A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, June 10, 2019 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Gloria Weinrich, Vice Chair
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

Absent: Peter D'Antonio, Trustee – with notice

1. **Call to Order:**
   Trustee Colahan called the Meeting to order at 7:30 p.m.

   Trustee Colahan reported that Village Trustee Foley and Library Director Malagon will be late to the meeting.

2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by former Library Trustee, John Schultz.

   A moment of silence was held for Paul LeSueur, the recently deceased G.C. resident and close friend of Trustee Colahan.

3. **Approval of Agenda:**
   Trustee Murphy 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)
   Trustee Colahan recognized the following:

   G.C. resident, Cyril Smith, discussed the Garden City Centennial story boards titled “Garden City Then and Now.” They were well received and viewed at the May 25 Centennial celebration. The plan is that they will be assigned to the G.C. pool for the season and he is hopeful that the G.C. Library will also consider displaying these boards either in conjunction with the pool or after season.

   Trustee Murphy moved approval to accept the “Garden City Then and Now” story boards for display in the Library; Trustee Nouryan seconded and the motion was approved unanimously.
Mr. Smith discussed the NC-4 model plan that was offered to the Library. In the interim he offered the local school district an opportunity to display it; he is waiting for their reply.

Mr. Smith left the meeting at 7:38 p.m.

Former Library Board Trustee John Schultz attended this meeting specifically to wish Trustee Weinrich best of luck and congratulations on her retirement from the Library Board after 15 ½ years as trustee.

5. **Report from Representative of the Village Board:**
   Deferred until Trustee Foley’s arrival at the meeting.

6. **Report from Representative of the Friends:**
   Friends President Nancy Minett reported that the Friends are working with the Library on cleaning out the Book Room. Aggressive culling of books continues. The Friends will suspend accepting book donations during the months of July and August. Reconfiguration of how shelves and trash cans are stored were assessed. Old Friends records were reviewed and identified which revealed items of interest about the Library’s history. As a result of this, the Friends will have an exhibit in the Library’s showcases in August on the history of the Friends and its relationship with the Library.

   Ms. Minett met with Director Malagon and discussed ideas to distribute books to teachers, reconfigure space, etc. Full cooperation of the Friends was guaranteed. Note that it is not easy for our members to move books. They do it, but it takes some time and planning. We can only work in two aisles at a time because of how the shelves are configured.

   The Friends annual meeting is June 19 and the band called the History of Rock and Roll will provide entertainment and refreshments will be served.

   Trustee Colahan assured the Friends that the Library Board supports them 100%. The Library was looking for the Friends to clear half the shelves because the Library will need the space and the Village does want half of the room emptied. The Library will reach out to the Village to get help moving the books and emphasized that both parties are in agreement working toward common goals.

7. **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, May 13, 2019; Trustee Murphy seconded and the motion was approved unanimously.

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

   Trustee Colahan reported on the great meeting reports submitted by staff. He recommends that Director Malagon become involved with the Children’s Dept. to guide them in purchasing children’s eBooks from Overdrive. Also, he recommends the Library get involved with podcasts. He found it beneficial that the Circulation Dept. staff attended a meeting where suggestions were given on how to deal with unruly patrons. He suggested Director Malagon discuss with Librarians their relationship with local schools. Also, Trustee Colahan suggested
arranging a meeting with the schools’ superintendent, the Library Director, himself and librarians involved.

Trustee Foley entered the meeting at 7:43 p.m.

9. **Decision Items:**
   9.1 **Financial Reports:**
   Trustee Colahan moved approval for the preliminary April financials contingent upon the understanding that Trustee D’Antonio reviews them and, if not satisfactory, to inform the Board; Trustee Murphy seconded and the motion was approved unanimously.

   Two women entered the meeting and wanted to speak to Director Malagon regarding borrowing the chick incubator.

   Director Malagon entered the meeting at 7:46 p.m.

   Director Malagon escorted the women into the Library to discuss and not to interfere with the meeting.

   Deferred voting on May preliminary financials pending Trustee D’Antonio’s review and final approval.

   9.2 **Abstract of Claim Vouchers to be paid List No. 19-06:**
   Trustee Murphy moved approval for Abstract of Claim Vouchers to be paid in the amount of $265,419.04 List No. 19-06; Trustee Nouryan seconded and the motion was approved unanimously.

   9.3 **Transfer $1,117.00 from MTA Payroll Tax to Maintenance of Equipment:**
   Trustee Murphy moved approval to transfer $1,117.00 from MTA Payroll Tax (0L.1980.4000) to Maintenance of Equipment (0L.7410.4020); Trustee Nouryan seconded and the motion was approved unanimously.

   9.4 **Transfer $3,694.00 from MTA Payroll Tax to Printing, Postage & Stationery:**
   Trustee Murphy moved approval to transfer $3,694.00 from MTA Payroll Tax (0L.1980.4000) to Printing, Postage & Stationery (0L.7410.4070); Trustee Nouryan seconded and the motion was approved unanimously.

   9.5 **Transfer $397.00 from MTA Payroll Tax to Gas and Oil:**
   Trustee Murphy moved approval to transfer $397.00 from MTA Payroll Tax (0L.1980.4000) to Gas and Oil (0L.7410. 4490); Trustee Nouryan seconded and the motion was approved unanimously.

   9.6 **Transfer $3,781.00 from Electricity to Contractual Services:**
   Trustee Murphy moved approval to transfer $3,781.00 from Electricity (0L.7410.4060) to Contractual Services (0L.7410.4460); Trustee Nouryan seconded and the motion was approved unanimously.
9.7 **Transfer $672.00 from Electricity to Telephone:**
Trustee Murphy moved approval to transfer $672.00 from Electricity (0L.7410.4060) to Telephone (0L.7410.4080); Trustee Nouryan seconded and the motion was approved unanimously.

9.8 **Transfer $1,604.00 from Circulation Control to Book Processing:**
Trustee Murphy moved approval to transfer $1,604.00 from Circulation Control (0L.7410.4160) to Book Processing (0L.7410.4290); Trustee Nouryan seconded and the motion was approved unanimously.

9.9 **Transfer $2,319.00 from Part-Time Help to Personal Services – Regular:**
Trustee Murphy moved approval to transfer $2,319.00 from Part-Time Help (0L.7410.1120) to Personal Services – Regular (0L.7410.1010); Trustee Nouryan seconded and the motion was approved unanimously.

9.10 **Smoking Policy Proposed Revision to Include Vaping:**
Deferred until the Director returns to the meeting.

9.11 **Approval of Memorial Benches:**
Trustee Nouryan moved approval of the request for memorial benches to be placed on Library grounds in memory of Tania Topalovich (donated by Mrs. Topalovich) and for Robert Cunningham (donated by a group arranged by Mrs. Koester); Trustee Murphy seconded and the motion was approved unanimously.

10. **Discussion Items:**
10.1 **Director’s Report:**
Deferred until the Director returns to the meeting.

10.2 **Director’s Report Narrative:**
Deferred until the Director returns to the meeting.

10.3 **Library Building Projects Update:**
Deferred until the Director returns to the meeting.

11. **Committee Reports:**
11.1 **Budget Committee:**
Trustee Colahan reported that in Trustee D’Antonio’s absence, he and the Director have been in communication regarding the budget.

11.2 **Audit Committee:**
Trustee Colahan reported that the Village is going out to bid to find a new auditor as Rene Sumpter has resigned from her position with AVZ Auditors. The Library is reaching out to AVZ and will also contact the firm the village selects to receive a quote.

11.3 **Building Committee:**
No report.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that G.C. News reporter, Rikki Massand, attended the WPOA meeting and was surprised to hear that the June 10 Library Board meeting will
be her last. Rikki wrote a nice article in G.C. News about her and the WPOA’s newly nominated Library Trustee Germaine Greco. Meg Norris editor of G.C. News asked Rikki why he writes so much about the Library and his reply was because he likes the Library Board. Trustee Weinrich is looking forward to being a Library consultant after she steps down from her position. She was responsible for putting out artwork in the Library with secretary Joanne Kastalek’s help. Also, she and Joanne helped to move the showcases for the Gutenberg Bibles into the Library, as the Bibles were in the Library Director’s office for several years. Trustee Weinrich reported that she received a letter stating that she will be in the Albert Nelson Marquis “Who’s Who” edition. She said that as Library Trustee, it has been lots of work, lots of aggravation, but loves the Board – it is the best Board she has ever worked with.

Note: the Gutenberg Bibles were a donation by the Pavia family originally arranged by Trustee Colahan. One of the two showcases was paid for by the Friends of the Library.

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

9.10 **Smoking Policy Proposed Revision to Include Vaping:**
Trustee Nouryan moved approval to accept the smoking policy revision to include vaping; Trustee Murphy seconded and the motion was approved unanimously.

12. **Other Business:**
None.

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

Director Malagon returned to the meeting.

5. **Report from Representative of the Village Board:**
Colleen Foley reported on the bathroom renovation that it went out to bid on June 7. The Village was delayed with developing the bid specs. The bidding process will be closed in three weeks. The Library will work with the contactor they select. She suggested to reach out to the Village Department of Public Works for help with moving books in the Book Room.

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 on security measures. She reconnected with Library Consultant George Trepp who is going to resume consulting with her on security measures adding new items. He will proceed with investigating bollards, planters, staff drill procedures, RAVE App, security guards, and unifying procedures with security guards and staff. Security guards will wear navy blue shirts with white text. She had a brief meeting with Chad from Intelli-Tec and G.C. Inspector Doyle regarding phase one of camera installation is complete, three controlled access on doors were installed – one in Administration hallway, the upstairs landing and Administration door – just the
Administration door has fob access a this time. Waiting for crash bars for the Friends and upstairs doors. Access controls will be installed soon.

Director Malagon reported on an incident that occurred last weekend where a child kicked the front glass door. The glass did not shatter, just a large web-like crack. The door was boarded up and the glazier replaced the glass last Monday. Trustee Colahan reported that the police should have been contacted.

Director Malagon reported on her discussions regarding a replacement phone system continues with Village Administrator Suozzi, Computer Systems Librarian Joe Agolia and Village IT Tech Marc Nathanson. Director Malagon had two meetings with two architects to obtain multiple points of view. She has been busy with closing end of year budget accounts. She attended the LI Library Conference where in addition to children’s room topics other topics discussed were implementing change and teen volunteers. She interviewed five candidates for Library page – four were hired. The next step is to hire librarians and trainees.

10.2 **Director’s Report Narrative:**

**Library Board - Meeting Attended**
- Regular Library Board of Trustees Meeting on May 13.

**Village Relations – Meetings Attended**
- Village Department Head on May 1 & 29.
- Garden City Village Board on May 9 & 23.

**Community Relations – Meetings Attended**
- Friends of the Garden City Public Library on May 15.
- Senator Kevin Thomas and staff, Senate District 6 Office, GC on May 31.

**Personnel Concerns**
- Met with Village Administrator, Auditor, labor counsel, & CSEA at Village Hall, May 30.

**Library Building**
- Fire Inspection on May 1, and walk-through/discussion with Chief Moody on May 8.
- Door was installed on 2nd floor landing to add access control to upper level, May 16.
- Door access controls installation began and was tested on May 24.
- NLS Technology Ops staff conducted onsite testing of a web filter issue on May 22.
- D. Stanco of GC Dept of Public Works oversaw installation of 5 Cintas first aid kits.
- Architect Mike Guido visited on May 15, and Children’s Room measured on May 31.
- Met with Friends Bookworms weekly, and met with President N. Minett on May 31.

**Professional Development, Professional Meetings Attended**
- Emergency Planning and De-Escalation (with J. Nicoletti) at NLS on May 7.
- Long Island Library Conference (with Library staff) at Melville Marriott on May 9.
- MLD meeting at NLS on May 15.
- MLD lunch meeting regarding preparing for 2020 Census at NLS on May 15.
- Director Continuing Ed luncheon, Designing Library Spaces, Rockville Centre May 17.
Building and Grounds
- County Energy Controls came to perform routine service on the pneumatic HVAC system and started it up for the Spring season. (4/27)
- The Garden City Fire Department performed fire safety inspections. (5/1, 5/8)
- Inter County Mechanical prepared the AC system for the season. They filled the tower, turned on the pumps, replaced tower fan belts, greased motors, flushed the tower and checked the operation of the system. All units were working well. (5/6)
- Mike J. Guido, of MJG Architects, met with the Library Director regarding the Children’s Room Renovation. (5/15, 5/31)
- A door was installed on the second-floor landing. The door access controls will be installed at another time. (5/16)
- There was a loud buzzing noise on telephone line 742-8414. Verizon was called. The technician did a temporary fix saying that the cable is starting to wear out. He said if it happens again to request that a cable maintenance technician is sent. (5/23)
- Intelli-Tec was here to install new door knobs and locks on the door to the Administration Office and on the entrance to the staff area on the second floor. (5/24)
- A patron reported that there was a leak in the irrigation system on the front lawn near the walkway. After investigating, GC Maintenance & Irrigation found that the 4” main valve that feeds the 39 heads in the system was broken. It was originally installed in 1996. The ground was trenched in order to find the broken valve – it was repaired over a few-day period. (5/30, 6/3, 6/4)

10.3 Library Building Projects Update:
Previously discussed.

14. Meeting Date:
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, July 8, 2019 at 7:30 p.m.

15. 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 8:15 p.m. with the Library Board, Library Director and Village Trustee Colleen Foley.

Trustee Foley exited the meeting at 8:52 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 9:20 p.m.

16. Adjournment:
There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 9:20 p.m.; Trustee Murphy seconded and the motion was approved unanimously.
Respectfully submitted,

Joanne Kastalek  
Principal Typist Clerk

Approved:  
July 8, 2019