A Regular Meeting of the Board of Library Trustees was held at the Library on Monday, November 11, 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 Nancy Minett.

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

Trustee Foley entered the meeting at 7:35 p.m.

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

5. **Report from Representative of the Village Board:**  
Trustee Colleen Foley reported that the main floor bathrooms are completed, but some items need to be tweaked, such as the mirrors, door key fobs and locks with privacy indicators; also, signs need to be put up. This work can be accomplished while keeping the rooms operational. Trustee Foley recommended that Director Malagon should coordinate other library projects with the Superintendent of Public Works, Joe DiFrancisco, such as locks or fobs on certain doors and painting and replacing flooring in the meeting rooms on the lower level. She reported that the men's room door on the lower level was ordered. Trustee Foley inquired whether the Library has setup the RAVE emergency app which is being used in schools and libraries. The Library has set up the RAVE app.

6. **Report from Representative of the Friends:**  
Friends President Nancy Minett reported that the Friends earned approximately $4,000.00 from the book sale that was held November 9th and 10th with a preview book sale for Friends members on November 7th. Book donations resume December 1st. The books from the sale
were brought back to the book room to be sorted for sale on the main floor and for the spring book sale. Trustee Colahan complimented Ms. Minett on the cleanliness of the book room. He also thanked the Friends for their assistance with the Veterans’ program that was held this morning in this small meeting room especially since the Village was off today.

7. **Minutes Regular Meeting of the Board of Library Trustees:**
   Trustee Nouryan moved approval of the Minutes, as corrected, for the Regular Meeting of the Board of Library Trustees, October 21, 2019; Trustee Greco seconded and the motion was approved unanimously.

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

Discussion ensued regarding a letter submitted from a GC resident pointing out that other neighboring libraries have more programs - including children’s programs - and activities than the GC Library. Director Malagon reported that there was a recent Librarian Trainee appointment which will help the Library provide additional programs including children’s programs. Trustee Malagon was asked to conduct a poll with patrons as to what programs they would like.

Trustee Nouryan moved approval for Boy Scout Gus Vasilakis of Troop 568, who is working on his Eagle Scout service project, to collect new toys to donate to Toys for Tots. A collection box will be put in the lobby from November 15 - December 6, 2019; Trustee Murphy seconded and the motion was approved unanimously.

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

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

   9.2 **Abstract of Claim Vouchers to be paid List No. 19-11:**
      Trustee D’Antonio moved approval for Abstract of Claim Vouchers to be paid in the amount of $221,128.13, List No. 19-11; Trustee Murphy seconded and the motion was approved unanimously.

      Note: at the October 21, 2019 Library Board meeting, payment of $62.50, account L-4460, Bee Ready Fishbein Hatter & Donovan, LLP, was deferred for further information. Director Malagon was informed that the Village subsequently paid this invoice and removed as an expense to the Library.

   9.3 **Transfer $4,000.00 from Maintenance of Equipment to Book Processing:**
      Trustee D’Antonio moved approval to transfer $4,000.00 from Maintenance of Equipment (0L.7410.4020) to Book Processing (0L.7410.4290); Trustee Murphy seconded and the motion was approved unanimously.

      Note: Given the irregular increase in book processing expenditures, Trustee Colahan recommended that Director Malagon review transactions in the budget’s Book Processing line, and report findings at the next Board meeting.
9.4 Transfer $340.00 from Maintenance of Plant to Gas & Oil:
Trustee D’Antonio moved approval to transfer $340.00 from Maintenance of Plant (0L.7410.4030) to Gas & Oil (0L.7410.4490); Trustee Murphy seconded and the motion was approved unanimously.

9.5 Staff Action – CSEA Staff and Confidential Employees’ Salaries:
Deferred to Executive Session.

9.6 Security Guards:
Director Malagon reported that three responses to the RFQ were received October 29, 2019 from Securitas Security Services USA, Strategic Security Corp and Wisdom Protective Services. Responses are currently under review by the Library Director, the Village and GCPD to compare technical approach, experience and cost. She will contact references and report recommendations to the Library Board.

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 at last month’s Library Board meeting she explained the State & Municipal Facilities Capital Program (SAM) eligibility criteria to obtain outside funds to implement future improvements including an updated Children’s Room. Thanks to support from Garden City’s two state legislators, additional funding is possible through the SAM Grant program, which can be applied to capital improvements. At the October Library Board meeting, it had been announced that the Library had recently been nominated by Assemblyman Ed Ra to receive a $50,000.00 SAM Grant for capital improvements. In addition, on November 7th the Library received confirmation that it was nominated for a $150,000.00 SAM Grant by Senator Kevin Thomas for capital improvements to the Library’s Children’s Room. Note: last year Senator Hannon had nominated the Library to receive $125,000.00, but Senator Thomas was able to increase this by $25,000.00. A press release has been posted on the Library’s website and on Facebook.

Trustee Colahan reported once the Library Board and Director review the space study proposals from the architects for the Children’s Room, we plan to work closely with the Village Dept. of Public Works, Village Administration and Village Board to finalize and implement plans. This may well include requesting additional funding in the Library Capital Budget from the Village as needed.

10.2 Director’s Report Narrative:
Meetings (October 1 – November 8)
• Library Board of Trustees Meeting (10/21)
• Village Department Heads meetings (10/9, 10/30)
• Garden City Village Board of Trustees Meetings (10/3, 10/17, 11/7)
  [Plumbing change order on bathroom construction project approved at 10/3 meeting.]
• Friends of the Garden City Public Library Meeting (10/16)
• Library related – NLS MLD (10/16), NLS – Nassau Digital Doorway (10/10), NLS – Legislative Breakfast (10/4)
Library Building, Security and Systems – Updates (from October 18 – Nov 8, 2019)

- Bathroom renovation project work substantially complete on 10/25, but punch list items and clean up continued through 11/6, with bathrooms closed intermittently. Stoppers added for door handles and to fix mirrors in place on 11/8, and reopened. Village is getting quote to paint hall.
- Cell phone booster – the company will return to further test and expand coverage.
- Children’s Room – SAM Grant (State and Municipalities) funding offered by Senator Thomas up to $150,000.00 pending approval.
- Electrical – Library lost power on Oct. 24 & 31. On Oct. 24, it caused a physical server shut down, taking two virtual servers with it. One was the domain controller that runs the DHCP service that distributes IP addresses. Joe Agolia walked Mira Higgins through a restart over the phone. There were other pieces of equipment that needed to be reset, but it appears there was no lasting damage. Power was lost again very briefly on October 31. The dropout was apparently very brief, and though equipment not protected by UPS would have reset, servers and switches were not affected.
- HVAC – Inter-County Mechanical prepared the heating system for the season on 10/30.
- Lighting maintenance – Corkrey Electric replaced burnt out light bulbs in the Book Storage Room and one aisle on main level on 10/29.
- Lighting, LED project – Green Asset Solutions was referred to coordinate with DPW regarding a coordinated LED lighting proposal for the Village including the Library.
- Security – Locks - Intelli-Tec technician worked on the front doors to install an automatic locking system on 10/1. Later in the month, he was here to repair the lock on the Friends Book Room on 10/18. He reported that the problem was the strike plate not the lock.
- Security Guard RFQ – three responses to the RFQ were received on 10/29. Currently under review by Village, Library Director, Library Consultant, and Garden City PD.
- Voice Over IP (VoIP) phones – evaluating options and PA system. Pending decision.
- Windows - West Home Windows cleaned the windows inside and outside on 10/30.

10.3 Library Building Projects Update:
Director Malagon reported that she had filled out a preliminary SAM grant application for Assemblyman Ed Ra’s $50,000.00 grant in October, and would complete the application for the grant from Senator’s Thomas’ office for $150,000.00 as soon a possible. She met with an architect from H2M regarding the Children’s Room and building needs.

10.4 Phone System Upgrade:
Director Malagon shared a comparison chart she prepared regarding the Voice Over IP (VoIP) phone systems – cloud-based hosted system vs. on-premises system.

Trustee Colahan moved approval for a phone system pending the new proposal’s costs are in the budget, it is compatible with the Village’s phone system, and to expand the current proposal to cover the areas that are not covered by our current system with speaker phones instead of a PA system; Trustee D’Antonio seconded and the motion was approved unanimously.

Note: staff is reviewing and updating the proposal.
10.5 **Tutoring in the Library:**
Director Malagon reported on her research with other libraries as to their tutoring policies and procedures.

Trustee Colahan asked that Trustee Greco work with the Library Director to prepare a policy recommendation along with guidelines addressing tutoring hours, areas of the library, and payments, which are not to be exchanged on Library premise. This policy is intended to be handed out to tutors. The policy is to comply with state law.

11. **Committee Reports:**

11.1 **Budget Committee:**
Previously discussed.

11.2 **Audit Committee:**
Trustee Colahan reported that both he and Trustee D’Antonio read and approved the audit agreement.

11.3 **Building Committee:**
Trustee Murphy reported that the outdoors trash cans were overflowing. Trustee Colahan reported that an Incident Report was given to the director stating that the irrigation sprinkler system was on overnight and ice formed on the sidewalks. Ice melt was used, but it should not have, as previously the Village instructed the Library to use sand only. The Director was asked to clarify with DPW if salt should be used.

11.4 **Community Relations Committee:**
Trustee Greco will schedule a meeting with Director Malagon within two weeks to review community relations. Also, a photo op is needed for the current Library Board and will be arranged.

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

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 Book Worm volunteer
Cyril Smith, GC resident

14. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, December 16, 2019 at 7:30 p.m.

Trustee Colahan noted the Library Board previously voted to change the December 9th meeting to December 16th so not to conflict with the Nassau Library System (NLS) Annual Meeting.
15. **Move into Executive Session:**
Trustee Nouryan moved approval that the Meeting enter Executive Session to discuss specific personnel issues; Trustee D'Antonio seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 9:50 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 9:55 p.m.

Trustee D'Antonio moved approval of the confidential employees bonus payments effective December 12, 2019 and longevity payment for a confidential employee effective December 1, 2019; and also, the longevity payments for certain Garden City Public Library employees listed in the schedule provided effective December 1, 2019, hereby fixed consistent with the terms and provisions of the current agreement between the Incorporated Village of Garden City and the Civil Service Employees’ Association; Trustee Nouryan 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 9:58 p.m.; Trustee Murphy seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek  
Principal Typist Clerk

Approved:  
December 16, 2019