A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, April 15, 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
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:**
   Trustee Colahan entered the meeting at 7:31 p.m.

   The Pledge of Allegiance was led by Deborah Kinirons, Librarian from Uniondale Library.

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

4. **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

5. **Report from Representative of the Village Board:**
   Trustee Colahan introduced and welcomed Village Trustee Colleen Foley as the new liaison to the Library. Director Malagon offered to take Trustee Foley on a tour of a Library in the near future.

6. **Report from Representative of the Friends:**
   Deferred until Friends President Nancy Minett arrives at the meeting.

7. **Minutes:**
   7.1 **Minutes Regular Meeting of the Board of Library Trustees March 11, 2019:**
   Trustee Nouryan moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, March 11, 2019; Trustee D’Antonio seconded and the motion was approved unanimously.
7.2 Minutes Special Meeting of the Board of Library Trustees March 26, 2019:
Trustee Nouryan moved approval of the Minutes, as read, for the Special Meeting
of the Board of Library Trustees, March 26, 2019; Trustee D’Antonio seconded
and the motion was approved unanimously.

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

Friends President Nancy Minett entered the meeting at 7:44 p.m.

9. Decision Items:
9.1 Financial Reports:
Trustee Murphy entered the meeting at 7:50 p.m.

Financial reports – February final and March preliminary deferred for additional
information.

9.2 Abstract of Claim Vouchers to be paid List No. 19-04:
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in
the amount of $209,607.47 List No. 19-04; Trustee Nouryan seconded and the
motion was approved unanimously.

9.3 Transfer $100.00 from Other Payouts to Stability:
Trustee Nouryan moved approval to transfer $100.00 from Other Payouts
(OL.7410.1170) to Stability (OL.7410.1030); Trustee D’Antonio seconded and the
motion was approved unanimously.

Cyril Smith exited the meeting at 8:00 p.m.

9.4 Financial Statements Prepared by AVZ Auditors FY Ended 2018 and Related
Transfers:
Trustee Colahan moved approval to amend the wording of the Budget Transfer
Policy that was approved at the March 11, 2019 meeting:

Any changes to the budget must be approved by the Library Board at a regular
Board of Trustees meeting. If a transfer is required in the interim, it may be
approved in advance by the Chair of the Library Board and the Chair of the Budget
Committee, and then formally at the next Board meeting.

This motion was deferred pending the following: Director Malagon is to contact the
auditors regarding a recommended threshold transfer amount, which would
require full Board approval, and inform the Library Board of the advice given.

Trustee D’Antonio moved to approve retroactively transfers from May 2018 [This
was in response to an Analytical Review of Expenditures FY 2017-18 by AVZ
auditors, which found differences in several budget lines between Library original
budget and final, without having an authorization per Library Board minutes.
These administrative transfers (between lines in the same budget category) per
Village policy did not require Board approval. However, after AVZ presented the
draft audited financial statements to the Director, the auditor recommended that
the Board consider a policy pertaining to any budget transfers, and Peter Fishbein, Esq., concurred. This policy was approved by the Board at the March 11, 2019 meeting. Thus to resolve these differences in the audit prior to its approval, retroactive approval was placed on this meeting’s agenda.; Trustee Colahan seconded and the motion was approved unanimously.

Trustee D’Antonio moved approval of the draft Financial Statements provided by AVZ Auditors along with AVZ’s Management Representation letter for Director Malagon’ signature; Trustee Colahan seconded and the motion was approved unanimously.

**Reserve Funds**

Trustee Colahan explained the history of the Library’s Reserve Funds to Trustee Foley. He further explained that they can be used for Capital improvements of the interior of the Library upon approval of the Library Board.

Trustee Colahan recommended that Director Malagon show the Library Board remodeling plans of the main floor restroom. The money for this project was funded in the past Capital Budget. The two middle restrooms will be combined, a changing table will be installed and accessibility improved.

6. **Report from Representative of the Friends:**

President Nancy Minett reported that she met with Director Malagon to discuss training for Friends Book Worm volunteers and Friends Board members regarding the Village’s Sexual Harassment Prevention Policy.

President Minett reported on the following Book Worm rules: only a person on the designated key sign-out list can open up the Book Room for volunteers; the keys will be signed out at the main desk in accordance with the process established by the Library Director; volunteers working in the Book Room must be at least 18 years old; a person on the designated key sign-out list will close and lock the room at the end of a volunteer session after determining that the room is empty and return the key to the front desk.

The next Friends book sale is May 4 & 5 held in the large and small meeting rooms along with a preview book sale for Friends members on Thursday, May 2 at 5:00-7:00 p.m. The next Friends meeting is May 15 and the end of year meeting is June 19 with a performance by the band History of Rock and Roll. The Friends are looking forward to having Wi-Fi and cell phone boosters installed on the lower level of the Library. Director Malagon reported that the money for this project is in the 2019-2020 Capital Plan and the Library should be receiving the money in the near future.

Trustee D’Antonio moved approval to give up to six Book Worm volunteers parking permits due to the long hours they work in the Book Room; Trustee Colahan seconded and the motion was approved unanimously.

9.5 **Approval of 2018 NY State Annual Report:**

Trustee Colahan moved approval of the 2018 NY State Annual Report for items 1-10 only; Trustee Nouryan seconded and the motion was approved unanimously.
Trustee Colahan moved approval to defer the 2018 NY State Annual Report items 11 & 12 for further information; Trustee Nouryan seconded and the motion was approved unanimously. Director Malagon will look into further information on items 11 & 12.

9.7 **Proposed Calendars: Sundays September 2019-June 2020 & Holidays FY 2019-2020:**
Trustee D’Antonio moved approval of the proposed Sunday calendar September 2019 - June 2020 with the omission of Sunday, December 29 to be closed; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee D’Antonio moved approval of the proposed Holiday calendar FY 2019-2020, but to remove from the list the Sunday closings adjacent to the Monday holiday because they were in the list of Sunday closings; Trustee Nouryan seconded and the motion was approved unanimously.

9.8 **Patrons’ Temporary Suspensions Review:**
Trustee Murphy moved approval of a 12-month suspension from the GC Public Library for two temporarily suspended patrons; Trustee D’Antonio seconded and the motion was approved unanimously.

9.9 **Proposed Cornerstone for Library:**
Trustee D’Antonio moved approval of the donation from Mr. Bill Bellmer to move ahead with the purchase of a 6” x 12” cornerstone for the Library building with a date of 1973, as a donation to the Library. Village DPW Superintendent Joseph DiFrancisco informed Mr. Bellmer that the installation could be easily done; Trustee Nouryan seconded and the motion was approved unanimously.

9.10 **Proposed Donation Model Airplane NC-4 (Curtiss Engineering Corp, GC):**
Trustee Murphy moved approval of the Library to accept a donation of a model airplane NC-4 from a collector. The NC-4 was a large US Navy seaplane designed and built at Curtiss Engineering, 71 Clinton Road, and in 1919 completed the first transatlantic crossing. Mr. Cyril Smith proposed this donation, as the airplane represents a part of Garden City’s history role as the “cradle of aviation;” Trustee Colahan 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.

The Trustees told Director Malagon that she did a good job at the budget presentation.

Trustee Colahan recommended that in the Director’s absence, if a situation arises with a disruptive patron, the Librarian-in-charge must contact the police, the Chair or Vice-Chair, if the Chair cannot be contacted, and the Director. After the Director is informed, she or a staff member is to inform all Trustees of the situation.
10.2 **Director’s Report Narrative:**

**Library Board Meetings**
- Attended regular Library Board of Trustees Meeting on March 11. Courtney Rosenblatt presented regarding ADP Workforce Now and remained for Executive Session.
- Attended Special Library Board of Trustees Meeting on March 26.

**Library Budget and Village Budget Work Sessions**
- Attended Garden City Village Budget Session #1 on March 7.
- Updates to the Proposed 2019-20 Budget approved at March 11 Library Board meeting submitted to Irene Woo (Village Treasurer) and (with her corrections) reviewed again with Budget Committee prior to presentation at Budget Work Session on March 21.
- Attended Garden City Village Budget Session #2 on March 12.
- Presented Garden City Village Budget Session #3 on March 21 with Trustee D’Antonio. Questions from the Village Trustees were addressed by me, Trustee D’Antonio and Trustee Colahan. Trustees Nouryan and Weinrich were also present (as well as 3 library staff and President and 3 members of the Friends).
- Attended Garden City Village Budget Session #4 on March 27. Answered additional questions from the Village Trustees. Trustees Nouryan and Weinrich were present during the session.

**Village Relations**
- Attended Village Department Head Meeting on March 6.
- Attended Garden City Village Board Meetings on March 14, and 28.

**Community Relations**
- Attended Friends of Library Meeting on March 20.

**Library Building**
- Responded to call from GC Alarm that Fire Alarm (and later burglar alarm) sounded at Library before opening on March 31. A heater in an exterior maintenance shed within library building with burned out motor was smoking. There was no damage except to the door. Library opened on time, and matter will be followed up with DPW.

**Professional Development, Professional Meetings**
- Attended MLD Nassau Digital Doorway Committee meeting March 19 at NLS.
- Attended MLD meeting on March 20 at NLS.

**Building and Grounds**
- The Alarm box was beeping continuously and showing the statement “dirty alarm.” A technician from GC Alarm/Worldwide Security came. He located the alarm above the Circulation Desk and cleaned it—(3/1,3/4)
- Inter County Mechanical performed routine maintenance on the HVAC system, which included changing the air filters, greasing bearings, checking the motor belts and electrical connections. ICM was called in again later in the month when there was cold air blowing on the second floor. The technician found that the heat timer on the Boiler Control Sensor was not accurate and the radiant
pump was very noisy. He suggested the problem was the pneumatics. County Energy Controls came to check on the pneumatics. The technician replaced a bad thermostat on the main level in the north zone. He found a problem with the AC1 Hot Deck thermostat, which he replaced and calibrated. The boiler hot water pressure control was not functioning on the second floor. He added water manually and told the Maintainer to contact Inter County Mechanical for repair. ICM sent a supervisor technician who found that the regulator, which controls the pressure, was not working. He also noted that the circulator is not working correctly—(3/6,3/25,3/27,4/1)

- Fire Prevention Officers inspected the building. No code violations were reported—(3/7)
- Accurate Fire Extinguishers came to check all the extinguishers. He corrected any that required repair—(3/13)
- Corkrey Electric came to replace burnt out bulbs with LED lighting. This was done in the last row of the stacks. The electrician returned to install a LED bulb in the Children’s Room by the front window—(3/25,3/27)
- Intelli-Tec Security Services continued the installation of security devices throughout the month.

10.3 **Fernwood Terrace-Stewart Manor Library Funding District Renewal:**
Trustee Colahan reported that the voters of Fernwood Terrace-Stewart Manor Library Funding District approved the contract renewal with the GC Public Library District for the period June 1, 2019-May 31, 2024. The terms and conditions of the new agreement are the same. The Fernwood Terrace-Stewart Manor Library Funding district will pay the Library for library services an annual fee of $27,870.00 beginning June 2019. They shall make the annual payments in single annual installments during the month of June each year: 2019, 2020, 2021, 2022 and 2023.

Deborah Kinirons exited the meeting at 9:01 p.m.

9.6 **FY 2019-2020 Library Operating Budget - Updated:**
Trustee D’Antonio agreed with Director Malagon that the Village should correct the amount of a one-time contribution for staff increase and the revised projected 2019-2020 Library Operating Budget, so that confidential staffs’ salary increases are in the ongoing Village contribution.

Mary Maguire exited the meeting at 9:04 p.m.

Trustee D’Antonio moved that the Board approve this budget pending this revision by Village Auditor Irene Woo; Trustee Nouryan seconded and the motion was approved unanimously.

Nancy Minett and Cynthia Bednarz exited the meeting at 9:05 p.m.

10.4 **Procurement:**
Director Malagon discussed the Village Procurement Policy and how it affects the Library’s hiring of security guards and a replacement phone system. Director Malagon is to obtain additional information on both items. The topic of “procurement” will be placed on the May Library Board meeting Agenda for further discussion.
10.5 **Update on Space Study:**
Director Malagon reported on the Children’s and YA Department renovations. Ms. Malagon will work on getting proposals for updated technology, prices for a play-friendly area, and to update the renovations plans that are now several years old. Director Malagon will send photos of the Children’s Department to Trustee Murphy. When the updated plans are available, Director Malagon is to show them to the Library Board.

10.6 **Memorial Gifts:**
Director Malagon is to create a wish list of items that the Library would like to have in when donations or memorial gifts are proposed. This may include the Library exterior or interior, including the renovation plans for the Children’s and YA Departments. She will share this list with two families who inquired about making a donation to the Library in memory of their loved ones.

11. **Committee Reports:**
11.1 **Budget Committee:**
Previously discussed.

11.2 **Audit Committee:**
Previously discussed.

11.3 **Building Committee:**
Previously discussed.

11.4 **Community Relations Committee:**
Deferred to Executive Session.

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

12. **Other Business:**
Director Malagon to look into whether libraries have implemented policies or taken other measures to guard against groups with a malicious purpose (Alt-Right Movement, Incel Movement) or activity (“Doxing” or “Grooming”). A program recently attended by staff indicated this has become a concern in some libraries. She will share her findings with the Library Board.

Trustee Colahan recommended (after checking with library counsel) posting a sign on the back wall of the Computer Lab referring to viewing pornography on the Library’s computers constitutes violations of the Library’s Code of Conduct and the New York State Penal Law 245.10 & 245.11. Trustee Colahan also recommended that IT Librarian, Joe Agolia, come to a Board meeting to present information about his efforts in filtering such images.

13. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
None.
14. **Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, May 13, 2019 at 7:30 p.m.

Trustee Foley exited the meeting at 9:39 p.m.

15. **Move into Executive Session:**
Trustee Nouryan moved approval that the Meeting enter Executive Session to discuss specific budget and personnel issues; Trustee D’Antonio seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 9:39 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 10:03 p.m.

16. **Adjournment:**
There being no further business to discuss, Trustee D’Antonio moved approval to adjourn the meeting at 10:03 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
May 13, 2019