A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, May 13, 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: Colleen Foley, Representative of the Village Board
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 Trustee Colahan, Chairman.

3. Approval of Agenda:
Trustee D’Antonio moved approval of the Agenda; Trustee Nouryan 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 welcomed Trustee Foley. Trustee Foley said she would give her report during Executive Session.

6. Report from Representative of the Friends:
Friends President Nancy Minett reported that Trustee Colahan had asked her for a report summarizing Friends contributions to the GC Library for the past five years. Ms. Minett reported that the book sale May 2-5 (utilizing two rooms) brought in $4,534.16 plus $236.90 from the young adults’ bake sale on May 4. Books the Friends receive as donations are sold at two big annual book sales and daily on the main floor of the Library. These in-library book sales (recorded monthly) are up thanks to the creation of “spotlight” book sales by topic each month. Approximately four volunteers sorting through books for re-sale in the Library twice a week. Membership contributions and book sales help fund children's, young adult & adult programs, museum passes, license fees for the Monday movies, special gifts to the Library, and the production of the tri-annual newsletter.
Trustee Murphy entered the meeting at 7:38 p.m.

In the past, the Friends paid a consultant $21,000 annually to prepare the newsletter along with generating publicity for book sales, programs and movies. The Library Board felt that the consultant fee was too expensive and now Friends have taken on the work. Approximately ten years ago, the Library paid for the newsletter postage then the Friends took over that expense. Now the Friends have taken those areas in-house to save money. These unspent monies fund additional programming and museum passes, and help preserve the rainy-day funds. Ms. Minett reported that the Friends take in $41,000-$46,000 annually with Membership contributions being $25,000-$31,000 of that total. Expenditures include $13,000 toward printing and mailing the newsletter and the annual appeal letter. Other expenses such as accounting, banking and insurance account for approximately $4,000 annually. The next Friends Board meeting is May 15 and the band The History of Rock and Roll will perform at their Annual meeting June 19.

Trustee Colahan thanked Ms. Minett and the Friends for their good work.

7. Minutes Regular Meeting of the Board of Library Trustees:
Trustee D’Antonio moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, April 15, 2019; Trustee Murphy seconded and the motion was approved unanimously.

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

Trustee Colahan asked Joanne Kastalek to contact Village Attorney, Peter Fishbein, for the proper procedure regarding the patron who wants to appeal his suspension of library privileges. Director Malagon reported that Mr. Fishbein advised her to issue a suspension and allow the patron, if he wants, to attend a Library Board meeting to appeal. Trustee Murphy suggested taking a written statement of his appeal as opposed to his coming to a Board meeting.

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

Deferred voting on April preliminary financials until after we receive the final report from the Village.

9.2 Abstract of Claim Vouchers to be paid List No. 19-05:
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $202,513.73 List No. 19-05; Trustee Nouryan seconded and the motion was approved unanimously.

9.3 Transfer $8,068.00 from Circulation Control to Printing, Postage & Stationery $2,298.00, Telephone $2,130.00, Book Processing $1,417.00 and Contractual Services $2,223.00:
Trustee D’Antonio moved approval to transfer $8,068.00 from Circulation Control (OL.7410.4160) to Printing, Postage & Stationery (OL.7410.4070) $2,298.00, Telephone (OL.7410.4080) $2,130.00, Book Processing (OL.7410.4290)
$1,417.00 and Contractual Services (0L.7410.4460) $2,223.00; Trustee Nouryan seconded and the motion was approved unanimously.

9.4 **Library Operating Budget 2019-20 – Final Approval:**
Trustee D’Antonio moved approval for the final Library Operating Budget 2019-2020; Trustee Murphy seconded and the motion was approved unanimously.

9.5 **Staff Action – CSEA Staff Employee Salaries:**
Trustee Nouryan moved approval to accept the CSEA Staff Employee Salaries of certain Garden City Public Library employees, effective June 1, 2019, are hereby fixed consistent with the terms and provisions of the current Agreement between the Incorporated Village of Garden City and the Civil Service Employees Association; Trustee Murphy seconded and the motion was approved unanimously.

9.6 **AVZ Budget Transfer Policy Threshold Update:**
Trustee D’Antonio moved approval to accept the AVZ recommended Budget Transfer Policy threshold at $5,000; Trustee Murphy seconded and the motion was approved unanimously.

Note: the updated Budget Transfer Policy is below:

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. Any budget transfer over $5,000 will require the approval of the full Library Board at the time the transfer is being made.

9.7 **Approval of 2018 NY State Annual Report – Sections 11-12:**
Trustee Nouryan moved approval to accept the 2018 NY State Annual Report – Sections 11-12; Trustee Murphy seconded and the motion was approved unanimously.

9.8 **Proposed Cornerstone Location:**
Trustee Nouryan moved approval to accept the location of the cornerstone; Trustee D’Antonio seconded and the motion was approved unanimously.

Note: Mr. William Bellmer is donating the cost of having a cornerstone installed on the Garden City Public Library building. It will be located on the left side of the Library entrance, under the no smoking sign, inset among the bricks, and two feet above the ground. The cornerstone will be made of cast cement 9”x12” with 1973 etched into it.

9.9 **Proposed LI Blood Services Blood Drive January 7, 2020:**
Trustee Murphy moved approval of the LI Blood Services Blood Drive January 7, 2020; 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 attended many meetings, most pertaining to building concerns such as the exterior maintenance shed. Regarding security infrastructure project, an elevator camera was installed, and the Director reviewed locations for additional cameras with Inspector Doyle and Intelli-Tec. The library requested that a camera in the Friends Book Room be a priority (depending on money left in the budget). Also, a door will be installed on the second-floor landing soon and following that the door access controls will be installed. There were three meetings to finalize plans for the Library bathroom renovation project and prepare for bid.

10.2 **Director’s Report Narrative:**

**Library Board Meetings**
- Attended Library Board of Trustees Meeting on April 15.

**Village Relations**
- Attended Village Department Head Meeting on April 3.
- Attended Garden City Village Board Meetings on April 8, and 25.
- Met with Comm. K. Jackson on April 3, to discuss safety concerns in the library.
- Met with D. Palmer to review budget updates on April 15.

**Patron Concerns**
- Met with a parent and Peter Fishbein, Esq., on April 11.

**Library Building**
- Met with C. Basile, GC Fire department, and Corkery Electric (separately) about the heater in the exterior maintenance shed to discuss necessary repairs to door and heater, as well as relocating some items in this storage room to the Village yard.
- Met Inspector M. Doyle and K. Patac from Intelli-Tec, April 12 regarding cameras.
- Met on April 15, with R. Suozzi, J. DiFrancisco, J. Piersa to discuss bathroom remodel
- Visited the library Saturday, April 20 to review a leak in the ceiling of the Book Storage Room. The leak had already stopped. Only ceiling tiles were damaged.
- Met with Village Engineer S. Blom on April 19, regarding bid for cleaning service.
- Met with Village Trustee C. Foley, April 18, and gave a tour on April 23. With Trustee Colahan and J. Agolia, on April 26 we met with R. Suozzi, J. DiFrancisco, J. Piersa, M. Nathanson to discuss bathroom remodel and proposed telephone system replacement.
- Met with J. Piersa and Trustee Weinrich on April 29 for bath project design decisions.
Professional Development, Professional Meetings

- Attended MLD (directors) meeting on March 20 at NLS.

Building and Grounds

- The fire alarm sounded due to a wall-mounted space heater’s motor that “burnt out.” It was located in the outside closet at the rear of the building. The space heater was no longer usable. Corkrey Electric came to replace the motor but reported that this heater requires water. The maintainer contacted a plumber. A circulator pump and a water regulator are needed. Intercounty Mechanical is sending a quote. (4/1,4/11)
- Aqua Treat came to clean the water tower they also were working in the Boiler Room. (4/11)
- The monitor reported a leak in the Friend’s Book Room. It was a small leak but appears that it was occurring for a while. The maintainer has been watching it and there has not been a recurrence. (4/20)
- GC Irrigation started up the sprinkler system. They replaced three rotary heads, a nozzle and repaired a leak. They also adjusted the heads. (4/27)

10.3 **May 31, 2018 and 2017 Audited Financial Statements from AVZ Auditors:**
The final May 31, 2018 and 2017 Audited Financial Statements from AVZ Auditors were handed out to Trustees. The preliminary report was approved at the April 15th Library Board meeting.

The AVZ Auditors summary letter to those charged with governance was deferred for further clarification.

10.4 **Procurement:**
Director Malagon reported on her meetings regarding the main floor bathroom renovation project, the replacement phone system and hiring of security guards. The bathroom project is on hold at the Village. New bids are on hold due to the end of the fiscal year. Phone systems were discussed with Director Malagon, Computer Systems Librarian Joe Agolia and Village IT Tech Marc Nathanson. Director Malagon was instructed to create specifications for both the replacement phone system and hiring of security guards and to network with the Village for their assistance.

10.5 **Library Building Projects Update:**
Director Malagon reported that she attended the Long Island Library Conference session on trends in Children’s Department design. She will reach out to the Port Washington’s Children’s Department’s architect for a meeting.

10.6 **Memorial Gifts Update:**
Director Malagon reported on the Village’s Legacy Tree and Bench Memorial Program. Requests a bench must go to the Village Board for approval, as all gifts over $1,000 must be approved by Village BOT. (A bench is currently $1,100.) Director Malagon will follow-up with families who requested memorials after she hears from the Recreation and Parks Department who handles this program.
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:**
Trustee Weinrich reported that she and Mr. Bellmer sought out the location for the cornerstone. Trustee Weinrich and Director Malagon selected the color of the ceramic tile floor and wall tiles for the bathroom renovation. The floor tile is brown wood-grain and the white wall tiles will have a multi-colored black, brown and white tile trim. Blue/green tile trim will be used in the Children’s bathroom. Paint color has not been chosen as of yet.

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

12.  **Other Business:**
Trustee Colahan inquired regarding Joe Agolia’s report on the Federal Government’s 2020 Census; he inquired what role will the Library assist the public. Director Malagon will be attending a meeting at NLS next week on this topic and will advise the Board.

Trustee Colahan discussed the Board meeting room location which comes up from time to time. Trustee Nouryan moved approval to keep the Library Board meetings in the Board Room; Trustee D’Antonio seconded.

The vote was:
Trustee Colahan – no
Trustee Weinrich – yes
Trustee Nouryan – yes
Trustee D’Antonio – yes
Trustee Murphy – yes

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

Cyril Smith, Garden City resident
Rikki Massand, Garden City News Reporter

14.  **Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, June 10, 2019 at 7:30 p.m.
15. **Move into Executive Session:**
Trustee D'Antonio 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 9:05 p.m. with the Library Board, Library Director and Village Trustee Colleen Foley.

Trustee Foley exited the meeting at 10:05 p.m.

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 10:18 p.m.

Trustee Nouryan moved approval of the following: Effective June 1, 2019, the following salary is hereby fixed for two Confidential employees: Joanne Kastalek, Principal Typist Clerk, $63,349 (Step 20H) yearly, 34.6738 hourly and Patricia Marson, Principal Account Clerk, $81,398 yearly, 44.5529 hourly, and one-time bonus effective June 1, 2019 for Joanne Kastalek $3,500 and Patricia Marson $8,590, and a stability adjustment effective December 1, 2018 for Pat Marson of $100; Trustee Murphy seconded and the motion was approved unanimously.

Trustee D'Antonio moved approval of an hourly rate of $28.00 for a new part time Librarian I; Trustee Murphy seconded and the motion was approved unanimously.

Trustee D'Antonio moved approval of an hourly rate of $24.00 for a new part time Librarian Trainee; Trustee Murphy seconded and the motion was approved unanimously.

16. **Adjournment:**
There being no further business to discuss, Trustee D'Antonio moved approval to adjourn the meeting at 10:20 p.m.; Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
June 10, 2019