A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, September 9, 2019 at 7:30 p.m.

Present: J. Randolph Colahan, Chair  
Peter D’Antonio, Vice Chair  
Lola Nouryan, Trustee  
Charles Murphy, Trustee  
Germaine Greco, 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 Greco.

   Trustee Murphy will be late to the meeting.

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

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

   Director Malagon exited the meeting at 7:33 p.m.

5. **Report from Representative of the Village Board:** Colleen Foley reported on the following: to accommodate patrons while the first-floor bathrooms are renovated, the lower level bathrooms will get new flushometers; LED lighting upgrades will be explored; a walk thru with a locksmith will take place soon with the Library Director with the intentions of having master keys made for each floor; the exterior rear shed door was replaced and repaired; the area in the back of building was cleaned up and bushes trimmed; the security guard mini-bid is being developed by the Village Attorney and Library and it should be issued soon; Director Malagon is encouraged to look at the phone system that the Village is using so there could be compatibility. The Library may have an option for a cloud-based system. Village Administrator Suozzi and Public Works Superintendent Joe DiFrancisco are involved with many of these projects. There is concern that some of the Library’s needs may cost more than were actually budgeted for in the 2019-2020 budget.
Trustee Colahan reported that the latest version of the security guard bid went to Village Purchasing Dept. for review, the phone system that the Village has considered has been discussed, the lower level bathroom door still has not been repaired and the tree planted in front of the Library in August needs watering.

6. **Report from Representative of the Friends:**
Friends President Nancy Minett reported that the Friends will hold its first meeting after the summer break on September 18 at 7:30 p.m. in the small meeting room; it has been a busy summer clearing out the book room; the newsletters were mailed out; the Friends resumed accepting book donations September 3; the fall book sale is November 9 & 10 with the Friends’ members preview book sale on November 7.

Director Malagon entered the meeting at 7:37 p.m.

Trustee Colahan reported that the sale of books on racks outside of the Library was a great success. He received many compliments on how people enjoyed browsing for books out front of the building. Trustee Greco reported that this outdoor array of books created a friendly atmosphere, and it became a community event with people drawn to the Library.

Cyril Smith entered the meeting at 7:39 p.m.

7. **Minutes Regular Meeting of the Board of Library Trustees:**
Trustee D’Antonio moved approval of the Minutes, as read, for the Regular Meeting of the Board of Library Trustees, August 5, 2019; Trustee Greco seconded and the motion was approved unanimously.

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

Trustee Colahan read a thank you card from Gloria Weinrich.

Kathleen Eng of 70 Transverse Road, GC made a $200 donation to the Homebound Program in memory of her mother Dolores Costello.

Trustee Colahan suggested that Young Adult Librarian Laura Giunta ask her Teen Advisory Board if they would like to meet with the Library Board to discuss any library related matters.

Director Malagon was asked by the Trustees to record observations of patron use of the Periodicals Room to determine if it is a good area for tutors use. Patrons have reported that they are distracted by tutors who tend to talk in a loud tone while tutoring. Director Malagon will contact other libraries concerning their tutoring policies and how tutors are accommodated.

Donna Weber’s incident report was discussed regarding a patron giving her cold stares. Director Malagon with speak with the Circulation Department Head about this when she returns from sick leave.
9. **Decision Items:**

9.1 **Financial Reports:**
Trustee D’Antonio moved approval for the July financials; Trustee Greco seconded and the motion was approved unanimously.

August preliminary financials deferred for final numbers from the Village.

9.2 **Abstract of Claim Vouchers to be paid List No. 19-09:**
Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $175,896.95, List No. 19-09; Trustee Nouryan seconded and the motion was approved unanimously.

9.3 **Proposed Change of Library Board Meeting Date from December 9th to 16th, 2019:**
Trustee Colahan moved approval of the proposed change of the Library Board meeting date from December 9th to the 16th in order for Director Malagon to attend NLS’ annual meeting; Trustee Nouryan seconded and the motion was approved unanimously.

9.4 **Proposed Schedule of the Board of Library Trustees 2020 Meetings:**
Trustee Colahan moved approval of the Board of Library Trustees 2020 meetings; Trustee D’Antonio seconded and the motion was approved unanimously.

Trustee D’Antonio made a motion to affirm that the Library Board of Trustees more closely follow the Robert’s Rules of Order in Board meetings; Trustee Colahan seconded and the motion was approved unanimously.

9.5 **Sick Leave — Two Employees:**
Deferred to Executive Session.

9.6 **Saleem Pernath Suspension Hearing:**
Trustee Colahan moved approval to suspend Saleem Pernath until April 16, 2020; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Greco requested amending the aforementioned suspension to a longer term; Trustee Colahan asked Director Malagon to look into if this is legal with counsel.

9.7 **GC Fall Festival Street Fair Sponsorship Opportunities:**
Trustee Nouryan moved approval for the Library to participate in the GC Fall Festival Street Fair by sponsoring a cornstalk at $75.00; Trustee D’Antonio 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 on the items that were updated since her report in the Board packet. She had met with George Trepp last Friday to further edit and move the security guard mini-bid back to Village Purchasing Dept.; she also had a conference
call today with Village Purchasing Clerk Rosemary Monahan regarding the bid. Director Malagon will meet with Ms. Monahan after the next Village Dept. Head meeting and hopes to get the bid work completed. An update about this topic went to Village Trustee Brian Daughney, Village Treasurer Irene Woo, Village Administrator Ralph Suozzi and Village Attorney Peter Bee, as of 6:00 p.m. tonight.

Due to staff persistence in troubleshooting the beeping noise on line 2, the problem was repaired by Verizon. The bathroom renovations will begin late September. The VoIP phone vendors will send pricing details soon. Director Malagon will look into the decreased participation in children’s storytimes.

10.2 **Director’s Report Narrative:**

**Meetings**
- Library Board of Trustees Meeting. (8/5)
- Building projects - R. Suozzi, J. DiFrancisco and C. Basile. (8/6)
- VoIP phones - staff and vendors MiTel and LanRover (Village’s VOIP providers). (8/9)
- Security bid - G. Trepp (consultant) (8/13, 8/21) and with P. Bee (attorney) (8/14).
- Attended Garden City Village Board Meetings. Bathroom bid approved. (8/15)

**Community Relations**
- New computer guest pass sign in procedure, discussed concerns with staff and patrons.
- Posted signs in Teens Room that space is reserved for teens (no tutoring).

**Personnel Concerns**
- Interviews were held for promotional position (Librarian II - Head of Teen Services) and Library Pages. Discussions with Department Heads regarding part-time librarian hours needed. Schedule changes for unexpected sick leave and emergency work by PSEG.

**Library Building**
- Security guard bid – Many hours working individually and with G. Trepp, P. Bee, R. Monahan, delays because process/guidance kept changing. Meeting with Trepp on 9/5.
- Cell phone booster – Communicated with vendor to get village building permits; the equipment is on order; once received, it will take 1 day to install.
- Bathroom project – Bid approved (8/15); work may begin in late Sept for 4-6 weeks.
- Children's room – Working on design comparison and staying in touch with vendors. Senator Thomas’ office is working on restoring capital aid promised by Senator Hannon.
- VOIP (Voice Over IP) phones – Successful meeting with Village’s VOIP vendors. (8/9) M. Higgins coordinated and sent info to vendor for quote.
- PSEG Emergency repairs; work required power shut down several hours overnight. Thunderstorms caused work to be postponed twice, completed. (8/13)
- Troubleshooting phone beeping and fire alarm panel beeping with staff; issues may be related. Briscoe (Worldwide Security) says the fire alarm is connected to a voice line and the alarm booster panel that needs to be replaced is causing the beep on line. Library staff investigated all Verizon lines and contacted Verizon to check status. Fire alarm will be moved to a working non-voice line and fire alarm panel will be replaced. (9/6)
• Friends Book Room moving of books was completed. (8/15) Cleaning will be scheduled then staff will arrange storage of library materials.
• Free tables and chairs were available from another library were available, but declined. The Village’s Gift Policy requires a BOT resolution for items valued over $1,000.

Building and Grounds
• The loud beeping on phone line 2 (742-8406) continues. Verizon was called - technician didn’t show up. The Maintainer spoke with Worldwide Security/Briscoe (GC Alarm) regarding the beeping on that line as well as the daily beeping on the alarm box located next to the staff entrance. The technician stated that perhaps the batteries needed to be changed and did that. (8/5, 8/6, 8/26)
• The push button plate for the automatic front door was found on the ground. Patron gave it to Circulation Dept. It was repaired the next day by the Maintainer. (8/13, 8/14)
• Pinnacle Replacing Corp. replaced the door on the outside supply closet behind building. Their equipment caused smoke, which set off the smoke alarm. The Maintainer reset it. However, the strobes on the lower level did not go on - must be checked. (8/14)
• Gramman Plumbing checked on location of a pipe for the Bathroom Renovation. (8/18)

10.3 Library Building Projects Update:
Director Malagon reported that the main focus is on the security guard bid. Regarding the cell phone booster on lower level, the vendor received Village building permits, the equipment is on order and it will take one day to install. Senator Thomas’ office contacted her and is working on restoring capital aid promised by Senator Hannon. She is working on design comparisons for the Children’s Dept. and continues working on technical needs: Voice Over IP phones, alarms, maintenance issues, etc.

Trustee Colahan reported that he recently had a photo op with Assemblyman Ra, and he will contact Director Malagon in the fall. Trustee Colahan inquired about the timetable for the RAVE app and Director Malagon reported that she will get back to working on that project after the security project is completed.

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

11.2 Audit Committee:
Trustee Colahan reported that the Library Board approved the Village’s new auditor, and he read their proposal.

11.3 Building Committee:
Previously discussed.

11.4 Community Relations Committee:
Previously discussed.

11.5 Personnel Committee:
Deferred to Executive Session.
12. **Other Business:**
Trustee Colahan reported that in the past when Trustee Delany was on the Library Board the Library Director had an Assistant Library Director from 2006-2009 and then that position was eliminated due to a budget crunch. We have a new Director since mid-summer of 2018, who is doing an amazing job. Unfortunately, the amount of work is overwhelming, so we are looking at preliminary numbers and perhaps we can fill the position from within. Although it is exploratory, we are hoping to propose for the next budget 2020-2021 that we have an assistant director. This is a preliminary review and discussion within certain budget constraints. Director Malagon is doing a great job and there is only so much work the Director can handle. A consultant was hired to assist the Director. Director Malagon thanked the Board for their consideration.

Trustee D’Antonio moved approval that the matter of the Friend’s book room is satisfactorily closed and that further discussion should be tabled indefinitely; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Colahan reported the Friends have guaranteed they will monitor not using more than 50% of the room.

Trustee D’Antonio moved approval that in the interest of cooperation, and in order to foster greater communication between the Boards, I move that official “tours” of the Library by members of the Village Board of Trustees be conducted with at least one Library Board member present; Trustee Greco seconded and the motion was approved unanimously.

Trustee Murphy entered the meeting at 8:20 p.m.

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

Cyril Smith, GC resident
Mary Maguire, GC resident and Friends volunteer Book Worm
Rikki Massand, GC News reporter

Mr. Smith suggested that the Library reach out to the GCFD to coordinate activities with their Centennial anniversary celebration next year.

Ms. Maguire inquired about an amnesty period for overdue books. Trustee Colahan suggested that the Library Director look into an amnesty program where overdue fines would be forgiven if patrons participate in a food drive or other similar campaign that helps those in need.

14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, October 21, 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 8:40 p.m. with the Library Board and Library Director.

Trustee Nouryan moved approval that the Meeting exit Executive Session; Trustee Greco seconded and the motion was approved unanimously.

The Meeting exited Executive Session at 9:15 p.m.

Trustee Colahan made a resolution related to the July 8, 2019 resolution, regarding the 2.25% increase for part-time staff: this raise applies to part-time staff currently working and not minimum wage earners; Trustee D’Antonio seconded and the motion was approved unanimously.

Requested authorization to pay Jeanette Nicoletti, Circulation Dept. Principal Library Clerk, through September 6, 2019, or such earlier date as they may be able to return to work as determined by the Village medical advisor and pursuant to the provisions of the contract between the Incorporated Trustee Village of Garden City and the Civil Service Employees’ Association, which became effective June 1, 2010. Also, and retroactively requested, authorization to pay Joanne DeMeo, Circulation Dept. Sr. Library Clerk, January 18 through March 17, 2019, as described above.

On motion of Trustee D’Antonio and unanimously carried, the aforesaid authorization was approved.

Trustee Greco moved approval to promote two employees working as Library Aides to part-time Librarian I as scheduled pending Civil Service approval; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Murphy moved approval to promote Laura Giunta to Librarian II as Head of the Young Adult Department pending Civil Service approval; Trustee D’Antonio seconded and the motion was approved unanimously.

Trustee D’Antonio moved approval to hire a part-time Librarian I and or Librarian Trainee in the Children’s Department; Trustee Murphy 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 9:23 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek
Principal Typist Clerk

Approved:
October 21, 2019