A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, August 5, 2019 at 7:30 p.m.

Present:  
J. Randolph Colahan, 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

Absent:  
Germaine Greco, Trustee – with notice

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

Trustee Colahan welcomed former Library Trustee Gloria Weinrich to sit at the Board table.

2. **Pledge of Allegiance:**  
The Pledge of Allegiance was led by Mrs. Weinrich.

A moment of silence was held for victims of the recent mass shootings in El Paso, TX and Dayton, OH.

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

Trustee Colahan recognized former Vice Chair Gloria Weinrich a Library Trustee from 2004-2019. He presented her with a commemorative plaque acknowledging her service and contributions to the Library.

Chairman Colahan added: “On behalf of the Library Board and staff, for all your tireless efforts since January 2004, Gloria Weinrich has been a strong force of the Library Board – becoming its Vice Chairperson in January of 2007. Personally, I appreciate the strong support Gloria has given me over the years as Chairman. The results of her countless efforts and initiatives are seen not only throughout the Garden City Public Library but also in the community. She will be truly missed by our Library Board and staff — Gloria, thank you so very much!”
4. **Election of Officers:**
Trustee Colahan moved that Trustee D’Antonio be Vice Chair of the Board of Library Trustees for the remainder of calendar year 2019; Trustee Nouryan seconded and the motion was approved unanimously.

Everyone congratulated Trustee D’Antonio on his new position as Vice Chair.

Mrs. Weinrich commented that he deserves this position as he has done a great job on the Library Board’s Budget and Audit Committees and overall as Library Trustee.

**Appointment of Committees:**
Chairman Colahan reported that he spoke with Ms. Greco earlier in the day and noted her interest in serving as Mrs. Weinrich’s successor as chairperson of the Library Board’s Community Relations Committee as well as chair of the Policy Committee.

Upon her consent, Trustee Colahan appointed Trustee Greco Chair of the Community Relations Committee.

Upon her consent, Trustee Colahan appointed Trustee Greco Chair of the Policy Committee.

The Board voted unanimously to approve the appointments.

5. **Public Comments on Agenda Items:** (Limited to 5 Minutes Each)
None.

6. **Report from Representative of the Village Board:**
Colleen Foley reported on the following: the Village has received a price for painting and carpet installation for the large and small meeting rooms. The bathroom renovation will start soon. She heard that the Village will be sending staff to the Library to help move books in the Book Room. She suggests planning building projects at different times on a cycle so the request for Village assistance doesn’t coincide with their busy times. Trustee Bolebruch toured the Library last week and noticed a few items needing attention - namely the lower level men’s room door is poorly hung and missing hinge screws. Trustee Foley stated the importance of hammering out details for the security guard mini-bid and to have it completed by August 15. A new door for the outside shed will be installed along with a Knox Box because the GC Fire Department broke the door when then they responded to a fire alarm in that shed. Also, the hedges along the back of the building (adjacent to the LIRR tracks) will soon be trimmed. Department of Public Works Superintendent Joe DiFrancisco was informed of a clogged drain in the back of the building overflowing into the lower level hallway and will look into if it is connected or not to a sewer.

Director Malagon informed Trustee Foley that Village staff was at the Library today cleaning out that drain.

Trustee Foley complimented Director Malagon on her ongoing communication with Village Administrator Ralph Suozzi and Department of Public Works Superintendent Joe DiFrancisco regarding building issues. Director Malagon returned the compliment to both Ralph Suozzi and Joe DiFrancisco for their assistance. Trustee Colahan thanked Trustee Foley for being a catalyst in having the Village help the Library.
7. **Report from Representative of the Friends:**
Friends President Nancy Minett reported that all material for the next newsletter was received by volunteer Mary Maguire who has been putting much time into editing the work. Also, Ms. Maguire is responsible for last month’s Library showcase exhibit featuring European Christmas ornaments and for this month’s exhibit “Friends Throughout the Years.” They learned a lot of the history of the Friends, i.e., in 1952 they raised enough money to create the first library in Garden City.

Regarding the process of freeing up space in the Book Room, Trustee Colahan recommended that the Friends reach out to the Village for help in moving books within the room and help with throwing out old books if needed. Director Malagon reported that she has been meeting with the Friends twice a week in the Book Room regarding the necessary steps to accomplish this task. To help expedite the clearing of shelves in the Book Room, the Friends have placed carts of free books and CDs in the front of the Library. Trustee Colahan complimented the Friends on the tremendous work they have done in culling books and creating space in the Book Room. The room’s shelving will be split 50/50 between the Friends and the Library. Trustee Colahan is concerned about the Book Room being overwhelmed with too many books come September when the Friends resume accepting book donations after a two-month hiatus, and he recommended accepting book donations from Garden City residents only. A notice regarding this restriction will be placed in the Garden City News and in the Friends newsletter. Trustee Foley is concerned about the higher cost the Village will incur if the Friends continue throwing out loads of books, as the Village pays extra to cart trash to Covanta. Ms. Minett suggested further information is needed as to the additional cost. In addition, the Friends are stocking free books at the pool.

8. **Minutes:**
8.1 **Regular Meeting of the Board of Library Trustees July 8, 2019:**
Trustee D’Antonio moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, July 8, 2019; Trustee Murphy seconded and the motion was approved unanimously.

8.2 **Special Meeting of the Board of Library Trustees July 30, 2019:**
Trustee Nouryan moved approval of the Minutes, as corrected for the Special Meeting of the Board of Library Trustees, July 30, 2019; Trustee Murphy seconded and the motion was approved unanimously.

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

Trustee Nouryan inquired about IT Librarian Joe Agolia’s incident report of a disorderly female patron on July 30, 2019.

Trustee Murphy moved approval to suspend the disorderly woman of July 30, 2019 from the use of library privileges for one year; Trustee D’Antonio seconded and the motion was approved unanimously.
10. **Decision Items:**

10.1 **Financial Reports:**
Trustee D’Antonio moved approval for the following financial reports: May preliminary, June final and July preliminary; Trustee Murphy seconded and the motion was approved unanimously.

10.2 **Abstract of Claim Vouchers to be paid List No. 19-08:**
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $221,404.07, List No. 19-08; Trustee Murphy 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.

Director Malagon reported that due to the early nature of tonight’s meeting, the Director’s Report was missing figures from NLS; however, these updated statistics were handed out at tonight’s meeting. Most of her report has to do with meetings she attended regarding security & safety, a new voice-over IP (VOIP) phone system, personnel matters, Library building projects, etc. During a torrential rain storm on July 22, 2019, someone noticed water in the lower level hallway, Library Monitor Steve Ilardi cleaned out the clogged drain in the back of the building’s exterior. Following this, she met with Village Administrator Suozzi, Department of Public Works Superintendent Joe DiFrancisco and Maintainer Chris Basile to discuss creating a spreadsheet of building issues to track projects and forecast budget expenses. Architects have submitted initial sketches for the Children’s Room. At Trustee Colahan’s request, she will contact Phil Alfieri of TLCO Services regarding getting an updated proposal for LED lighting installation at less cost.

11.2 **Director’s Report Narrative:**

**Library Board Meetings**
- Attended *regular* Library Board of Trustees Meeting on July 8.
- Attended *special* Library Board Meeting on July 30, hearing for suspended patron.

**Village Matters**
- Attended Village Department Head Meeting on July 10.
- Attended Garden City Village Board Meetings on July 18.
- Meetings regarding technology and VOIP phones with J. Agolia (library), R. Suozzi and M. Nathanson (Village) on July 2 & on 26 with M. Higgins (library), Agolia, and Suozzi.
- Meetings regarding security bid with R. Monahan (Village) and G. Trepp (library consultant) on July 9 and with them and Suozzi on July 31.
- Tour of building for Deputy Mayor Bolebruch and Trustee Foley on July 31.

**Community Relations**
- Met with members of Friends of GCPL Board and Bookworms bi-weekly.
- Met with Mrs. Topalovich regarding the bench and tree donation on July 24.

**Personnel Concerns**
Library Building

Security and Safety

- Met with G Trepp, July 9, 24, 31; testing of RAVE app with GCPD and NCPD; reviewed guards mini-bid process with Village (R. Monahan 7/9, and with R. Suozzi 7/31). G. Trepp met with Joe Agolia, Chris Basile (Village), Chad Urschel (Intelli-Tec) and Joanne Kastalek to prepare manual for a disaster preparedness and recovery.
- Due to heavy rain July 22, minor flooding and ceiling leak in library (no damage); partial power failure July 22 at 7:30 p.m. caused loss of 50% lights, elevator, HVAC, Internet and Wi-Fi. Library was temporarily closed to the public on July 23. Power remained out until July 23 at 3:00 p.m. Minor tech equipment loss due to surge. Systems were slow to restore July 24 upon Library reopening.
- Met with vendor and J. Agolia regarding cell phone booster on July 10.
- Anti-vaxer protesters attended State Sen. Kevin Thomas’ Town Hall July 15. GCPD sent patrol officer who called for backup and two additional officers responded.

Other

- Addressing issues with quality of cleaning service, BSI; met with manager on July 22.
- Met with Parks staff regarding bench placement on July 25.
- Calls with VOIP vendors with Agolia and Higgins on July 26 and Agolia 29.
- Conference call with Elisabeth Martin regarding Children’s Room design on July 29.

Building and Grounds

- The Village Maintainer contacted Thyssen Krupp on 7/3/19 to schedule service on the book elevator, as the door on the lower level is impossible to open. A technician came on 7/30 and reported that it would be a two-man job and would return the following day. As of 8/1 they have not returned. (7/3, 7/30)
- Two male staff members reported that the upstairs bathroom was not being sufficiently cleaned. Augustin, the rep for Building Service Industries was notified by Administration. He then offered a quote for the rest rooms to be deep cleaned. A few days later the Administration Office was notified by the staff that the mop heads used by BSI were not dried properly. A second complaint was made that the mop heads smelled dirty. A staff member also stated that the staircases were dusty. Per the Library Director’s request, she and Augustin met to discuss the complaints. The Director continues discussions with BSI. (7/3, 7/5, 7/9, 7/19, 7/22)
- At closing time, the Librarian-in-charge was unable to lock one of the outside front doors of the Library. The Library Director was contacted but was unable to succeed in locking the door as well. She advised the Librarian-in-charge to use the lock & cable to lock the door. GC Alarm was called and the police were notified at 5:30 PM. The Director returned about 9:00 PM to check the building and witnessed four boys pulling on the door. At that point the alarm sounded. She did not receive a call from GC Alarm advising her of the alarm sounding at 9:00 PM. (7/8)
- Per the request of the Village Engineer, hardware was added to the door in the second-floor hallway in preparation for Intelli-Tec to install the necessary equipment for the door to be opened with fobs. (7/16, 7/18)
- The Village Superintendent of Public Works brought a painter to the Library to look at the large and small meeting rooms as well as the Administration office hallway. (7/17)
- An extremely heavy rainstorm caused flooding on the lower level. The Monitor handled that situation. There was also a power outage that took place during the night. The majority of the building was without lighting; the elevator was out, no air-conditioning in the building as well as any Internet or Wi-Fi. The Village Maintainer contacted Corkrey Electric. After inspecting, they reported that it was an issue for PSEG LI. They were
contacted and arrived at 2:00 PM. They reported that we “lost a leg.” Power was
restored late in the day. (7/22,7/23)
• Aqua Treat tested the water in the water tower. (7/24)
• When arriving in the Library, the maintainer found that the elevator was not working at all. The AC and security camera system were not working properly. There had been a brief power outage causing a “blip” in the system. He was able to start up the AC but the unit on the top floor would not start. Inter County Mechanical came the following day to repair the unit. (7/29,7/30)
• There was a loud beeping on one of the phone lines. Verizon was contacted and they were able to repair it offsite. (7/30,7/31)

11.3 **Library Building Projects Update:**
Previously discussed.

11.4 **Hearing for Suspended Patron July 30, 2019:**
Deferred until the Library receives the patron suspension hearing transcripts from the Village attorney.

12. **Committee Reports:**

12.1 **Budget Committee:**
Previously discussed.

12.2 **Audit Committee:**
Director Malagon reported that the Village hired an auditing firm, PKF O’Connor Davies, LLP. Village Treasurer Irene Woo helped to get the quote for the Library’s audit reduced. This firm is not familiar with the Library, but Director Malagon will reach out to them. Trustee Colahan requested the Director share the firm’s letter of engagement with the Library Board.

Trustee D’Antonio moved approval for PKF O’Connor Davies as the Library’s auditor; Trustee Murphy seconded and the motion was approved unanimously.

12.3 **Building Committee:**
Previously discussed.

12.4 **Community Relations Committee:**
No report.

Mrs. Weinrich explained in her role as Chair of the Community Relations Committee, she befriended GC News reporter Rikki Massand when he started reporting about the Library. She thanked Joanne Kastalek and Director Malagon; they have become like family to her. Marianne is the best director the Library has had, as she has worked with five directors.

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

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

Mary Maguire, GC resident and Friends Book Worm volunteer

Rikki Massand, GC News reporter

Trustee Colahan thanked Mrs. Weinrich for all of her contributions and said, “What will the Library do without you?”

15. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, September 9, 2019 at 7:30 p.m.

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 9:01 p.m. with the Library Board, Library Director and Village Trustee Colleen Foley.

Trustee Foley exited the meeting at 9:45 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 10:13 p.m.

Trustee D’Antonio moved approval for the part-time Librarian/trainee rate follow the contract; Trustee Murphy seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 10:14 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 10:23 p.m.

Trustee D’Antonio moved approval for a part-time Library Aide (Children’s Dept.) to be appointed part-time Librarian; Trustee Murphy seconded and the motion was approved unanimously.

17. **Adjournment:**
There being no further business to discuss, Trustee Nouryan moved approval to adjourn the meeting at 10:24 p.m.; Trustee Murphy seconded and the motion was approved unanimously.
Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
September 9, 2019