GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
FEBRUARY 11, 2019
7:30 PM
APPROVED MINUTES

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, February 11, 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: Marianne Malagon, Library Director
Joanne Kastalek, Principal Typist Clerk

Absent: Nancy Minett, Representative of the Friends

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 Mary Maguire, Garden City resident and Friends Book Worm volunteer.

3. Approval of Agenda:
   Trustee D’Antonio moved approval of the Agenda; Trustee Murphy seconded and the motion was approved unanimously.

4. Oath of Office – Reappointment of Gloria Weinrich, Vice-Chair:
   J. Randolph Colahan, Library Board Chair, administered the Oath of Office to Gloria Weinrich.

   Chairman Colahan recognized the re-appointment of Gloria Weinrich as Vice-Chair of the Library Board with a term of office of January 1, 2019 until either of January 1, 2023 or a replacement is appointed by the Village, whichever is sooner.

   Chairman Colahan and Trustees congratulated Vice-Chair Weinrich on her re-appointment.

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

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:**
   In President Nancy Minett’s absence, Friends’ volunteer Cynthia Bednarz reported that at the Friends meeting various topics were discussed such as the museum pass program, $1,400 was collected from January book sales, the Friends are selling the Library’s discarded books, the Friends gave $1,000 each to Children’s, Young Adult and Reference Departments for programming, and they are exploring options on charging patrons material fees for programs.

   Director Malagon reported that the security camera system software was installed on the Friends Book Room computer. They can now see live video surveillance of what is happening in the Library. All staff computers have access to the security camera system software.

   Trustee D’Antonio moved approval to ban for six months the patron who allegedly harassed Chad Urschel of Intelli-Tech Security Services. This patron is in violation of the Library’s Acceptable Patron Behavior Policy. Director Malagon was asked to review the security cameras’ analytics to identify this patron; Trustee Murphy seconded and the motion was approved unanimously.

8. **Minutes Regular Meeting of the Board of Library Trustees:**
   Trustee Weinrich moved approval of the Minutes, as read for the Regular Meeting of the Board of Library Trustees, January 14, 2019; Trustee Nouryan seconded and the motion was approved unanimously.

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

   At the suggestion of a patron, Director Malagon will look into putting the CD collection higher on a shelf and the DVD and audio collection near it for easier access.

   Trustee Colahan inquired about the Young Adult Librarian visits to the Middle School and High School. He recommended that Director Malagon review the results, to learn about student engagement during this visits.

   Trustee Colahan recommended posting a sign at the main entrance that book donations can be accepted at the employee entrance.

10. **Decision Items:**
   10.1 **Financial Reports:**
       Deferred as the current financial reports are not available due to Pat Marson being out ill. As soon as reports are prepared, they will be reviewed and shared with Trustees D’Antonio and Colahan first for review and then will be forwarded to the Trustees.

   10.2 **Abstract of Claim Vouchers to be paid List No. 19-02:**
       Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $197,551.13 List No. 19-02; Trustee Murphy seconded and the motion was approved unanimously.
10.3 **Proposed Alternate Date of the April Library Board of Trustees Meeting:**
Trustee D’Antonio moved approval to hold the April Library Board meeting on April 15 as the Village’s Annual Meeting will take place on April 8, which is the same day of the scheduled Library Board meeting; Trustee Murphy seconded and the motion was approved unanimously.

10.4 **Preliminary FY 2018-2019 Library Operating Budget:**
Trustee D’Antonio moved approval for the preliminary FY 2018-2019 Library Operating Budget; Trustee Murphy seconded and the motion was approved unanimously.

10.5 **Preliminary FY 2018-2019 Library Capital Budget:**
Trustee D’Antonio moved approval for the preliminary FY 2018-2019 Library Capital Budget; Trustee Colahan seconded and the motion was approved unanimously.

11. **Discussion Items:**

11.1 **Director’s Report:*
Statistics were not available due to Pat Marson’s absence because of illness.

Director Malagon reported that the Library does not have to pay the MTA tax. The Village had discussed a new roof and a replacement HVAC system for the Library, which will be considered in future fiscal year Capital Plans for the DPW. Intelli-Tech Security Services is nearly finished installing interior security cameras; next, they will install the building’s exterior cameras, parking lot cameras, and wireless access controls on designated doors. Tomorrow, Worldwide Security begins the project of installing gas-monitoring sensors in the boiler room and book room, alarm windows, and install motion sensors.

11.2 **Director’s Report Narrative:**
This report covers the period from January 1 through January 31.

**Library Building and Security**
- Intelli-Tec's Avigilon software went online on January 28, covering existing and new cameras added.

**Library Budget**
- Budget discussion and planning sessions with Trustees Colahan and D’Antonio, and Joe Agolia (staff) as well as Joe DiFrancisco (DPW), Ralph Suozzi (Village Administrator) and Irene Woo (Village Treasurer) to prepare first submissions for the 2019-20 Budget.
- Meeting with Green Asset Solutions to prepare a quote for LED lighting for Budget Capital Plan on January 11.
- Notified by Irene Woo that the CBRAC committee would be reviewing the Library’s budget. Meeting was held on February 7, to be attended by 2 members of CBRAC, with Trustee D’Antonio and the Director.
Community Relations
• Participated in a group meeting of Library Directors from NYS SD 6 at Senator Kevin Thomas’s office on January 10.
• Attended Friends of the GCPL Meeting on January 16.

Village Relations
• Attended Village Department Head Meeting on January 9.
• Attended Garden City Village Board Meeting on January 17.

Professional Development, Professional Meetings
• Attended NLS ILS Advisory Council meeting on January 17.
• Attended MLD meeting on January 23.

Building and Grounds
• Intelli-Tec Security Services continued the installation of the Security Cameras. (1/2)
• Inter County Mechanical performed routine maintenance on the HVAC system. The technician changed the filters. (1/7)
• At the request of the Library Director, RAD Cleaning Service came to prepare two quotes for cleaning the carpets in the public areas as well as the staff areas of the Library. (1/9)
• The Village Maintainer brought in a technician from Arrow Exterminators to inspect the building. The Village requested that all buildings be checked. (1/14)

11.3 Update on Space Study:
Director Malagon reported that she reached out to design planner, Elizabeth Martin, to discuss her vision of the space plan for the Library and reached out to Jim Whalen of Whalen Berez Group to discuss decorative security planters for the front of the building.

11.4 Update on Budget Process:
Trustee D’Antonio discussed his meeting with the CBRAC members Yvonne Varano (WPOA), Shelly Stein (EPOA) and Director Malagon; he believes it was a good meeting. A question was raised, what is the plan if the Village does not give the Library the requested contribution? Trustee Colahan recommended that Director Malagon create a list of suggestions a.k.a. a “disaster plan” with input from the Library Trustees.

Trustee Nouryan suggested a form be given to patrons inviting their feedback on Library programs.

11.5 Publishing News & Events by the Garden City Public Library:
As the Library is independently chartered by NY State, Trustee Colahan recommended that there is no reason to change and that the Library continue to submit press releases to GC News along with GC Life.
12. **Committee Reports:**

12.1 **Budget Committee:**
The preliminary Operating Budget and the preliminary Capital Budget for Fiscal Year 2019-2020 was previously discussed.

12.2 **Audit Committee:**
Trustee Colahan reported that the trustees have not received anything from the auditor at this time. Director Malagon reported that she did receive the preliminary report. She will review the report and share it with the Library Board.

12.3 **Building Committee:**
No report.

12.4 **Community Relations Committee:**
Trustee Weinrich reported that Director Malagon did a marvelous job of reaching out to her, while Trustee Colahan was out of town, concerning the forecasted snowstorm and strategy in the event the Library needed to be closed to the public.

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

13. **Other Business:**
Director Malagon reported that she was approached by staff members of both Senator Kevin Thomas and Town of Hempstead Supervisor Laura Gillen to use the large meeting room to hold community meetings at the Library. Director Malagon was assured that the meetings are not political in nature, but informational resources regarding quality of life issues. The Library Board approved holding the meetings.

Director Malagon reported that a Garden City resident inquired about the Library accepting a monetary donation toward an outdoor memorial in memory of her daughter. Director Malagon will contact this resident with suggestions.

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

Mary Maguire, Garden City resident and Friends Book Worm volunteer
Cyril Smith, Garden City resident

15. **Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, March 11, 2019 at 7:30 p.m.

16. **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 9:14 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 9:46 p.m.

17. **Adjournment:**
There being no further business to discuss, Trustee Weinrich moved approval to adjourn the meeting at 9:56 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
March 11, 2019