A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, July 8, 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 Weinrich.

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)
   None.

5. **Report from Representative of the Village Board:**
   Trustee Foley reported that she will defer her comments to Executive Session.

6. **Report from Representative of the Friends:**
   Friends President Nancy Minett reported that book donations are suspended for July and August. The Book Worms continue to clean out the Book Room and are putting lots of free books in the library. Director Malagon reported that the number of books in storage in the Book Room has been reduced by at least 25% since the May book sale. Both Trustees Colahan and Foley suggested to reach out to the Village for help moving books out of the room if needed.

   Trustee Colahan complimented the Friends on their terrific annual meeting in June and for their continued support. The music was good with lots of dancing. Ms. Minett thanked the Trustees and Library staff who attended; it was a good size crowd.
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, June 10, 2019; Trustee Murphy seconded and the motion was approved unanimously.

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

   Trustee Nouryan moved approval of G.C. Girl Scouts from Cadette Troop 1322 who are working on their Silver Award project entitled “The Crayon Initiative” to put a collection box in the Library for three months and to set up a table for a few hours in the lobby to promote their service project; Trustee D’Antonio seconded.

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

   Trustee Nouryan moved approval of Councilman Thomas Muscarella’s Town Hall mobile unit to be parked in front of the Library on Tuesday, August 27, 2019, 4-6 p.m.; Trustee D’Antonio seconded and the motion was approved unanimously.

9. **Decision Items:**
   9.1 **Financial Reports:**
   Trustee D’Antonio moved approval for the final April financials; Trustee Murphy seconded and the motion was approved unanimously.

   Deferred voting on May and June preliminary financials until after we receive the final report from the Village.

   9.2 **Abstract of Claim Vouchers to be paid List No. 19-07:**
   Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $192,052.42, List No. 19-07; Trustee Murphy seconded and the motion was approved unanimously.

   9.3 **Transfer $5,615.00 from Electricity to Telephone $620.00, Circulation Control $4,712.00 and Book Processing $283.00:**
   Trustee D’Antonio moved approval to transfer $5,615.00 from Electricity (0L.7410.4060) to Telephone $620.00 (0L.7410.4080), Circulation Control $4,712.00 (0L.7410.4160) and Book Processing $283.00 (0L.7410.4290); Trustee Murphy seconded and the motion was approved unanimously.

   9.4 **Transfer $337.00 from Travel & Training to Payroll Service:**
   Trustee D’Antonio moved approval to transfer $337.00 from Travel & Training (0L.7410.4120) to Payroll Service (0L.7410.4190); Trustee Murphy seconded and the motion was approved unanimously.
9.5 **Proposed Library Board Meeting Schedule Change from August 12th to August 5th:**
Trustee Nouryan moved approval to change the scheduled Library Board meeting from August 12th to August 5th; Trustee D’Antonio seconded and the motion was approved unanimously.

9.6 **Approval of Memorial Tree and Memorial Bench:**
Trustee Colahan moved approval of the request for a Lilac memorial tree and memorial bench, in memory of Tania Topalovich and donated by Mrs. Topalovich. The tree will be planted outside of the Children’s Department and the bench will be secured in place outside near the Bobby Menges memorial bench; Trustee D’Antonio seconded and the motion was approved unanimously.

9.7 **Suspended Patron:**
Trustee Murphy moved approval to have a letter with the Library’s Code of Conduct ready to hand a suspended patron in the event he returns to the Library; 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 the Director’s Report handed out at tonight’s meeting with highlighted areas included information that was not available when the packets were distributed. At Trustee Colahan’s suggestion, she met with a G.C. resident regarding additional programs in the Children’s Department. She is currently looking into the process of applying for a NY State Construction Grant to reimburse part of the cost of the bathroom project. In order to submit the application, Chairman Colahan signed the assurances form so it could be included with the application.

Trustee Colahan moved approval for Director Malagon to continue with the grant application process pending her research on past grant application requirements; Trustee D’Antonio seconded and the motion was approved unanimously.

10.2 **Director’s Report Narrative:**
**Library Board Meetings**
- Attended regular Library Board of Trustees Meeting on June 10.

**Village Relations**
- Attended Village Department Head Meeting on June 12.
- Attended Garden City Village Board Meetings on June 6 & 20.

**Community Relations**
- Emily Kasel, resident, regarding Children’s Room & programs, June 13.

**Personnel Concerns**
- Meetings with labor counsel on June 18, 20, 25, 26,
- Meeting with Village Auditor and labor counsel June 20.
Library Building
Security and Safety
- George Trepp, June 3, 14, 26; conference call to setup RAVE app; reviewed guards mini-bid process with Village (Woo and Monahan).
- Witnessed disruption by teens in library on June 24. Reported to GCPD. Conferences with Officer Hennessy June 26, 27, 28 & Commissioner Jackson on 28.
- Fire safety follow-up walk-through/discussion with Chief Moody on June 25.
- Parks staff regarding bench placement on June 7.
- Met architects Lee Skolnick and Jo Ann Secor regarding Children's room on June 17.
- NLS Technology Ops met with staff further testing web filter issue June 18.
- Met with Friends Bookworms weekly.

Professional Development, Professional Meetings
- Director's Manual, June 3 at NLS.
- Attended MLD meeting, May 19 at NLS.

Building and Grounds
- A child kicked one of the front doors and broke the glass. It was boarded up and Mike the Glazier was called. The glass was replaced. (6/1 & 6/4)
- The fire alarm box was beeping. Worldwide Security/GC Alarm was contacted. The technician found a dirty detector in the Children’s Room and cleaned it. (6/6)
- The burglar alarm was showing a fault related to a motion sensor in area 53, occurring on several occasions at library closing. Worldwide Security/GC Alarm has been contacted to find the cause (not yet known) and procedure for closing when the fault message is displayed. A representative met with Chris at the Library on 7/1. (7/3)
- The Library Director was informed that the elevator is shaking and making noise as it approaches the mezzanine level. She contacted DPW who said a contract with Thyssen Krupp has been submitted but not yet signed as they are waiting for a certificate. (6/18) Library was informed that a service contract was signed on 6/28. Chris contacted them for service Monday 7/1 and elevator was serviced. (7/3)
- A Village Engineer has prepared a contract to provide cleaning services to the Village buildings. He did a walk-through the Library with numerous cleaning service companies. They will provide bids for each of the Village buildings. (6/20)
- Per the Library Directors request, First Assistant Chief Moody of the GCFD came to the Library to inspect the lower level. He also walked through the Main Level. He found that all was in acceptable order. (6/25)

Village Auditor Courtney and Labor Attorney Chris Kurtz arrived in the Administration Department at 8:14 p.m. and remained in the office until Executive Session.

10.3 Library Building Projects Update:
Director Malagon reported on her progress regarding the Children's Dept. renovation plans. She is in active contact with architects, but no plans yet. Trustee Colahan asked that a proposal be presented at the August 5th Library Board meeting. Director Malagon reported on discussion about a new telephone system continues with Village Administrator Ralph Suozzi, Computer Systems Librarian Joe Agolia and Village IT Tech Marc Nathanson. Tomorrow, she meets with Library consultant George Trepp and Village staff Rosemary Monahan regarding the terms and conditions of hiring security guards. Intelli-Tech is working on the door access controls this week. Library
Trustees were given new fobs tonight. Joe Agolia is working on the cell phone signal booster. Librarians-in-Charge will be given updated procedures. Director Malagon has been working with GCPD regarding several recent incidents reported at the library.

11. **Committee Reports:**

11.1 **Budget Committee:**
Previously discussed.

11.2 **Audit Committee:**
Trustee Colahan reported that the Village is working on hiring a new auditor. Trustee Colahan recalled previous questions regarding the Summary Letter to those Charged with Governance, and stated that the Auditor Renee Sumpter resigned from AVZ Auditors. Director Malagon stated she’d discussed this with Ms. Sumpter who referred her to Village Treasurer Irene Woo; they have not met to review these questions.

11.3 **Building Committee:**
Previously discussed.

11.4 **Community Relations Committee:**
Trustee Weinrich reported that Director Malagon asked her to do a walk through the Library in order to create a wish list and arrived at two pages of suggestions. For years, she has been trying to get the small meeting room and Administration hallway painted, but it has not happened. Both the large and small meeting rooms are in deplorable condition; they need to be painted. Also, the planters in the parking lot that are outside of the Children’s Room have weeds in them.

Trustee Foley recommended when help is needed from the Village that it should be a part of a regular budget cycle. When the projects are lined up for a year, Village staff could then be assigned to the project; this prevents them from being pulled off of jobs they are already working on.

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

Steve Ilardi entered the meeting at 8:41 p.m.

12. **Other Business:**
None.

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

Mary Maguire, GC resident and Friends volunteer Book Worm
Steve Ilardi, GC resident and GC Library employee

Steve Ilardi exited the meeting at 8:49 p.m.
14. **Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, August 5, 2019 at 7:30 p.m.

Note: Trustees previously voted to change the scheduled Library Board meeting from August 12th to August 5th.

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 8:53 p.m. with the Library Board, Library Director, Village Trustee Colleen Foley, Village Auditor Courtney Rosenblatt and Labor Attorney Chris Kurtz.

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 9:04 p.m.

Trustee Colahan moved approval to give part time staff a 2.25% salary increase effective June 1, 2019; Trustee D’Antonio seconded.

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

Trustee Nouryan moved approval that the Meeting enter Executive Session to discuss specific budget and personnel issues; Trustee Murphy seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 9:05 p.m. with the Library Board, Library Director, Village Trustee Colleen Foley, Village Auditor Courtney Rosenblatt and Labor Attorney Chris Kurtz.

Courtney Rosenblatt and Chris Kurtz exited the meeting at 9:48 p.m.

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

Director Malagon exited the meeting at 9:57 p.m.

Director Malagon returned to the meeting at 9:58 p.m.

Trustee D’Antonio moved approval that the Meeting exit Executive Session; Trustee Nouryan seconded and the motion was approved unanimously.
The meeting exited Executive Session at 9:58 p.m.

Trustee Nouryan moved approval to give Director Malagon a 2% salary increase effective August 1, 2019; Trustee D’Antonio seconded and the motion was approved unanimously.

16. **Adjournment:**
There being no further business to discuss, Trustee Nouryan moved approval to adjourn the meeting at 9:59 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
August 5, 2019