A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, October 15, 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: Nancy Minett, Representative of the Friends  
Marianne Malagon, Library Director  
Joanne Kastalek, Principal Typist Clerk

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 Rikki Massand.

3. **Presentation to Senator Hannon:**  
   Deferred for Senator Hannon’s arrival to the meeting.

4. **Approval of Agenda:**  
   Trustee Weinrich moved approval of the Agenda; Trustee D’Antonio seconded and the motion was approved unanimously.

5. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)  
   Garden City News reporter Rikki Massand asked if the Library Board will change the public comments section of the Board agenda, as the Village has recently done. Trustee Colahan reported that we do not intend to change our Agenda.

   Jean René, who is a resident of Hempstead, a University of Wisconsin-Milwaukee library student and a Queens Library System employee, explained that he attended tonight’s Board meeting as a library school assignment and chose to research this library’s homebound service program for patrons.

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

7. **Report from Representative of the Friends:**  
   Friends President Nancy Minett reported that the Friends book sale is November 10 and 11 with a “members” pre-sale November 8. Book donations are suspended from October 21 through November 18 in order to prepare for the sale. The Friends Board
members and Bookworm volunteers attended a luncheon for long-term volunteer Barbara Nothel, as she will soon be moving to Rockville Centre. Friends volunteer Cynthia Bednarz reported that book sales had slowed in September. The monthly topic “How To” did not do as well as cookbooks which are big sellers.

Trustee Colahan thanked G.C. News reporter Rikki Massand for his articles in reporting on the Bible and art presentation/reception that was held at the Library.

8. **Minutes Regular Meeting of the Board of Library Trustees:**
   Trustee Murphy moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, September 17, 2018; Trustee D'Antonio seconded and the motion was approved unanimously.

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

10. **Decision Items:**
    10.1 **Financial Reports:**
        Trustee D'Antonio moved approval of the August *final* financials; Trustee Weinrich seconded and the motion was approved unanimously.

        Note: the May end of fiscal year 2017 preliminary financials are not yet available.

    10.2 **Abstract of Claim Vouchers to be paid List No. 18-10:**
        Trustee D'Antonio moved approval for the Library Abstract of Claim Vouchers to be paid in the amount of $168,453.87 List No. 18-10; Trustee Nouryan seconded and the motion was approved unanimously.

    10.3 **Proposed Schedule of the Board of Library Trustees 2019 Meetings:**
        Trustee Murphy moved approval of the Board of Library Trustees 2019 Meetings; Trustee D'Antonio seconded and the motion was approved unanimously.

    10.4 **Vote on the 2019 NLS ILS Associated Services Budget:**
        Trustee Murphy moved to support the proposed 2019 NLS ILS & Associated Services Budget & Participating Schedule of Fees; 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 was discussed.

        Director Malagon discussed that she has been working on security measures, building needs, staffing and presented two situational awareness training sessions for staff. Ms. Malagon coordinated a security measures site review with GCPD Inspector Doyle, Detective Sergeant Grimes, Kyle Patac from Intelli-Tec and representatives from the Village Building Department.

        Trustee Colahan mentioned that there is no imminent threat to the library and that the Library Director is taking steps to stay above the curve; residents should not be concerned.
Trustee Colahan reported on a patron who was living in his car parked that was parked in a handicapped spot and “booted” in the Library’s parking lot. He commended staff for alerting the Director who then took control of the matter.

11.2 **Director’s Report Narrative:**

**September 2018**

- Attended the Library’s viewing of the Gutenberg Bible reproductions and the Bona sculpture “Reach for Knowledge” at the Library on September 16.
- Coordinated a meeting and site review to plan increased security measures for the Library, with Garden City Police Department’s Inspector Doyle, Detective Sergeant Grimes, Kyle Patac from Intelli-Tec, and joined by Building Department Superintendent Giovannielo and Senior Civil Engineer Bandini. Eileen Hawkins attended and took notes.
- Attended the Board Meeting of the Friends of the Library on September 19.
- Met with Jim Whalen of Whalen Berez Group regarding the Library’s space study and the most recent design plans for the Library Children’s Room on September 19.
- Attended the Village Board meeting on September 20, and on October 4. The Fernwood Terrace-Stewart Manor Library Funding District contract was approved on October 4.
- Training on Situational Awareness was conducted by Officer Ron Atkin Nassau County Police - Division of Homeland Security and Detective Sergeant Grimes of GCPD on September 25. They presented a second staff training session on Situational Awareness on October 9 for some staff that could not attend. Other staff will be briefed as soon as possible after these sessions.
- Attended a Member Library Director meeting on September 26 at NLS.
- Met with Irene Woo and Ralph Suozzi on Wednesday, September 26 at Village Hall.
- Attended NLS’ ILS and Associated Services Budget presentation on September 27.
- Attended the Nassau Legislative Breakfast (hosted by LILRC and NCLA) on September 28. Spoke with Assemblyman Ed Ra to thank him for supporting libraries and an aide to Senator Kemp Hannon to thank the Senator for the library’s recent bullet aid funding.
- Compiled updated information and edited the GC annual report and Library section for the Garden City News Village Guide.
- Recognized a patron in the Library using the Quiet Study Room who had been recently banned by the Syosset Library, and this person’s car parked in a handicapped spot and booted in the parking lot and reported it to GCPD on September 27. Consulted Village attorney, to follow appropriate procedures in the event he needed to be warned, asked to leave, or banned. The car and the patron were seen at the library daily for about two weeks until October 4. It is presumed the patron stopped coming when the car was towed.
• Attended training program: Interviewing for the Interviewer, presented by MLD Continuing Education Committee on October 2 at NLS.
• Attended the NLS Core Collection meeting on October 3.
• NCLA hosted a Civil Service Town Hall meeting on October 2 at Garden City Public Library where recent changes to the procedures for exams and recruitment for Librarians were discussed. I attended this session along with some GCPL staff including Laura Giunta, the NCLA 2018 President, who was a presenter.

Building and Grounds
• The automatic faucets in the Ladies Room on the Lower Level and the Men’s Room on the Top Level were not working. Z&G Plumbing provided a proposal to the Village Hall. The plumber supplied and replaced Zurn sensor faucets in both locations—(9/6,9/26)
• GC Alarm/Worldwide Security came to inspect the Fire Alarm System. The system passed. The technician replaced two batteries that showed signs of leakage—(9/12)
• A technician from County Energy Controls performed routine maintenance on the pneumatics system—(9/12)
• The monitor saw a substance resembling oil on the floor of the Mechanical Room on the lower level. The Village Maintainer suspected that there was a leak in the line used for water treatment in the building. AccuTech was notified. A technician came and cleaned the valve. There have been no additional leaks—(9/12,9/13,9/14)
• A mouse was seen in the café area of the library. The maintainer contacted Arrow Exterminator who provided their service. There have been no additional sightings—(9/14,9/17)
• Gramman Plumbing performed a diagnostic test on the leak in the ceiling of the lower level Men’s Room. A pipe runs from the top level of the building to the lower level. They discovered water by the AC unit on the top level. A leak was also found in the Ladies Room on the main floor. There seems to be a crack in the pipe between the top level and the Men’s Room on the lower level. The Village is preparing a Purchase Order for the repair—(9/14,9/17,9/18,9/28)
• Garden City Maintenance winterized the sprinkler system—(9/22)
• Corkrey Electric began the work required to install power to the carrel area outside the Quiet Study Room—(9/22,9/27)
• Intelli-Tec Security did a walk through the Library with Library Director, Inspector Doyle and Sgt. Grimes to determine the security needs throughout the building—(9/17,9/21)

Senator Hannon entered the meeting at 8:16 p.m.
3. **Presentation to Senator Hannon:**
Trustee Colahan, as well as all of the Trustees, welcomed Senator Hannon and thanked him for attending this meeting. Trustee Colahan acknowledged that the Senator has provided support to the library by securing a large amount of money especially during the nearly seventeen years that Mr. Colahan has been on the Library Board. Library Director Malagon discussed that the library has had a partial renovation over ten years ago. This “bullet aid” funding will expand the potential for renovations to the Children’s and Young Adult Departments. Ms. Malagon also reported that we are exploring a space study to incorporate collaborative spaces, as we aspire to become like other renovated libraries. Trustee Colahan presented Senator Hannon a Certificate of Appreciation, as a token of the Library’s gratitude for his consistent and continued funding support for the library. He added that this aid will advance the efforts of the Administration and staff to enhance our Library spaces and expand our services to the community.

11.3 **AVZ Auditor's Letter of Engagement for the Library’s Audit for Year Ended May 31, 2018:**
Trustee Colahan moved approval for the letter of engagement for the Library’s Audit for the year ended May 31, 2018 under the condition that the Director contact the Board if there are any changes from the previous year’s engagement letter; Trustee Weinrich seconded and the motion was approved unanimously.

11.4 **Update on Space Study:**
Director Malagon reported on her meeting with the Whalen Berez Group, who the previous Director had contacted to conduct a space study of the library. Director Malagon concluded that she would like to explore a more cost effective renovation. Trustee Colahan reported that the Library Board has agreed that the space study is not an immediate priority at this time, as Ms. Malagon has other priorities to work on – namely security measures and staffing. Trustee Colahan expressed that Ms. Malagon has done a great job of grasping everything in a short amount of time.

Trustee Murphy suggested that Director Malagon research the SAM grant that is offered through the state, and if awarded, could help with renovation costs.

12. **Committee Reports:**
12.1 **Budget Committee:**
Trustee Colahan reported that budget items have been previously discussed.

12.2 **Audit Committee:**
Trustee D’Antonio reported that audit items have been previously discussed.

12.3 **Building Committee:**
Trustee Murphy inquired if small plants or bushes will be planted in fronted of the building in place of the old tall bushes that were taken down. Director Malagon reported that this will be done in the springtime.
12.4 **Community Relations Committee:**
Trustee Weinrich reported that she worked on the Library’s contribution to GC News’ *Annual Guide to Garden City* and the certificate for Senator Hannon with Director Malagon and Joanne Kastalek.

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

13. **Other Business:**
Director Malagon reported that she received a request from NLS for “Member Library Support of NLS for 2019 and 2020 – Request for Approval by Member Library Boards.” She explained that it is to make up for decreased state aid.

Trustee D’Antonio moved approval of Member Library Support of NLS for 2019 and 2020; Trustee Nouryan seconded and the motion was approved unanimously.

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

Cyril Smith, Garden City resident
Jean René, Hempstead resident

15. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, November 12, 2018 at 7:30 p.m.

16. **Move into Executive Session:**
Trustee D’Antonio 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 9:10 p.m. with the Library Board and Library Director.

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 9:40 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:
November 12, 2018