2)
- Ultimate Power installed the 3-way valve in the boiler room—(5/3)
- There was a leak in the Computer Office coming from the ductless unit, which is connected, to the compressor on the roof. The technician found that the evaporation coil in the unit was heavily matted with debris. He cleaned it and also inspected and tested the condensing pump. No other issues were found—(5/31)

10.3 **Update on Employee Gifts Policy:**
Trustee Weinrich moved approval to accept Village Attorney Peter Fishbein’s wording regarding the Employee Gifts policy being in compliance with the Village legal contract that employees of the Village shall not accept gifts that is reasonably equivalent of a cash gift; Trustee Nouryan seconded.

The vote was:
Colahan – yes
Weinrich – yes
D’Antonio – yes
Nouryan – yes
Murphy – no
10.4 **Update on Banned Patron:**
Joanne Kastalek, Principal Typist Clerk, reported that another letter was sent to banned patron Joshua Brinn explaining that he is welcome to attend a scheduled monthly Library Board meeting with one week’s written notification that he plans to attend. This letter must be submitted to the Library’s Administration office.

10.5 **Update on Public Relations of Gutenberg Bibles Display:**
Trustee Murphy moved approval for Trustee Weinrich to host an event dedicating the Gutenberg Bibles when a new Library Director is hired; Trustee Nouryan seconded and the motion was approved unanimously.

10.6 **Update on Security Measures from Library Consultant George Trepp:**
This was deferred to discussion later in the meeting.

10.7 **Update on Children’s Department Renovations (Space Study):**
The Board agreed to postpone further review on the Children’s Department renovations until a new Library Director is hired.

10.8 **Library Attorney William Cullen’s Retirement:**
Deferred a decision to hire a replacement for William Cullen.

11. **Committee Reports:**
11.1 **Budget Committee:**
Previously discussed.

11.2 **Audit Committee:**
Previously discussed.

11.3 **Building Committee:**
Trustee Murphy was assigned the task to look into purchasing more effective public restroom hand dryers.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that she contacted the Village regarding having the Library’s windows washed, artwork hung, and the Administration Department’s hallway painted. All of this work was addressed last year with the Village, but no action has since been taken.

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

Labor Attorneys Christopher Kurtz and Jacqueline Smith entered the meeting at 8:27 p.m.

12. **8:30 p.m. the Board Meeting will Move into Executive Session only with the Library Board, Library Consultant George Trepp and Attorneys Chris Kurtz and Jacqueline Smith to Discuss Personnel Matters**
Trustee Colahan reported that the meeting will move into Executive Session shortly with the two labor attorneys.
13. **Other Business:**
Trustee Colahan reported that the Library received a late request today from a GC Boy Scout who is in the process of conducting an Eagle Scout project which is a used sporting equipment drive that will benefit Big Brothers Big Sisters of LI. He is seeking permission to place a collection box inside the Library for a two-week period. The dates expected are for the last week of June and the first week of July.

Trustee D’Antonio moved approval for the GC Boy Scout to place a collection box inside of the Library for a two-week period; Trustee Murphy seconded and the motion was approved unanimously.

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

Mary Maguire, Garden City resident and Friends Book Worm volunteer

Trustee Colahan reported that clarification needs to be made regarding the employee gift policy. The Library Board agrees that staff may accept food gifts in the likes of cookies and candy, but nothing that is reasonably equivalent of a cash gift.

Trustee Weinrich moved approval for employees that staff of the Garden City Public Library may accept food gifts in the likes of cookies and candy, but nothing that is reasonably equivalent of a cash gift; Trustee Murphy seconded and the motion was approved unanimously.

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

16. **Move into Executive Session:**
Trustee D’Antonio moved approval that the Meeting enter Executive Session to discuss personnel issues; Trustee Murphy seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 8:35 p.m. only with the Library Board, Library Consultant George Trepp, Christopher Kurtz, Esq. and Jacqueline Smith, Esq. both of the Labor & Employment Law offices of Bond, Schoeneck & King Attorneys.

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

The Meeting exited Executive Session at 9:16 p.m.

17. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 10:00 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.
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Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
July 9, 2018