

**GARDEN CITY PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OCTOBER 21, 2019  
7:30 PM  
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, October 21, 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.
3. **Approval of Agenda:**  
Trustee Nouryan moved approval of the Agenda; Trustee Greco seconded and the motion was approved unanimously.
4. **Public Comments on Agenda Items:** (Limited to Five Minutes Each)  
None.
5. **Report from Representative of the Village Board:**  
Colleen Foley reported on a change order that the village received regarding the main floor bathrooms – a leaking pipe was cut out and repaired; it didn't cause major delays. The bathrooms should be completed by the end of this week. The lower level mechanical room was checked for residual leaks after and end-cap on a pipe was replaced.
6. **Report from Representative of the Friends:**  
Friends President Nancy Minett reported that the Friends book sale is November 9 and 10 with a preview book sale for Friends members on November 7. Book donations are suspended for the month of November in order to prepare for the sale. The deadline for the January newsletter copy is November 14<sup>th</sup> then it goes to the printer December 1<sup>st</sup>. Friends meetings are now held monthly. The sale of books on the main floor has noticeably increased. The Friends are brainstorming fundraising ideas and one of them is memorial bricks for the front sidewalk.

Trustee Colahan reported that the book donation bucket is overflowing. Joanne Kastalek gave him a tour of the book room and thanked Ms. Minett for keeping the room neat and within the 50% usage agreement.

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, September 9, 2019; Trustee Greco seconded and the motion was approved unanimously.

8. **Correspondence:**

Staff meeting reports and patron comment sheets were discussed.

Trustee Murphy reviewed a patron's comment that the garbage is overflowing in front of the library, and he noticed overflowing garbage on the lower level of the library. He also commented on the paint splatters on the walls and carpet of the small meeting room. He mentioned that years ago the Village was to take over responsibility of the building's needs.

Trustee Foley suggested a dialog between the two Boards to see what is needed in the library. Department Heads will be walking through the Village buildings with the Superintendent of Public Works, Joe DiFrancisco; you may see priorities that the Village doesn't see and they then will prioritize the list.

9. **Decision Items:**

9.1 **Financial Reports:**

Trustee D'Antonio moved approval for the May financials; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee D'Antonio moved approval for the August financials; Trustee Nouryan seconded and the motion was approved unanimously.

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

9.2 **Abstract of Claim Vouchers to be paid List No. 19-10:**

Trustee D'Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of \$189,868.09 (minus \$62.50, Account Number L-4460 Bee Ready Fishbein Hatter & Donovan, LLP), List No. 19-10; Trustee Murphy seconded and the motion was approved unanimously.

Trustee Colahan questioned payment for the Bee Ready Fishbein Hatter & Donovan, LLP invoice.

Deferred payment of \$62.50 (account number L-4460, Bee Ready Fishbein Hatter & Donovan, LLP) for further information.

9.3 **Transfer \$60.00 from Maintenance of Plant to Gas and Oil:**

Trustee D'Antonio moved approval to transfer \$60.00 from Maintenance of Plant (0L.7410.4030) to Gas and Oil (0L.7410.4490); Trustee Nouryan seconded and the motion was approved unanimously.

9.6 **Macmillan Publishers Resolution:**

This discussion was moved up in the Agenda.

Director Malagon reported that Macmillan publishers has created an embargo where beginning on November 1, 2019 they will allow libraries to purchase only one copy of each new eBook title for the first eight weeks after a book's release. This will severely limit reader's access to new eBook titles through their libraries. Therefore, the Nassau Digital Doorway's member library directors voted not to buy any Macmillan eBook titles during the embargo period and requested that Nassau public libraries ask their boards to show support via a resolution in support of fair access to digital content.

The resolution text was provided to Library Trustees earlier, but was not read aloud.

**RESOLUTION IN SUPPORT OF FAIR ACCESS TO DIGITAL CONTENT**

WHEREAS Nassau's public libraries have a duty to ensure access to information for all, and

WHEREAS publishers are increasingly imposing restrictions on library purchases of new and popular materials in digital formats, and

WHEREAS libraries are typically required to pay exponentially higher prices for copies of books in digital formats than consumers, and

WHEREAS these barriers are an impediment to the freedom to read, particularly for those who are most dependent on libraries, as well as a challenge to our long-held commitment to equity of access,

Now, therefore, be it RESOLVED that the Garden City Public Library:

1. Supports all digital content being made equally available to libraries without moratorium or embargo and at fair prices
2. Supports NLS and member libraries raising public awareness of these issues
3. Supports NLS and member libraries taking active steps to reduce the efficacy of publisher practices that are harmful to libraries and readers

Trustee Murphy moved approval to for the Garden City Public Library to support the resolution proposed in support of fair access to digital content; Trustee D'Antonio seconded and the motion was approved unanimously.

9.4 **Sick Leave – One Employee:**

Deferred to Executive Session.

9.5 **Sponsor Membership in the Kiwanis Club of G.C. for Chairman Colahan:**

Trustee D'Antonio moved approval to sponsor membership for Chairman Colahan in the Kiwanis Club of GC (membership dues \$225, October 1, 2019-September 30, 2020); Trustee Murphy seconded and the motion was approved unanimously.

9.7 **Approval to Dispose of Obsolete Computer Equipment:**

Trustee Murphy moved approval for Computer Systems Librarian Joe Agolia, at his recommendation, to dispose of old computer equipment consisting of 15 computers, 36 Monitors, 6 printers, 3 UPSs, and 2 servers. The computers, monitors, printers, and UPSs will be offered to the Community Computer Connections Program of Long Island. If they are not interested, they will be given to the Computer Service Center in Farmingdale or some other recycler. The servers are to be traded in with HP; Trustee Greco 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.

Trustees Daughney and Foley visited the library with DPW Joe DiFrancisco on October 9<sup>th</sup>. Trustee Colahan had a scheduled tour in the morning and separately on October 10<sup>th</sup> at 4:00 PM. Bathroom construction is expected to be completed this week (Friday). The library staff and DPW, Chris Basile, carried out Fire Watch orders for one week until the alarm system was repaired by Briscoe, they also repaired the associated phone line issue. Library is thankful for the assistance of DPW and GC Fire Department during the period that the fire alarm was not working.

10.2 **Director's Report Narrative:**

Meetings

- Library Board of Trustees Meeting (9/6)
- Village Department Heads meetings (9/11, 9/25)
- Friends of the Garden City Public Library (9/18, 10/16)
- Library related – NLS MLD (9/18, 10/16), NLS – Nassau Digital Doorway (10/10), NLS – Legislative Breakfast (10/4)
- Attended Garden City Village Board Meetings (9/19, 10/3, 10/17). Plumbing change order on bathroom construction project approved at 10/3 meeting.

Personnel Concerns

- Director worked an exceptional amount of time on staff scheduling, assignments and hiring, due to two extended absences, staff promotions, and interviewing for open positions. Civil Service appointments to Librarian were made for 2 employees, and one promoted to Librarian II. One library page was hired.

Library Building, Security and Systems

- Alarm systems – There is a loud buzzing on phone line 516-742-8406. Verizon checked all the lines coming into the building. Technicians finally repaired the system. The Maintainer then reset the system. Two days later the loud buzzing returned. It was determined that the alarm system is the cause of the beeping/buzzing sound on line 8406. Briscoe ordered the power supply to rectify the situation. (9/5, 9/6, 9/9, 9/11, 9/13)
- Alarm systems – Briscoe (GC Alarm) replaced the strobe and horn booster panel on 10/17. Beeping on phone line and annunciator panel was corrected as a result. Library Fire Watch (since 10/10) was ended on 10/17.
- Alarm Calls – Fire alarms: (9/23, 9/24) due to dust from construction, (10/17) testing new strobe panel. Burglar (9/29) contractor unauthorized entry without Village staff; (10/14) time lock not set for holiday closing.
- Bathroom project – Project commenced on 9/22; expected completion is late October. Leaky pipe also replaced. Unanticipated minor related issues: fire alarm calls due to dust (9/23, 9/24); dust in Board room (9/25); toilet issues on lower level.
- Cell phone booster – Initial work did not provide enough coverage; pending completion.
- Children's Room – Reviewed work by Elisabeth Martin and WBG at Locust Valley and discussed their project with the Library Director. Working on design decision.

- Children’s Room – SAM Grant –SAM (State and Municipalities) Grant funding offered by Assemblyman Ra up to \$50,000 pending approval.
- Electrical – Corkrey Electric replaced burnt out light bulbs. The electrician was shown the area of the Friends Room that needs bulbs replaced. Corkrey will send a proposal to the Village for that project. (9/20, 9/25)
- Electrical – Library lost power at 10:42 a.m. PSEG was called immediately. They reported that it was a known outage. Power was back on about 10 minutes later. (10/4)
- Elevators - Thyssen Krupp came to repair the Book Elevator. They adjusted a roller and the job was completed. (9/3, 9/5)
- HVAC - There was a buzzing sound in the AV Room ceiling. The maintainer said it was the connection to the Air Handler. Inter County Mechanical came and was able to override it temporarily. A part has been ordered to correct the problem. (9/3, 9/5)
- HVAC - The Air Conditioning was not working properly. The Upper Level and Main Floor were very warm and the Lower Level was very cold. The cause was a power outage that tripped the system causing the water tower not to work. Once the water in the tower became too warm, the AC system shut down. Inter County Mechanical came and was able to get it to start up. The technician suggested that a Starter box for the fan needs to be replaced. The following Monday ICM sent another technician to confirm. He reported that there was a pneumatics problem. County Energy Controls adjusted the pneumatics. (9/12, 9/13, 9/16, 9/17)
- HVAC - A leak was reported in the Lower Level Mechanical Room. Inter County Mechanical came and reported that it could be isolated. A few days later, the Monitor found that the bucket under the return pipe was overflowing. The following day he found that the drip was coming slightly faster than originally “but not alarmingly so.” ICM is scheduled to do the repair on 10/16. (9/26, 9/28, 9/29, 9/30,10/7) The Village Administrator and head of DPW came to look at the leak in the Mechanical Room. (10/1)
- HVAC - County Energy Controls performed quarterly check on the pneumatics. (10/6)
- Security guard RFQ – RFQ was sent out to vendors on state contract on 9/26. The optional site visit was held on 10/2. Two companies attended and toured the library. Responses to the RFQ are due on 10/29.
- Plumbing & Sewers - The toilet in the Lower Level Ladies Room was flushing continuously. The Library Monitor closed the room. The following morning the maintainer replaced the batteries as a temporary fix and contacted Z&G Plumbing. The flushometer on the left toilet was not working and needed to be replaced. He replaced the faucet that was not working properly. Flushometer was replaced at a later date.(9/8, 9/9, 9/19, 9/26)
- Plumbing & Sewers - Library Monitor found Mechanical Room Drain overflowing. Citiwide Sewer & Drain found a clog near the ejector pump and cleaned the drains. (9/23, 9/24)
- Plumbing & Sewers - The toilet in the Lower Level Men’s Room was clogged at 3:50 p.m. The library was unable to get anyone from the Village to come and clear it. Gramman Plumbing was contacted. They arrived shortly and cleared it. (10/3) Floor was covered with water, two staff members mopped it (necessary due to renovation work main level).
- Village – Village Trustees Daughney and Foley accompanied DPW’s J. DiFrancisco on site to view bathroom project and lower level areas. (10/9).

- VOIP (Voice Over IP) phones – Quotes received from Village's VOIP vendors. Staff recommend the cloud-based VOIP phones pending cost of PA speaker system.

### 10.3 **Library Building Projects Update:**

- Director Malagon reported that the security guard RFQ went out September 26. Two companies came to the library for a site visit on October 2, and all had an opportunity to ask questions by October 9. Responses will be opened October 29 by her, Library Consultant George Trepp, and Village purchasing staff. Significant questions will be reviewed with the Library Board and brought to the November Board meeting for a decision.
- The cell phone booster project on the lower level is ongoing to expand coverage.
- Intelli-Tec work is ongoing with the remaining work to be done: lobby camera, door controls on a few doors, and staff training.
- The VoiP phones decision is pending cost of PA system installation. A cloud-based system could have lower costs upfront and monthly.
- We had some extreme difficulties with plumbing and HVAC in the past two months. DPW were very helpful in getting timely calls placed to contractors for service or repair.
- Regarding the Children's Room, Director Malagon met with the Director of Locust Valley Library who had a similar project in size and scope done by Elizabeth Martins. The 3500 sq. foot project was discussed, including cost of over \$300,000 (without prevailing wage labor). Trustee Colahan recommended that the Director consult an architect to narrow down a plan with associated costs and report to the Board with a proposal by the next Board meeting and then go to the Village for additional funding for the next fiscal year. Senator Thomas office contacted her regarding working on getting the bullet aide money that former Senator Hannon acquired last year. Assemblyman Ra's SAM grant application is pending as I have to enter estimated pricing for work that is applicable under the program. Requirement: *"Have secured or can demonstrate a reasonable expectation of securing total project funding."*
- Green Assets Energy Solutions Co. LED lighting proposal was discussed and Trustee Colahan asked the Director to have them rework their proposal (for main level and mezzanine lighting) into a full-scale plan.

### 10.4 **Assemblyman Ed Ra SAM Grant:**

Director Malagon explained the State & Municipal Facilities Capital Program (SAM) eligibility criteria. Assemblyman Ed Ra offered \$50,000 but we must secure total project funding and then submit for reimbursement.

### 10.5 **NLS ILS & Associated Services Budget for 2020:**

Trustee Murphy moved approval for the NLS ILS & Associated Services Budget for 2020; Trustee D'Antonio seconded and the motion was approved unanimously.

## 11. **Committee Reports:**

### 11.1 **Budget Committee:**

Previously discussed.

### 11.2 **Audit Committee:**

Trustee Colahan reported that he read the new auditor's report and requested another Trustee read it before Library Board approval.

- 11.3 **Building Committee:**  
As previously discussed.

Also, Trustee Colahan reported that the memorial tree in front of the library needs care.

- 11.4 **Community Relations Committee:**  
No report.

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

12. **Other Business:**

Director Malagon reported that LANRover Network Services phone system company came to the library and provided information and pricing on a VoIP cloud-based phone system. This is the same company that the village uses. It was recommended that the Director reach out to LANRover with additional questions posed by the Library Board.

Director Malagon was asked by the Trustees to do a casual survey of patron use of the Periodicals Room in order to ascertain if it is a viable space for tutors, as they tend to talk in a loud tone while tutoring which is distracting to other patrons. Also, to check with other libraries on how they deal with tutors and about their tutoring policies.

Trustee Colahan asked the Director to draft a memo to be distributed to tutors and families that money is not permitted to be exchanged on Library premises as per Library policy.

Director Malagon was asked to look into an amnesty period for overdue books where overdue fines would be forgiven if patrons participate in a food drive or other similar campaign that helps those in need.

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

Nancy Minett, GC Resident and President of the Friends of G.C. Library  
Cyril Smith, GC resident

14. **Next Meeting Date:**  
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, November 11, 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 9:35 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.

**Sick Leave – Two Employees:**

Requested authorization to pay Laura Flanagan, Reference Department Librarian, through October 22, 2019, or such earlier date as she may be able to return to work 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.

Retroactively requested authorization to pay Jeanette Nicoletti, Circulation Department Principal Library Clerk, September 10, 2019 through October 15, 2019, 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.

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

The Meeting exited Executive Session at 10:10 p.m.

16. **Adjournment:**

There being no further business to discuss, Trustee Nouryan moved approval to adjourn the meeting at 10:11 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek  
Principal Typist Clerk

Approved:  
November 11, 2019