A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, August 13, 2018 at 7:30 p.m.

**Present:**
Gloria Weinrich, Vice Chair
Peter D’Antonio, Trustee
Lola Nouryan, Trustee
Charles Murphy, Trustee

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

**Absent:**
J. Randolph Colahan, Chair – with notice

1. **Call to Order:**
   Trustee Weinrich called the Meeting to order at 7:30 p.m.

2. **Pledge of Allegiance:**
   The Pledge of Allegiance was led by Marianne Malagon, Library Director.

3. **Approval of Agenda:**
   Trustee D’Antonio 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)
   None.

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

6. **Report from Representative of the Friends:**
   Friends President Nancy Minett reported that the Friends newsletter will be out ahead of schedule as librarians submitted their program information early. The Friends are not collecting book donations this month as they are organizing their Book Room and will resume accepting books after the Labor Day holiday.

7. **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, July 9, 2018; Trustee Nouryan seconded and the motion was approved unanimously.
8. **Correspondence:**
Staff meeting reports and patron comment sheets were discussed.

Trustee Weinrich reported that patrons submitted suggestions for additional children’s programs and recommended they be given to Children’s Librarian Barbara Grace for her review. George Trepp will look into the *Rave Panic Button app*, which is a smartphone-based emergency alert system sponsored by the Nassau County Police Department for Nassau County libraries.

9. **Decision Items:**
   9.1 **Financial Reports:**
   Trustee D’Antonio reported that at this time we still *do not* have preliminary financial reports for May, as the Village has not finalized entries for Fiscal Year 2017-18. June financial reports are still preliminary, and we were supplied with July preliminary reports.

   Deferred voting on June and July preliminary financials until after we receive their final reports. The Library anticipates the finalized Fiscal Year 2017-18 financial reports from the Village sometime in the near future.

   9.2 **Abstract of Claim Vouchers to be paid List No. 18-08:**
   Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $222,041.23 List No. 18-08; Trustee Nouryan seconded and the motion was approved unanimously.

   9.3 **Transfer $20,600.00 from Personal Services - Regular to Circulation Control:**
   Trustee D’Antonio moved approval to transfer $20,600.00 from Personal Services - Regular (OL.7410.1010) to Circulation Control (OL.7410.4160); Trustee Weinrich seconded and the motion was approved unanimously.

   9.4 **Approval for Signage “Library is Not Responsible for Personal Property:”**
   Trustee D’Antonio moved approval for a sign to be made “Library is not responsible for personal property” and it will be placed in an unobtrusive location by the front doors; Trustee Nouryan 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.

    Director Malagon reported on the following: she met with Jessica Moeller, Esq. regarding personnel; she met with Village Administrator Suozzi and Superintendent of Public Works Joe DiFrancisco to discuss the Library Trustees’ letter regarding security measures and building needs; attended the final ALIS Executive Board meeting at NLS, where the resolution to complete the dissolution process was approved; she met with Administration staff Joanne Kastalek, Eileen Hawkins and Pat Marson to review the newly created evacuation route maps; she met with staff members; met with Library Consultant George Trepp to discuss various topics; she
worked on implementing staff training for Acquisitions Module; reviewed closing procedures which apply when the security monitors are off from work.

10.2 **Director's Report Narrative:**

**July 2018**

- Met with Jessica Moeller, Esq. of the labor & employment law offices of Bond, Schoeneck & King Attorneys, at the Library on August 1, 2018.
- Attended the ALIS Executive Board meeting at NLS on August 2, 2018.

**Building and Grounds**

- County Energy Controls came to perform routine maintenance on the pneumatics system. –(7/9,7/10)
- Workers from the Dept. of Recreation and Parks reported the sprinkler in front of the Library was malfunctioning. Garden City Maintenance was notified. A valve was replaced. Two weeks later the monitor found a defective head behind the library as well as in front of the library. GC Maintenance replaced wiring, a valve, a rotary head and readjusted heads. –(7/16,7/30)
- Donnelly Mechanical came to review the pneumatics in the HVAC system. They found that the backup pump had seized. They notified ABS Pump Repair who removed the backup pump to rebuild it off-site. The HVAC functions with a primary pump that feeds the system, as well as the backup pump. The AC was working with the primary pump. ABS returned and installed the overhauled pump, checked for leaks and readjusted the alignment. –(7/12,7/16,7/27)

10.3 **Financial Statements Years Ended May 31, 2017 & 2016 from AVZ Auditors:**

Trustee D’Antonio moved approval for the Financial Statements Years Ended May 31, 2017 & 2016 from AVZ Auditors; Trustee Murphy seconded and the motion was approved unanimously.

Please note that approval of the *Summary of Financial Statements for Years Ended May 31, 2017 and 2016* was approved at the Library Board meeting of June 18, 2018.

10.4 **Policy on Acceptable Patron Behavior:**

Trustee Weinrich moved approval for the current policy on acceptable patron behavior to remain as written as per the recommendation of Village Attorney Peter Fishbein; Trustee D’Antonio seconded and the motion was approved unanimously.

10.5 **Gutenberg Bible Security:**

Discussion ensued, led by Library Consultant George Trepp, on alarming the showcases containing the Gutenberg Bible reproduction volumes I & II. Costs and concerns were discussed. It was reported that the showcases are already locked. No further action was taken.
10.6 Narcan Information:
Mr. Trepp discussed the procedures in having the Naloxone (Narcan) overdose prevention kits in the library. The procedure is that the library must register with the NYS Department of Health “Registered Opioid Overdose Prevention Program,” a staff member must be a liaison with the agency, policy and procedures must be developed, staff volunteers trained, inventory of on-site prevention kits must be stored, secured and checked regularly. Director Malagon will inquire with the GC Police Department of the practicality of the Library having Narcan in the building.

10.7 Update on Children’s & YA Department Renovations:
Trustee Murphy discussed that the Children’s & YA Departments' renovation plans were tabled pending a new Library Director. Director Malagon will review the plans to become familiar with the project.

11. Committee Reports:
11.1 Budget Committee:
Previously discussed during the Financial Reports portion of the meeting.

11.2 Audit Committee:
Previously discussed during the Financial Statements Years Ended May 31, 2017 & 2016 from AVZ Auditors portion of the meeting.

11.3 Building Committee (Building Recommendations for the Village):
Previously discussed during the Update on Children’s & YA Renovations portion of the meeting.

11.4 Community Relations Committee:
Trustee Weinrich reported on the following: she and Joanne Kastalek continue to work on the art displays for the Library; she wrote a thank you letter to Senator Hannon for securing bullet aid for the Library; she thanked Director Malagon for introducing The Great American Read campaign sponsored by PBS. Reference Librarians Ann Garnett and Laura Flanagan created an excellent display showcasing many of the books that are on that book list.

11.5 Personnel Committee:
Deferred to Executive Session.

12. Other Business:
Director Malagon discussed NYLA membership renewal, which includes an invitation to Library Trustees to become non-voting members.

13. Public Comments on Library Related Matters: (Limited to Five Minutes Each)
Trustee Weinrich recognized the following:

Cyril Smith, Garden City resident

14. Next Meeting Date:
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, September 17, 2018 at 7:30 p.m.
15. **Move into Executive Session:**
Trustee D'Antonio moved approval that the Meeting enter Executive Session to discuss specific budget and personnel issues; Trustee Weinrich seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 9:20 p.m. with the Library Board, Library Director and Library Consultant George Trepp.

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

The Meeting exited Executive Session at 9:50 p.m.

17. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:50 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
September 17, 2018