A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, January 14, 2019 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 Colahan called the Meeting to order at 7:30 p.m.

2. **Pledge of Allegiance:**
   The Pledge of Allegiance was led by Gabriella Bevil, CPOA Senior Ambassador.

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 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 have a Board meeting every other month and she had a productive meeting with Director Malagon regarding fundraising.

7. **Minutes Regular Meeting of the Board of Library Trustees:**
   Trustee Weinrich moved approval of the Minutes, as corrected for the Regular Meeting of the Board of Library Trustees, December 10, 2018; Trustee D’Antonio seconded and the motion was approved unanimously.

8. **Correspondence:**
   Staff meeting reports and patron comment sheets were discussed.
Discussion ensued on how often Library closing announcements should be made. It was determined that 30, 15 and 5 minutes before closing and at closing are acceptable times.

Due to limited seating at most popular Friends sponsored programs, Trustee Weinrich suggested charging patrons a minimal fee to attend certain programs. This payment will allow additional programs to be booked thus preventing many disappointed patrons from being shut out. Ms. Minett reported that the Friends have opposing opinions on the topic.

Trustee Weinrich recommended, that on behalf of the Library Board, Director Malagon write a congratulatory letter to the YA Librarian Laura Giunta for being this year’s recipient of the Young Adult Service Division (YASD) Award for Excellence in Programming for the most innovative program of the year entitled “Locked-in-the-Library Halloween Party.”

Recently, a ban, which barred a patron Joshua Brinn from entering the Library, has expired. Trustee Weinrich suggested Director Malagon write a letter to him explaining that he follow the Library’s Standards of Acceptable Behavior. This letter should be left at the Circulation Department and handed to him in the event he returns to the Library.

9. Decision Items:
9.1 Financial Reports:
Trustee D’Antonio moved approval of the November financials; Trustee Murphy seconded and the motion was approved unanimously.

9.2 Abstract of Claim Vouchers to be paid List No. 19-01:
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $179,238.90 List No. 19-01; Trustee Murphy seconded and the motion was approved unanimously.

9.3 Proposed Sexual Harassment Prevention Policy:
Trustee D’Antonio moved approval to follow the Village’s Sexual Harassment Prevention Policy. This policy along with the Village’s Harassment Policy will be posted on the Library’s website. Also posted will be a paragraph stating that the Library is a department of the Village and should someone wish to file a complaint concerning a person or situation at the Library, the complaint should be filed with the Library Director; Trustee Nouryan seconded and the motion was approved unanimously.

9.4 Library Security – Planters & Bollards:
Deferred to be included in discussion of the capital budget.

9.5 Approval to Host a Blood Drive August 13, 2019:
Trustee Weinrich moved approval for the Library to host the Long Island Blood Services blood drive in their busmobile on August 13, 2019; Trustee D’Antonio and the motion was approved unanimously.
9.6 **Membership to G.C. Chamber of Commerce:**
Trustee Weinrich moved approval to sponsor membership for Director Malagon in the G.C. Chamber of Commerce; Trustee Nouryan seconded and the motion was approved unanimously.

9.7 **Sponsor Membership in the Kiwanis Club of G.C. for Chairman Colahan:**
Trustee Weinrich moved approval to sponsor membership for Chairman Colahan in the Kiwanis Club of G.C.; 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 various measurable categories was discussed.

Director Malagon reported that she had several meetings that focused on the budget, attended Village meetings, and attended NLS’ Annual Meeting, which featured speakers from Bond, Schoeneck & King Attorneys on “Public Libraries and Civil Service Law.” Currently, work is in progress for the installation of additional digital security cameras that will be networked to the existing system. In the near future, additional cameras will be installed around the outside perimeter of the building and two license plate reading cameras will be installed in the Library’s parking lot.

10.2 **Director's Report Narrative:**
This report covers the period from December 1 through January 9.

**Library Building and Security**
- Work on the expanded digital camera security system began on December 10.
- Attended Village staff safety training on December 12.

**Budget**
- Discussed various aspects of the budget with Trustees Colahan, D’Antonio and Murphy, Joe Agolia (staff) and Chris Basile (Maintainer), to begin preparations for the 2019-20 Budget. Received Budget templates from Village and working on estimates for remainder of 2018-19 and 2019-20.

**Village Relations**
- Attended Garden City Village Board Meeting on December 6.
- Attended Village Department Head Meeting on January 9. Met separately with Irene Woo (Treasurer), Ralph Suozzi (Village Administrator) and Joe DiFrancisco (Superintendent of Public Works).

**Professional Development, Professional Meetings**
- Attended NLS Annual Meeting on December 12 at Nassau Library System, Uniondale.
- Attended MLD meeting on December 19.
- Attended meeting for jury for Adult Literacy / Workforce Development Grant on December 19 at Nassau Library System, Uniondale.
Building and Grounds
- Intelli-Tec Security Services technicians began the first stage of wiring the building for the installation of the security camera system. Work was done in the Computer Support Office and areas of the Administration Office. (12/10, 12/11, 12/12, 12/13, 12/17)
- At the request of Village Hall, Thyssen Krupp came to inspect the elevator. The Village is considering having the elevator serviced by them. (12/11)

11. Committee Reports:
11.1 Budget Committee:
Trustee D’Antonio discussed the preliminary Operating Budget and Director Malagon discussed the preliminary Capital Budget for Fiscal Year 2019-2020.

11.2 Audit Committee:
Trustee Colahan reported that there is no update at this time with the audit; information should be coming soon.

11.3 Building Committee:
Trustee Colahan reported that there is potential for mud to be tracked into the Library as the grass against the building is not fully grown in.

11.4 Community Relations Committee:
Trustee Weinrich thanked the Board for all the years she has worked with them, as she has just completed her 15th year as Trustee. She mentioned that this is the best Board and best Director she has ever worked with. Thank you to Director Malagon and Joanne Kastalek for having a small 15th Anniversary party in her honor at the previous Board meeting. Trustee Weinrich complimented Trustee Colahan as being a terrific Chairman and does an excellent job keeping Trustees informed on issues. Joanne Kastalek is an asset to this Library as she has helped run the Library in the absence of a Library Director. Rikki Massand did a great story on her life in G.C. News. Trustee Weinrich reported that she is receiving the Albert Nelson Marquis Lifetime Achievement Award by Marquis Who’s Who, which will be published soon.

11.5 Personnel Committee:
Deferred to Executive Session.

12. Other Business:
None.

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

Mary Maguire, Garden City resident

Trustee D’Antonio moved approval to have the Friends of the Library sell the Library’s discarded books; Trustee Nouryan seconded and the motion was approved unanimously.
14. **Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, February 11, 2019 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 8:58 p.m. with the Library Board and Library Director.

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

The Meeting exited Executive Session at 9:56 p.m.

Trustee D'Antonio moved approval to accept the proposed preliminary Operating and Capital Budget for Fiscal Year 2019-2020; Trustee Murphy 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 9:58 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
February 11, 2019