A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, July 9, 2018 at 7:30 p.m.

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

Also Present:  
George Trepp, Library Consultant  
Nancy Minett, Representative of the Friends  
Joanne Kastalek, Principal Typist Clerk

Absent:  
Peter D’Antonio, Trustee – without notice  
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 Jessica Toscano WPOA Senior Ambassador.

3. **Approval of Agenda:**  
Trustee Nouryan 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. **Vote to Confirm Appointment of New Library Director Voted on Previously by Email:**  
Trustee Colahan moved approval to confirm the appointment of the new Library Director, Marianne Malagon, starting July 30, 2018 as voted on previously by email; Trustee Weinrich seconded and the motion was approved unanimously.

   **Vote to Return the Library Director List to Civil Service:**  
Trustee Colahan moved approval to return the Library Director list to Civil Service; Trustee Weinrich seconded and the motion was approved unanimously.

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

   Trustee Colahan asked Gerry Kelly, as president of the WPOA, to make comments on the Village, which he did. Mr. Kelly complimented the work of the Library.
7. **Report from Representative of the Friends:**
   Friends President Nancy Minett reported that their end of year meeting was held June 20, 2018. Their Board voted in a new secretary Rosemary Long. The first pop-up book sale and baked-goods sale is scheduled for Saturday, July 14, 2018 where homemade baked goods will be sold at the book sale by volunteers from the Young Adult Department. Trustee Colahan thanked the Friends for their support in paying half the cost of the Gutenberg Bible display cases. The Bookworms have been coordinating delivery of books to the pool.

Trustee Colahan discussed the request for the Friends to respond to the Johnson & Johnson Family of Companies “Matching Gifts Program.” Ms. Minett reported that Friends’ members have been corresponding with the agency, but there is much paperwork to be filed. Trustee Colahan suggested referring the matter to the Village Attorney if needed. Ms. Minett will follow up on this effort.

8. **Minutes Regular Meeting of the Board of Library Trustees:**
   Trustee Nouryan moved approval of the Minutes, as corrected for the Regular Meeting of the Board of Library Trustees, June 11, 2018; Trustee Weinrich seconded and the motion was approved unanimously.

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

   Trustee Nouryan moved approval of Senator Hannon’s “Back to School Backpacks & Supply Drive” from July 16 to August 31, 2018 – a collection box will be placed in the lobby; Trustee Weinrich seconded and the motion was approved unanimously.

   Trustee Weinrich moved approval for the non-profit organization Family and Children’s Association’s request for the Library to set up a drive to collect toiletry items; Trustee Nouryan seconded and the motion was approved unanimously.

10. **Decision Items:**
   10.1 **Financial Reports:**
   Trustee Colahan reported that at this time we do not have preliminary financial reports for May 2018 as the Village has not finalized entries for Fiscal Year 2017-18; however, we do have preliminary financial reports for June 2018.

   Deferred voting on June financials as information is preliminary; we anticipate the finalized Fiscal Year 2017-18 financial reports from the Village sometime in August.

   10.2 **Abstract of Claim Vouchers to be paid List No. 18-07:**
   Trustee Weinrich moved approval for Abstract of Claim Vouchers to be paid in the amount of $160,000.20 List No. 18-07; Trustee Nouryan seconded and the motion was approved unanimously.

   10.3 **Transfer $14,069.00 from Personal Services – Regular to Maintenance of Plant $1,378.00, Electricity $3,336.00, Printing, Postage & Stationery $37.00, Telephone $800.00, Contractual Services $377.00, Library Materials $141.00 and Part Time Help $8,000.00:**
Trustee Weinrich moved approval to transfer $14,069.00 from Personal Services – Regular (0L.7410.1010) to Maintenance of Plant (0L.7410.4030) $1,378.00, Electricity (0L.7410.4060) $3,336.00, Printing, Postage & Stationery (0L.7410.4070) $37.00, Telephone (0L.7410.4080) $800.00, Contractual Services (0L.7410.4160) $377.00, Library Materials (0L.7410.4270) $141.00 and Part Time Help (0L.7410.1120) $8,000.00; Trustee Nouryan seconded and the motion was approved unanimously.

10.4 **Transfer $568.00 from Personal Services – Overtime to Part Time Help:**
Trustee Weinrich moved approval to transfer $568.00 Personal Services – Overtime (0L.7410.1020) to Part Time Help (0L.7410.1120); Trustee Nouryan seconded and the motion was approved unanimously.

10.5 **Update on NLS ILS & Associated Service Agreement:**
Trustee Nouryan moved approval of the NLS ILS & Associated Service Agreement; Trustee Weinrich seconded and the motion was approved unanimously.

10.6 **Approval of NYLA Membership Renewal:**
Consultant George Trepp provided a brief overview of NYLA Membership.

Trustee Nouryan moved approval of the NYLA Membership Renewal; Trustee Weinrich seconded and the motion was approved unanimously.

10.7 **Bill Bellmer Request LIRR Collection Archives to TS Department:**
Trustee Weinrich moved approval for Bill Bellmer’s request to bring the LIRR collection archives to the Technical Services Department; Trustee Nouryan seconded and the motion was approved unanimously.

10.8 **Approval to Host a Blood Drive January 8, 2019:**
Trustee Nouryan moved approval for the Library to host a blood drive on January 8, 2019 in the large meeting room; Trustee Weinrich seconded and the motion was approved unanimously.

10.9 **Security Measure Recommendations from Library Consultant George Trepp:**
Trustee Colahan moved approval for Library Consultant George Trepp to quantify the security measure recommendations and to have it prepared prior to the Village’s next Board meeting; 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.

11.2 **Director’s Report Narrative:**
Building and Grounds
• At the request of the Village, Donnelly Mechanical Corp. evaluated the entire HVAC system—(6/8, 6/15, 6/18)
• Inter County Mechanical performed routine maintenance on the HVAC system. The technician changed the filters and then checked the operation of all the units—(6/13)
• Donnelly Mechanical found that there is no secondary water pump in the HVAC system. They requested that AVS Pump inspect and provide a proposal for a secondary pump. A proposal has been received at Village Hall. This proposal has been signed—(6/18)

11.3 **May 31, 2017 & 2016 Audited Financial Statements from AVZ Auditors:**
Deferred to the next Board meeting when Trustee D’Antonio can present his report from AVZ Auditors.

11.4 **Update of Narcan Medication Use for Opioid Overdose:**
Trustee Nouryan moved approval for the Library to have on the premises Narcan medication use for opioid overdose; Trustee Weinrich seconded and the motion was approved unanimously.

The Library Board discussed providing training for the staff on administering Narcan medication.

11.5 **Friends and Johnson & Johnson Family of Companies Matching Gifts Program:**
Previously discussed.

12. **Committee Reports:**
12.1 **Budget Committee:**
Trustee Colahan reported that we have not seen the final figures from last year’s budget as of yet.

12.2 **Audit Committee:**
Deferred to the next Board meeting when Trustee D’Antonio can present his report from AVZ Auditors.

12.3 **Building Committee (Building Recommendations for the Village):**
Trustee Colahan reported on a job done well by Library Consultant George Trepp and Joanne Kastalek with both the security and building recommendations for the Village. Trustee Colahan asked that Mr. Trepp quantify the list of these recommendations and present it with a budget.

Trustee Colahan reported that there is trash in the bushes in the front of the Library; Joanne Kastalek to contact Maintainer Chris Basile to request someone from a village department to have the area cleaned.

12.4 **Community Relations Committee:**
Trustee Weinrich reported that she and Joanne Kastalek compiled lists of donated art with photos and descriptions; each list will be framed and displayed in the Reference area where the bulk of the artwork is exhibited. Trustee Weinrich wrote an article and had a picture taken of Marianne Malagon for
submission to GC News announcing her appointment as the new Library Director. Trustee Weinrich will plan a ceremony for some time in September presenting the Gutenberg Bibles and the Angelo Bona sculpture. Trustee Weinrich will write a thank you letter to Senator Kemp Hannon for securing $50,000.00 in bullet aide money for the Library.

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

13. **Other Business:**
None.

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

Cyril Smith, Garden City resident

15. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, August 13, 2018 at 7:30 p.m.

16. **Move into Executive Session:**
Trustee Weinrich 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 9:04 p.m. with the Library Board and Library Consultant George Trepp.

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 9:38 p.m.

17. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:40 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
August 13, 2018