A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, November 12, 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
Nancy Minett, Representative of the Friends
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 Trustee Weinrich.

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:**
   Friends President Nancy Minett reported that the Friends book sale of November 10 & 11 and their "members" pre-sale on November 8 were well attended. They made $2900, as well as registering six new members. Friends volunteer Mary Maguire is formatting their next newsletter. The Friends monthly meeting is November 14.

7. **Minutes Regular Meeting of the Board of Library Trustees:**
   Trustee Nouryan moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, October 15, 2018; Trustee Murphy seconded and the motion was approved unanimously.

8. **Correspondence:**
   Staff meeting reports and patron comment sheets were discussed.
The resignation of the part-time Reference Department Librarian, Gail Kitay, will be discussed in Executive Session.

9. Decision Items:

9.1 Library Security – Update Response from the Village on the Library’s Security Proposal:
Trustee Colahan reported on the timeline of the Board’s request for increased security measures at the Library. This was first introduced at the March 15 Village budget meeting where security cameras were discussed as a capital item. The “security infrastructure” capital project was moved up from Fiscal Year 2020/21 to Fiscal Year 2018/19 with the intention to upgrade the Library’s security camera system. Several Village Trustees supported the idea of the funds coming out of the Village budget. As a follow up, security discussions were held with the former Library Director and the Library Board. Subsequently, the Library consultant took over developing a security proposal after the director’s departure. Trustee Colahan reported that he and Trustee Delany have been in correspondence regarding Library security measures, especially the need for full-time, trained security monitors. The Board is awaiting a response from Trustee Delany and the Village Board as to what security measures the village will provide for the Library, and which of those measures will come out of the Village’s budget. On the positive side, Trustee Colahan reported that there are no threats to the Library. The GC Police Department has been very helpful consulting on security measures with Director Malagon.

Director Malagon provided an update on village assistance with Library security measures including work that is pending or in-progress (digital camera system upgrade, door access system enhancements, convex security mirrors purchased), and those items that were completed with Village assistance (GCPD coordinated two sessions of Situational Awareness training conducted by NCPD Division of Homeland Security and GCPD; electrical panel boxes have been locked; lobby door locks checked; a malfunctioning exterior light was repaired; Parks Department has trimmed trees in the back of the building and trimmed bushes in front of the building). She also listed the Library’s efforts to improve security for staff and patrons (Library Administration closed the Library for Situational Awareness training provided for the majority of full and part-time staff; evacuation maps prepared, and drills are being planned).

Trustee Murphy discussed the recent incident reports that Library staff submitted. Director Malagon reported that she wants staff to feel confident and free to contact the GC Police Department when they experience anything that threatens their safety.

9.2 Financial Reports:
Trustee D’Antonio moved approval of the May and September financials final and deferred approval of the preliminary October financials until next month; Trustee Weinrich seconded and the motion was approved unanimously.
9.3 **Abstract of Claim Vouchers to be paid List No. 18-11:**
Trustee D’Antonio moved approval for the Library Abstract of Claim Vouchers to be paid in the amount of $170,794.80 List No. 18-11; Trustee Nouryan seconded and the motion was approved unanimously.

9.4 **Staff Action – CSEA Staff and Confidential Employee Salaries:**
Deferred to Executive Session.

As Senator Hannon has recently lost the Senatorial election, Trustee D’Antonio recommended that Director Malagon inquire about the $125,000 SAM Grant that the Senator secured.

9.5 **Update on AVZ Auditor’s Engagement Letter for Audit Services for Fiscal Year Ended May 31, 2018:**
Trustee Weinrich moved approval to sign the AVZ Auditor’s Engagement letter for audit services for Fiscal Year ended May 31, 2018. This was already approved at the October Board meeting pending a description of the changes from the previous engagement letter. Director Malagon supplied a description of the changes; Trustee Nouryan seconded and the motion was approved unanimously.

9.6 **Sponsor Membership in Kiwanis for Chairman Colahan:**
Trustee Weinrich moved approval to sponsor membership in Kiwanis for Chairman Colahan; Trustee Nouryan seconded and the motion was approved unanimously.

9.7 **STUFH the Bus Collection Drive:**
Trustee Murphy moved approval to have the STUFH the Bus collection drive in the Library. The vote would formalize approval retroactively as the collection drive started last Friday after the Trustees had voted to approve it via email; Trustee Nouryan seconded and the motion was approved unanimously.

9.8 **Proposed Amendment to the Bylaws:**
Trustee D’Antonio moved approval that an amendment be made to the Bylaws, to change the month of the Annual Meeting from January to December (Article 5, Section 2), and also hold the election of officers annually at the December Board Meeting (Article IV, Section 1); Trustee Nouryan seconded and the motion was approved unanimously.

10. **Discussion Items:**
10.1 **Joe Agolia, Computer Systems Librarian, Presentation:**
Deferred to later in the meeting.

10.2 **Director’s Report:**
Deferred to later in the meeting.

10.3 **Director’s Report Narrative:**
Deferred to later in the meeting.
10.4 **Proposed Sexual Harassment Prevention Policy:**
Director Malagon reported that (in accordance with recent NY State legislation and guidance from the NY State Division of Human Rights) the Village has a newly adopted Sexual Harassment Prevention Policy, which went into effect on October 9, 2018. This Village-adopted policy was given to Director Malagon to have it tailored to the Library’s needs. Director Malagon has sent questions regarding wording to Village Attorney Peter Bee’s office for his review and response. Once edited, the Library Board will review this version of the policy for its approval. When approved, the Library will have staff sign a distribution sheet acknowledging that they received a copy of the Library’s policy. Further discussion was deferred until the Village attorney reviews this policy.

Director Malagon also explained that last week the Village supplied each staff member with a copy of the Village-adopted Sexual Harassment Prevention Policy, which they requested that we distribute to staff. The Library has been asked to have staff sign and indicate the date they received a copy of the policy.

Director Malagon further explained that the Village supplied the Library Board members with a copy of the Village-adopted Sexual Harassment Prevention Policy. At tonight’s meeting, Trustees were asked to sign and date the Village’s acknowledgement upon receipt of the policy. All Trustees received a copy of the policy and signed the acknowledgement.

10.5 **Update on Space Study:**
No report.

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

11.2 **Audit Committee:**
Trustee Colahan reported that audit letter has been signed earlier tonight.

11.3 **Building Committee:**
None.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that she wrote a letter to Kevin Ocker, Chairman of the Board of Commissioners of Cultural and Recreational Affairs stating her dissatisfaction of the condition of the lawn in front of the Library. Grass seed was planted, but patrons are cutting across the bare lawn tracking dirt into the Library. She suggested having a barrier put in place. In addition, Mrs. Weinrich was told by Mr. Ocker that the tall bushes on the northwest corner of the building will be removed.

Trustee Weinrich wrote a thank you letter to NYS Senator Kemp Hannon for his advocacy of the Library in securing bullet aid over the years and for his help in the Library’s quest to obtain a SAM Grant of $125,000 from NY State for capital improvements. In addition, Trustee Weinrich wrote what a fine person he is,
especially caring and an honorable human being, and we wish him well in all of his future endeavors; both she and Trustee Colahan signed the letter.

The Reference Department’s program The Great American Read concluded with *To Kill a Mockingbird* as the most liked book. People have contacted Trustee Weinrich with concerns that programs fill up too quickly, which shuts out many patrons. Friends President Nancy Minett offered to look into the Friends paying for additional programs.

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

10.2 **Director’s Report:**
Monthly and year-to-date usage of the Library by patrons in all measurable categories was discussed.

Director Malagon discussed that she has been working on security measures, building needs, staffing needs - due to the resignation of a part-time Librarian, budget needs - particularly the programming and personnel budgets.

10.3 **Director’s Report Narrative:**

**October 2018**

**Staff Relations**
- Accepted resignation letter from Librarian (P/T) Gail Kitay (Reference Department) on October 17, effective November 14.
- Held some group and some one-to-one meetings with each Library department. Topics included scheduling, work assignments, Librarian-in-charge duties and ongoing projects.
- Met with Chris Kurtz, Esq. of Bond, Schoeneck and King regarding personnel matters on October 30.

**Library Building and Security**
- A patron whose car was parked and booted in a handicapped parking spot stopped coming to the Library on October 4. It is presumed the patron stopped coming when the car was towed by Nassau County Police Department.
- Following approval from Village Administrator Suozzi to proceed with the latest camera and door access proposal from Intelli-Tec, met with Inspector Michael Doyle (GCPD) and Kyle Patac (Intelli-Tec) on Oct 26 to review the approved plan.
- Advised on October 25 that Senator Hannon has secured $125,000 for a capital project at the Garden City Library.

**Village Relations**
- Attended the Village of Garden City Board Meetings on October 18 and November 1, and the Village Department Head Meeting on October 24.
- Worked with Trustee Colahan on correspondence to Village Trustee John Delany pertinent to Library Security.
Professional Development and Meetings
- Attended a program, Managing for Customer Service presented by NLS on October 16.
- Attended MLD meeting on October 17.

Building and Grounds
- Donnelly Mechanical came to review the HVAC system. (10/9)
- The plumber from Z&G Plumbing repaired the toilet in the Ladies Room on the Main Level. A new wax ring was installed. (10/15)
- Sentry Alarm did a walk through with the Village Maintainer. They will submit a proposal. They are not able to tie in with the GC Alarm System. (10/17)
- An electrician from Corkrey Electric continued installing power to the carrel area. The job was completed. (10/17,10/31)
- Monitor reported that the front outside door push plate was not operating properly. The Village Maintainer contacted L.I. Automatic Doors who installed new parts. The following day the plate was too difficult to push. The repairman returned and replaced all the parts at no added expense. (10/17,10/18)
- Inter County Mechanical removed and replaced the compressor which is located on the roof of the building. This equipment cools the Computer Office on the Lower Level. When testing it, they found that system would not hold the required pressure because of a leak. They returned and repaired the leak, which was located in the condenser coil piping. They then found that the low ambient fan control was defective. They will follow up for repair at a later date. (10/25,10/29)
- An electrician from Corkrey Electric replaced 6 burnt out bulbs at the Reference Desk and the YA Dept. (10/31)

12. Other Business:
None.

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

Cynthia Bednarz, GC resident and Friends volunteer
Mary Maguire, GC resident and Friends volunteer
Cyril Smith, Garden City resident

10.1 Joe Agolia, Computer Systems Librarian, Presentation:
Trustee Colahan introduced Computer Systems Librarian, Joe Agolia, and thanked him for preparing his presentation tonight and acknowledged Joe as knowledgeable and successful in his work.

Joe Agolia gave his presentation “Computer Support – Where to From Here” which outlined recommendations for technology spending to improve reliability, efficiency, continuity, enhance services and plan for the future.
14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, December 10, 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 9:30 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 10:20 p.m.

Trustee D'Antonio moved approval to accept the CSEA Staff and Confidential Employee Salaries; Trustee Weinrich seconded and the motion was approved unanimously.

16. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 10:21 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
December 10, 2018