A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, September 17, 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: Marianne Malagon, Library Director
George Trepp, Library Consultant
Joanne Kastalek, Principal Typist Clerk

Absent: Nancy Minett, Representative of the Friends

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 George Trepp, Library Consultant.

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’ volunteer Cynthia Bednarz reported that the Friends had a successful summer providing many books to the pool, membership is on par with last year, the next book sale is early November and they will stop collecting book donations 2-3 weeks prior to the book sale, the Friends have many volunteers, and they became involved with donating books to Winthrop Hospital.

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, August 13, 2018; Trustee Nouryan seconded and the motion was approved unanimously.
8. **Correspondence:**
   Staff meeting reports and patron comment sheets were discussed.

   Director Malagon discussed that YA Librarian Laura Giunta is president of the Nassau County Library Association (NCLA) and she attended the Executive Board meeting of the Member Library Directors to discuss the recent changes with Civil Service. The Librarian I and II Exam Unit at Nassau County Civil Service will be closing, due to staff retirements. Therefore, Librarian I and II Exams will now fall under the auspices of NY State Civil Service. NCLA has set a date for a Civil Service Town Hall meeting for their members to discuss their concerns and to provide further information on what this transition to state Civil Service will mean. The Town Hall meeting will take place at the GC Library Tuesday, October 2 at 6-8:00 p.m.

   Trustee Nouryan inquired about a patron’s suggestion regarding having museum passes available for online reservation. Director Malagon will look into a split – to print some museum passes on demand online while other museum passes must be picked up at the library.

   Trustee Weinrich suggested having the complimentary notes regarding the Circulation Department staff and the Children’s Department Librarians copied and put in their files.

   Trustee D’Antonio recommended acknowledging Laura Giunta on the Library’s website regarding her prestigious title as NCLA president.

9. **Decision Items:**
   9.1 **Financial Reports:**
   Trustee D’Antonio reported that Director Malagon should set up an appointment with Village Treasurer Irene Woo to review encumbrances as there are many questions to ask her about this.

   Trustee D’Antonio moved approval – pending any changes in encumbrances – of the June and July financials and deferred approval of the preliminary May and August financials until after we receive their final reports; Trustee Nouryan seconded and the motion was approved unanimously.

   9.2 **Abstract of Claim Vouchers to be paid List No. 18-09:**
   Trustee D’Antonio moved approval for the Library Abstract of Claim Vouchers to be paid in the amount of $155,450.24. List No. 18-09; Trustee Nouryan seconded and the motion was approved unanimously.

   9.3 **GC Fall Festival Street Fair Sponsorship Opportunities:**
   Trustee D’Antonio moved approval for the Library to participate in the GC Fall Festival Street Fair on October 20 by sponsoring a cornstalk at $75.00; Trustee Nouryan seconded and the motion was approved unanimously.

   Trustee Colahan moved approval for the Library to provide a budget of $250 for staff to participate at the GC Fall Festival Street Fair on October 20 by having a table of games and activities; Trustee Weinrich seconded and the motion was approved unanimously.
9.4 **Contract Renewal for Library Services Fernwood Terrace-Stewart Manor Library Funding District:**
Trustee Colahan moved approval of the Contract Renewal for Library Services between Fernwood Terrace-Stewart Manor Library Funding District and the GC Public Library for June 1, 2019 to May 31, 2024 with the same terms as proposed and to provide this contract by December 31, 2018 to the Village of Stewart Manor so it can be placed on their March 18, 2019 ballot; Trustee Weinrich 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 discussed that in the last five weeks, she concentrated on security measures and building needs, becoming familiar with the budget, and understanding various aspects of staffing.

Trustee Colahan made the following recommendations for Director Malagon: to put the space study under Discussion Items on the October Agenda, to look into the Ruth Klapper probate will where the Library was listed to receive $30,000, run by legal counsel regarding investing the Special Reserve Fund of $70,143.83 into a better interest-bearing account.

Trustee Nouryan will go to Chase Bank to have the name changed on the Chase Business Savings Account from Trustee of the Garden City Public Library c/o of Frances Hale to the GC Library Public Library Director.

10.2 **Director’s Report Narrative:**

**August 2018**
- Met with a Baker & Taylor representative on August 15 to initiate training for Technical Services staff for Baker & Taylor ordering with the Sierra Acquisitions Module.
- Met with the MLD Nassau Digital Doorway Advisory Committee on August 24 at Nassau Library System.
- Attended the MLD Executive Board Meeting on September 5 at Nassau Library System.
- Contacted GCPD on August 27 to discuss an incident where a piece of art on display in the library café was vandalized. The incident was brought to the Director’s attention by the artist.
- Met with Trustee D’Antonio to review and discuss the library budget on Sept 7 and 12.
- Spoke to Village Administrator Suozzi on September 7 with regard to security measures and facility needs requested by the Board of Library Trustees in July.
- Called Inspector Doyle to set up meeting as recommended by Village Administrator Suozzi to discuss security measures. This meeting is scheduled for September 17 with Inspector Doyle, Detective Sergeant Grimes.
and Kyle Patac from Intelli-Tec, to be joined by Building Department Superintendent Giovanniello and Senior Civil Engineer Bandini.

- Spoke to GCPD Detective Sergeant Grimes to set up a training session for part-time staff unable to attend the situational awareness training on September 25. This session will be held on October 9. Other staff will be filled in by Marianne and/or Department Heads as soon as possible after these sessions.
- Attended Village Department Heads Meeting on September 12.
- Met with Village Administrator Suozzi and DPW Superintendent Joe DiFrancisco on September 12 following Village Department Heads Meeting. Discussion pertained to progress and funding on requested facility needs. On the same day, Village Administrator Suozzi and DPW Superintendent Joe DiFrancisco came to the library to review the request to reposition the opening of the Reference Desk.

Building and Grounds

- The cleaners reported that the elevator was making a grinding noise and was rattling when going from one floor to the next. The Village Maintainer received permission from Village Hall to contact ThyssenKrupp. He was told a technician would come to the library that day. After a number of days Thyssen still did not come. Otis Elevator was called and the technician found the elevator in need of oil. He added oil and found all operations in working order—(7/30,8/13)
- George Trepp (Library Consultant) met with GC Alarm/Worldwide Security regarding installing alarms on the Gutenberg Bible exhibit cases. They will send a proposal—(8/9)
- GC Alarm/Worldwide Security-Central Station contacted the Chairman of the Library Board at 12:30am. The alarm had sounded at the Library. The police dept. was contacted. They found the building to be secure. The following day GC Alarm informed us that the cause was a problem with a window in the Administration Office. All windows appeared to be secure. GC Alarm came for a scheduled inspection and testing of the Burglar Alarm and the Panic Alarm Buttons. The technician found a loose wire on a window in the Director’s office and secured it. He tested the panic and burglar alarms and found all to be functioning properly—(8/13,8/14,8/28)
- West Holmes Cleaners came to wash the windows, inside and outside the building—(8/23,8/24)
- Upon arrival, it was noted that the air conditioning was not blowing cold air and the water tower was not operating. The only HVAC unit working was in the Computer Office. This unit runs independently. The Village Maintainer contacted Inter-County Mechanical. When ICM arrived, the technician found a faulty wire in the motor and replaced it. The system began to work. The following day there was no cold air coming through the vents on the main level. The Library Director and the Maintainer agreed to call Inter-County Mechanical. It was late in the day and ICM reported that there was a list of clients waiting for service. The Director received the OK from the Village to authorize overtime service if needed. ICM arrived at 6 p.m. and found the circuit breaker that controls the time clocks and humidifier in the Mechanical Room had tripped. He reset it. All units began to function—(8/27,8/28)
• RAD Cleaning Services cleaned the carpets in the Large Meeting Room, Small Meeting Room and the Children’s Storytime Room—(8/29)

10.3 Updates on Security Measures and Facility Needs from Director Malagon and Consultant G. Trepp:
Director Malagon and Consultant Trepp reported on the status of the items listed in letters to Village Administrator Ralph Suozzi dated July 16, 2018 and in subsequent discussions. These letters serve as a checklist for security measures and facility needs, which require attention. Other items have been added by the Library Director, as they arose.

Summary:
The September 17 security walkthrough meeting with Inspector Doyle, Detective Sergeant Grimes, Kyle Patac from Intelli-Tec, Building Department Superintendent Giovannelli and Senior Civil Engineer Bandini was very detailed (over 2 hours) and informative. Discussion included security means in event of various emergency situations. Recent improvements were noted and some changes were recommended for doors and door access, signage.

Intelli-Tec will provide a quote for security cameras and door access controls. Detective Sgt Grimes and NCPD Homeland Security will provide Situational Awareness Training on September 25 and October 9.

Trustee Colahan moved approval to approach the Village, at the request of the Library Trustees, that as a matter of emergency, a gas sensor be replaced, tied into a central monitor and be paid for out of the village funds; the Village to come back to us with a schedule; the Library Board and Director Malagon are available to discuss this further; Trustee Weinrich seconded and the motion was approved unanimously.

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

11.2 Audit Committee:
The Auditor has not contacted the Library as of yet.

11.3 Building Committee (Building Recommendations for the Village):
Trustee Murphy reported on A+ Technologies based in Suffolk County is a state contracted company who installs security cameras worked with NYPD.

11.4 Community Relations Committee:
Trustee Weinrich reported that the art reception held Sunday went well. Rikki Massand, GC News reporter, attended the event and should have photos and a report in Friday’s edition of GC News. Thank you to all of those who helped me organize the event: Joanne Kastalek, Marianne Malagon, Chris Basile and Eileen Hawkins.
11.5 **Personnel Committee:**
Deferred to Executive Session.

12. **Other Business:**
Trustee D’Antonio recommended putting a hygrometer in the showcases containing the Gutenberg Bible reproductions to check on the humidity levels to prevent damage to the pages.

Director Malagon reported that training staff on the use of NARCAN is deferred. In the event of an emergency when calling 911 from a landline, the call will be directed to GCPD, but if the call to 911 is from a cell phone, the call is re-routed to GCPD from the 911 command center.

Director Malagon will follow up on the RAVE emergency use app that Nassau County are beginning to use.

Director Malagon received permission from the Library Trustees for the Library to participate in the *Give Back to Communities* program food pantry drive for Ronald McDonald House beginning October 13 for two weeks and then Senator Kemp Hannon sponsored *Adopt a Battalion* toiletry collection drive to follow the previous drive and ends November 11, Veterans Day.

Director Malagon received permission from the Library Board for YA Librarian Laura Giunta to apply to be selected for the Printz Award committee and, if selected, attend the ALA convention in 2019 in Washington, DC and 2020 in Philadelphia in 2020 and for Director Malagon to attend the NY Library Conference in Rochester, NY this November.

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

Cyril Smith, Garden City resident
Mr. Smith will inquire with the Village Yard staff, if they are able to repair the broken sundial located in front of the library.

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

15. **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 9:49 p.m. with the Library Board, Library Consultant George Trepp and Library Director, Marianne Malagon.

Trustee Murphy moved approval that the Meeting exit Executive Session; Trustee Nouryan seconded and the motion was approved unanimously.
The Meeting exited Executive Session at 10:24 p.m.

16. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 10:24 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek  
Principal Typist Clerk

Approved:
October 15, 2018