A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, December 10, 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.

Trustee Colahan entered the meeting at 7:31 p.m.

2. **Pledge of Allegiance:**  
The Pledge of Allegiance was led by Cynthia Bednarz.

3. **Approval of Agenda:**
Trustee Nouryan moved approval of the Agenda; Trustee Weinrich seconded and the motion was approved unanimously.

4. **Proposed Amendment to the Bylaws:**
Deferred until Trustee D’Antonio arrives at the meeting.

5. **Election of Officers, Appointment of Committees:**
Deferred until trustee D’Antonio arrives at the meeting.

6. **Security Measures Update by GCPD:**
Deferred until Inspector Doyle arrives at the meeting.

7. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each) None.

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

9. **Report from Representative of the Friends:**
Friends President Nancy Minett reported that at their last meeting the Friends Board discussed security issues in the Library. An issue for the Friends is the inability to make
phone calls in their Book Room. The Friends Board voted and approved a donation of up to $700 to pay for a booster to the exiting wireless cellular service.

Trustee Colahan moved approval to accept a donation from the Friends to pay for a booster to the existing wireless cellular service for the Book Room; Trustee Murphy seconded and the motion was approved unanimously.

On behalf of the Library Board, Trustee Colahan thanked the Friends for the donation.

Ms. Minett reported that the draft of the Friends newsletter was reviewed by Children’s, Adult and YA Departments before it went to the printer. It will be sent out to the public on time in late December. A new security measure was established where volunteers will sign in at the Circulation Desk to receive a key to the Book Room and then return it upon exiting the library. The Friends Book Worms were instructed to hand their keys to the Book Room in to Administration.

10. **Minutes:**
   10.1 **Minutes - Special Meeting of the Board of Library Trustees, June 7, 2018:**
   Trustee Weinrich moved approval of the Minutes, as read, for the Special Meeting of the Board of Library Trustees, June 7, 2018; Trustee Nouryan seconded and the motion was approved unanimously.

   10.2 **Minutes - Regular Meeting of the Board of Library Trustees, November 12, 2018:**
   Trustee Weinrich moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, November 12, 2018; Trustee Nouryan seconded and the motion was approved unanimously.

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

   Trustee Weinrich inquired about Ann Garnett’s meeting report of November 2, 2018 “Social Media Engagement for Cultural Institutions” that suggests using a paid service called Meet Edgar at $50 per month which schedules posts to Twitter, Facebook and blogs at regular intervals, avoiding oversaturation. She asked Director Malagon to look into this.

Inspector Doyle and Kyle Patac from Intelli-Tec entered the meeting 8:05 p.m.

6. **Security Measures Update by GCPD:**
   Inspector Doyle prepared a confidential report _Library Security Project_ to update the Board of Library Trustees on the status of the Library’s critical infrastructure security project. Topics specifically discussed were security guard service, the security camera system, modifications to the alarm system and security planters & benches as outlined in a July 16, 2018 letter from the Board of Library Trustees to Village Administrator Ralph Suozzi.

   Trustee D’Antonio entered the meeting at 8:21 p.m.

   Kyle Patac of Intelli-Tech discussed the security camera project, adding additional cameras and new management software to the current security camera system that is in the Library. They will all tie in with the GC Police Department’s security camera system.
Inspector Doyle’s report reiterated the importance of staff training and staff emergency action plans.

At the conclusion of Inspector Doyle’s report, Trustee Colahan thanked him for the time he spent at the meeting and on the thorough research, technical information, and pricing included in tonight’s presentation. This information helped the Trustees and Library Director have a better understanding of the security measures that we have been discussing for some time.

Inspector Doyle and Kyle Patac exited the meeting at 9:08 p.m.

Trustee Colahan expressed his appreciation of the GC Police Department, the Department of Public Works and the Department of Recreation & Parks for enhancing the building and security at the Library. He also referenced the GC News article “Village Actively Enhancing Security at Library.” The Village is moving forward on some security items requested, but has not yet officially responded to the request for security guards and the installation of bollards, planters or benches.

12. **Decision Items:**

Before Decision Items were discussed, a presentation was made to honor Trustee Weinrich on her 15th anniversary as Library Trustee – 12 years having served as Vice Chair. Director Malagon presented Trustee Weinrich with a Certificate of Appreciation for her dedication to the Library over the years. A celebratory cake and flowers were presented to Trustee Weinrich in appreciation of her hard work and devotion.

Trustee Colahan acknowledged the great support Trustee Weinrich has given to the Library.

12.1 **Financial Reports:**
Trustee D’Antonio moved approval of the October financials; Trustee Murphy seconded and the motion was approved unanimously.

12.2 **Abstract of Claim Vouchers to be paid List No. 18-12:**
Trustee D’Antonio moved approval for the Library Abstract of Claim Vouchers to be paid in the amount of $217,271.52 List No. 18-12; Trustee Murphy seconded and the motion was approved unanimously.

12.3 **Approval of N.Y. State Minimum Wage Increase to $12.00 Per Hour Effective December 31, 2018:**
Trustee D’Antonio moved approval to accept and enforce the N.Y. State Minimum Wage Increase of $12.00 per hour effective December 31, 2018; Trustee Murphy seconded and the motion was approved unanimously.

13. **Discussion Items:**

13.1 **Director’s Report:**
Monthly and year-to-date usage of the Library by patrons in various measurable categories was discussed.
13.2 **Director’s Report Narrative:**
**November 1 - December 5**

**Staff Relations**
- Held first meeting of full-time Librarians on November 27, with all in attendance. Topics included Librarian-in-Charge duties, staff schedules and some library budget lines. A follow-up meeting was held on December 4 (five of eight staff attended) to follow-up on the same subjects as well as goals for 2019.
- Discussed personnel matters by telephone call with Chris Kurtz, Esq. on November 20.

**Library Building and Security**
- Worked with Friends of the GC Library Bookworms to collect Book Room keys and arrange for keys to be signed out with ID at the Circulation Desk.
- Garden City Police Department began sending officers patrolling sites in the village to the library most days, beginning in mid-November. They will also sometimes complete reports in their cars in the library parking lot to increase police presence.
- Consultation and site visit with telephone vendor Irv Battleman of DMGT on November 14. Quote for a similar but updated system with paging via speakers added is $11,500.
- Consultation and site visit on November 27 with Joseph Ingegno from World Wide Security (GC Alarm) for windows. There are 13 windows which need to be secured (original quote was for 9). Ingegno recommended we add motion sensors.
- Met with Inspector Michael Doyle (GCPD) and Kyle Patac (Intelli-Tec) on November 29 to discuss additional fobs and start of work on camera system on December 10.

**Village Relations**
- Attended Garden City Village Board Meeting on November 1 and November 15, and Department Head Meetings on November 7 and 29. Met individually with Irene Woo and Darcia Palmer (Treasurer and Asst. Treasurer) and Ralph Suozzi (Village Administrator).
- Communicated frequently with GCPD Inspector Doyle regarding security measures.

**Professional Development, Professional Meetings**
- Attended NYLA conference in Rochester, NY November 8-10.
- Attended the Friends of the Garden City Library meeting on November 14.
- Attended MLD meeting on November 21 and NLS ILS Advisory Council Meeting November 29.

**Building and Grounds**
- The toilet in the Lower Level Ladies Rest Room was continuously flushing. The Village Maintainer checked on it and contacted Z&G Plumbing. The plumber
reported that the flushometer on that toilet should be rebuilt. He will provide a quote. (11/10,11/11,11/14)

- Worldwide Security (GC Alarm) was asked to prepare a quote for a Gas Sensor. The quote was signed by the Superintendent of Public Works. (11/14,11/29)
- The representative of Intelli-Tec met with the Library Director regarding the installation of the new security camera system. The installation will begin in December. (11/28)

13.3 **Banned Patron Follow-up:**
Trustee Colahan confirmed with the Library Board that there appears to be no need to ban the patron any longer.

13.4 **Update on Proposed Sexual Harassment Prevention Policy:**
Deferred to next Library Board meeting as additional time was needed to review recommendations from Village Attorney Peter Fishbein.

13.5 **Update on Space Study:**
Trustee Colahan reported that Director Malagon is working on this project.

14. **Committee Reports:**

14.1 **Budget Committee:**
Deferred to Executive Session.

14.2 **Audit Committee:**
No report.

14.3 **Building Committee:**
Trustee Murphy reported that he is in favor of the security measure to have planters with bollards in front of the building and will look into the costs.

14.4 **Community Relations Committee:**
Trustee Weinrich reported that she attended the WPOA meeting where discussion ensued on security measures and attended the WPOA Board meeting.

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

4. **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.

Note: This was prematurely approved at the November 12 Library Board meeting and re-voted for accuracy.
5. **Election of Officers:**

Trustee Weinrich moved that Trustee Colahan be Chair of the Board of Library Trustees for calendar year 2019; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Colahan moved that Trustee Weinrich be Vice Chair of the Board of Library Trustees for calendar year 2019; Trustee D’Antonio seconded and the motion was approved unanimously.

Trustee Colahan moved that Library Director, Marianne Malagon, be Secretary to the Board of Library Trustees for calendar year 2019; Trustee Murphy seconded and the motion was approved unanimously.

Note - Trustee Colahan reported that at this time there is no nomination to fill Trustee Weinrich’s seat as the library trustee from the West. Trustee Weinrich agreed to remain in service for now and will officially retire from the Library Board when there is a successor in place from the WPOA.

**Appointment of Committees:**

Upon his consent Trustee Colahan appointed Trustee D’Antonio Chair of the Budget Committee.

Upon their consent Trustees Colahan and D’Antonio will serve as Chairs of the Audit Committee.

Upon his consent Trustee Colahan appointed Trustee Murphy Chair of the Building Committee.

Upon her consent Trustee Colahan appointed Trustee Weinrich Chair of the Community Relations Committee.

Upon her consent Trustee Colahan appointed Trustee Nouryan Chair of the Personnel Committee.

Upon her consent Trustee Colahan appointed Trustee Weinrich Chair of the Policy Committee.

Upon their consent Trustee Colahan appointed Trustees D’Antonio and Murphy liaisons to the CBRAC.

The Board voted unanimously to approve the appointments.

Trustee Colahan thanked the Board for their continued support. He remarked that they are a fantastic Board to work with and they bring great insights, ideas and participation.

15. **Other Business:**

None.
16. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
   Trustee Colahan recognized the following:

   Cyril Smith, Garden City resident

17. **Next Meeting Date:**
   The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, January 14, 2019 at 7:30 p.m.

18. **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 9:25 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 10:04 p.m.

19. **Adjournment:**
   There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 10:07 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

   Respectfully submitted,

   Joanne Kastalek
   Principal Typist Clerk

   Approved:
   January 14, 2019