A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, March 11, 2019 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
         Gloria Weinrich, Vice Chair
         Lola Nouryan, Trustee
         Charles Murphy, Trustee

Also Present: Nancy Minett, Representative of the Friends
              Marianne Malagon, Library Director
              Joanne Kastalek, Principal Typist Clerk

Absent: Peter D'Antonio, Trustee – with notice

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, GC HS CPOA Senior Ambassador.

   Trustee Colahan reported that Village Auditor Courtney Rosenblatt will be attending the meeting later to discuss the Village’s new payroll service software and its impact on the Library.

3. **Approval of Agenda:**
   Trustee Nouryan 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 to the sooner of December 31, 2023 or appointment of a new Library Trustee by the Western Property Owners Association Board and the Village of Garden City Board of Trustees.

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

   (Note: Vice-Chair Weinrich had taken the Oath of Office at the February 11, 2019 Library Board meeting; however, it did not contain accurate language. The Oath was re-administered tonight with correct language.)
5. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)

Trustee Colahan recognized the following:

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

Note - 11.6 agenda item below:

**Garden City Sesquicentennial:**
Garden City patron, Cyril Smith, discussed the upcoming Centennial of the incorporation of Garden City and the Sesquicentennial of Alexander Turney Stewart's purchase of the land that would become Garden City. He is on the centennial committee and would like the Library to participate in upcoming events. The committee would like to use the gallery space to hang an exhibit, hang banners in the Library and hold children’s and young adult programs. Director Malagon will reach out to staff for their participation and investigate possible uses of space for this purpose.

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 meeting is March 20, she will inform her Board of the date of the Library’s budget presentation, and they are working on a date for Library Week. The Friends are looking for entertainment for their end-of-year celebration, they requested information from staff for the next newsletter, they are reviewing the museum pass program and the upcoming book sale preview is May 1.

8. **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, February 11, 2019; Trustee Murphy seconded and the motion was approved unanimously.

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

Trustee Nouryan responded to suggestions by patrons to have more programs for special needs adults. Director Malagon reported that programs were offered by the Children’s and Young Adult Departments in the past, but they were not well attended. Director Malagon would like to have additional programs for this age group, but there is not enough staff to take on this task. Trustee Colahan would like to offer more programs for adult special needs and asked Director Malagon to look into providing more programs with staff.

Trustee Colahan commented on a meeting report “The Internet is Dark and Full of Terrors.” Can the Library prevent various “alt-right” organizations from using the Library? Some of these groups are known for researching personal information and putting it on the Internet for revenge. Other groups are known for “grooming” – forming a relationship with minors taking advantage of them for sexual purposes. Director
Malagon knows one of the presenters of the program and will inquire if libraries are making policies to address many of the issues arising from any of these groups.

10. **Decision Items:**

10.1 **Financial Reports:**
Trustee Colahan moved approval for the final December 2018 and final January 2019 financials contingent upon the understanding that Trustee D’Antonio reviews them and, if not satisfactory, to inform the Board; Trustee Nouryan seconded and the motion was approved unanimously.

10.2 **Abstract of Claim Vouchers to be paid List No. 19-03:**
Trustee Murphy moved approval for Abstract of Claim Vouchers to be paid in the amount of $186,219.07 List No. 19-03; Trustee Nouryan seconded and the motion was approved unanimously.

**Reserve Funds:**
Director Malagon discussed updates to information in the Reserve Funds memo, which were not reflected:

- $5,000 from Ralph Scala as a memorial donation for his wife was removed from the listing of items in the Deferred Revenue Account as it was spent on library materials in 2017;
- $50,000 bullet aid from Senator Kemp Hannon in 2018 was added to the Special Reserve Fund and $30,000 from Ruth Klapper’s will was put in a pending category. It was also noted that all three accounts (Special Reserve Fund, Deferred Revenue Account, and the Business Savings Account) are all interest-bearing accounts. Trustee Colahan noted that all accounts are interest bearing and asked Director Malagon to look into getting consistent interest rates on all accounts.

Village Auditor Courtney Rosenblatt arrived at the meeting.

10.3 **Preliminary FY 2018-2019 Library Operating Budget – Updated:**
Trustee Colahan moved approval for the updated preliminary FY 2018-2019 Library Operating Budget; Trustee Nouryan seconded and the motion was approved unanimously.

10.4 **Preliminary FY 2018-2019 Library Capital Budget - Updated:**
Trustee Colahan moved approval for the updated preliminary FY 2018-2019 Library Capital Budget; Trustee Nouryan seconded and the motion was approved unanimously.

**Budget Transfer Policy:**
Trustee Colahan moved approval of a Budget Transfer policy; “all changes to the budget are to be approved by the Library Board." This stemmed from AVZ Auditors findings that in an Analytical Review of Expenditures (May 31, 2018), several budget lines showed a difference between Library original budget and final, and did not have matching budget adjustment per Library Board Minutes. Director Malagon informed the auditor that the Village does not require transfers between lines in the same category. However, the auditor suggested that the Board consider a policy pertaining to any budget transfers (after meeting on
3/13/2019, Peter Fishbein, Esq. concurred with this recommendation); Trustee Nouryan seconded and the motion was approved unanimously.

10.5 **Transfer $5,370.00 from Circulation Control to Auditing $170.00, to Payroll Service $3,200.00 and to Book Processing $2,000.00:**
Trustee Colahan moved approval to transfer $5,370.00 from Circulation Control (0L.7410.4160) to Auditing (0L.7410.4090) $170.00, to Payroll Service (0L.7410.4190) $3,200.00, and to Book Processing (0L.7410.4290) $2,000.00; Trustee Murphy seconded and the motion was approved unanimously.

**“ADP Workforce Now” Discussion**
Village Auditor Courtney Rosenblatt discussed the implementation of ADP Workforce Now and various items on the proposed budget. Ms. Rosenblatt explained the software is used in processing payroll and handling human resources information. She discussed automation, increased efficiency and effectiveness and employee transparency. It is a cloud-based solution. Implementation in FY 2018-2019 resulted in a shortfall of $3,200.00 in the Payroll Services line.

Trustee Colahan moved approval for the “ADP Workforce Now” payroll service fee of $3,200.00; Trustee Nouryan 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 in various measurable categories was discussed.

11.2 **Director’s Report Narrative:**
This report covers the period from February 1 through February 28.

**Library Budget**
- Budget revisions were discussed with Irene Woo (Village Treasurer) and Trustees Colahan and D’Antonio in preparation for final submissions for the 2019-20 Budget.
- Met with Trustee D’Antonio, Shelley Stein and Yvonne Varano from CBRAC on February 7.

**Community Relations**
- Participated in a group meeting of Library Directors from NYS Assembly District 19 at Assemblyman Ed Ra’s office on February 15.
- Participated (along with librarians Barbara Grace and Laura Giunta) in NYLA Library Advocacy Day in Albany on February 27. Met with staff members of Senator Thomas and Assemblyman Ra.

**Village Relations**
- Attended Village Department Head Meetings on February 6 and 19.
- Met, along with Trustee D’Antonio with CBRAC on February 7.
- Attended Garden City Village Board Meetings on January 13 and 26.
Professional Development, Professional Meetings
- Attended A Guide to Crafting and Promulgating the Employee Handbook, Part II, on February 1. (Sponsored by LILRC, at Farmingdale Public Library)
- Attended MLD meeting on February 20 at NLS.
- Attended NYLA Advocacy Day preparation session at NLS on February 21.

Building and Grounds
- Intelli-Tec Security Services continued the installation of the Security Cameras. (2/1-2/28)
- The toilet in the Men’s Room on the main level was leaking. The Village Maintainer called Z&G Plumbing but they were not available that day. Gramman Plumbing & Heating was contacted. The plumber found that the wax ring was bad and installed a new rear flush wax ring. (2/1)
- GC Alarm/Worldwide Security installed the Carbon Monoxide System (Gas Sensors). The detectors are located in the Boiler Room and the Book Room on the lower level. They also alarmed additional windows that had never been alarmed prior to this. There was one window that could not be alarmed because of its location in the Periodicals Room. A motion detector was installed at that location. (2/12, 2/19)
- Joe Piersa of the Engineering Dept. came to take pictures of the bathrooms on the main floor for the Renovation Project. (2/14)
- Z & G Plumbing performed the mandatory annual back flow testing. Both devices passed. (2/21)

11.3 Update on Space Study:
Director Malagon reported that she met with design planner Elizabeth Martin today to achieve a better understanding of her space plan designs.

Director Malagon reported that Village engineer, Joe Piersa, came to the Library to discuss the main floor restroom remodel, which was funded in the past. The two middle restrooms will be combined into one larger one, and a changing table will be installed. The Village is getting pricing for it.

11.4 Banned Patron Review:
Trustee Colahan discussed that the one-year ban is up for a patron who had previously violated the Library’s Code of Conduct. He recommended a letter be written to him with the Standards of Acceptable Patron Policy and have it ready to be handed to him in the event he returns to the Library.

11.5 Memorial Gifts:
Trustee Colahan reported that both he and Director Malagon have been approached by two different patrons with a request to have memorials purchased for their loved ones. Director Malagon will contact these patrons to further to gather further information.

11.6 Garden City Sesquicentennial:
Note - see public comments above.
11.7 **Library’s Audited Financial Statements for Years Ended May 31, 2018 and 2017 from AVZ Auditors:**
Previously discussed.

12. **Committee Reports:**

12.1 **Budget Committee:**
Previously discussed.

12.2 **Audit Committee:**
Director Malagon received the Library’s draft audited financial statements from AVZ Auditors. A question was raised regarding the appropriation of revenues from the Friends to purchase the Gutenberg Bible showcase with the transfer amount of $2,050.00 not being noted in the Board minutes of June 11, 2018. This amount was transferred from Gifts and Donations to Library Materials for fiscal year 2017-2018.

Trustee Murphy moved to retroactively approve the appropriation of Friends revenue of $2,050.00 for the Gutenberg Bible display case; Trustee Nouryan seconded and the motion was approved unanimously.

In the Analytical Review of Expenditures (May 31, 2018), several budget lines showed a difference between Library original budget and final, and did not have matching budget adjustment per Library Board Minutes. Marianne and Pat will follow up to ensure the amounts indicated were due to transfers.

AVZ Auditors draft audit report is deferred to the April Board meeting as some questions from the auditor are being reviewed by staff.

Refer to motion under 10.4 above.

12.3 **Building Committee:**
No report.

12.4 **Community Relations Committee:**
Trustee Weinrich reported that Village Trustee Bolebruch called her about aiding the Library during the budget process. With the help of Chairman Colahan, she was instrumental in having Village Auditor Courtney Rosenblatt attend tonight’s Board meeting. Trustee Weinrich discussed styles of security planters for the front of the Library building; she noted that Trustee Bolebruch informed her of bollards that were installed at the back entrance of Panera Bread off Franklin Avenue.

12.5 **Personnel Committee:**
Deferred to Executive Session for further information and costs.

13. **Other Business:**
None.
14. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)  
None.

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

Trustee Colahan noted the Library Board previously voted to change the April meeting to April 15th so not to conflict with the Village Organizational Meeting on April 8th.

16. **Move into Executive Session:**  
Trustee Murphy 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 9:28 p.m. with the Library Board, Library Director and Village Auditor Courtney Rosenblatt.

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

Trustee Colahan moved approval for Principal Typist Clerk (confidential) to receive $3,500.00 in alignment with the CSEA Rank & File staff bonus, as the Library has done in the past; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Colahan moved approval for Principal Account Clerk (confidential) to receive retroactive pay following Supervisor’s contract from June 1, 2015 to May 31, 2018, as the Library has done in the past; Trustee Murphy seconded and the motion was approved unanimously.

Trustee Colahan moved approval for Principal Typist Clerk to receive a 2.25% salary increase June 1, 2019 in alignment with the CSEA Rank & File staff bonus, and Principal Account Clerk to receive 2.00% salary increase June 1, 2019 in alignment with Supervisor’s contract, as the Library has done in the past; Trustee Nouryan seconded and the motion was approved unanimously.

All items are pending Village approval of these amounts in the budget.

The Meeting exited Executive Session at 9:58 p.m.

17. **Adjournment:**  
There being no further business to discuss, Trustee Murphy 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:  
April 15, 2019