A Regular and Organizational Meeting of the Board of Library Trustees was held at the Library on Monday, December 16, 2019 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
          Lola Nouryan, Trustee
          Germaine Greco, Trustee

Also Present: Nancy Minett, Representative of the Friends
              Marianne Malagon, Library Director
              Joanne Kastalek, Principal Typist Clerk

Absent: Peter D’Antonio, Vice Chair – with notice
        Charles Murphy, Trustee – with notice
        Trustee Coleen Foley – with notice

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 Cyril Smith.

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

4. **Oath of Office – Lola Nouryan, Library Trustee:**
   Chairman J. Randolph Colahan administered the Oath of Office to Mrs. Lola Nouryan.

   Trustee J. Randolph Colahan recognized the reappointment of Mrs. Lola Nouryan as Library Trustee with a term of office of January 1, 2020 to December 31, 2024. This reappointment was approved by the Garden City Village Board at their December 12, 2019 meeting.

   Trustee Colahan and Trustee Greco congratulated Trustee Nouryan on her reappointment. (Trustee D’Antonio and Trustee Murphy sent congratulatory wishes.)

   Trustee Colahan reported that he spoke to all trustees prior to tonight’s meeting and they agreed they would like to keep their positions.

5. **Election of Officers:**
   Trustee Greco moved that Trustee Colahan continues as Chair of the Board of Library Trustees for calendar year 2020; Trustee Nouryan seconded and the motion was approved unanimously.
Trustee Colahan moved that Trustee D'Antonio continues as Vice Chair of the Board of Library Trustees for calendar year 2020; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Colahan moved that Library Director, Marianne Malagon, continues as Secretary to the Board of Library Trustees for calendar year 2020; Trustee Greco seconded and the motion was approved unanimously.

**Appointment of Committees:**

Upon his consent Trustee Colahan appointed Trustee D'Antonio Chair of the Budget Committee.

Upon their consent Trustees Colahan and D'Antonio will serve as Chairs of the Audit Committee.

Upon his consent Trustee Colahan appointed Trustee Murphy Chair of the Building Committee.

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

Upon her consent Trustee Colahan appointed Trustee Nouryan Chair of the Personnel Committee.

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

Upon their consent Trustee Colahan appointed Trustees Murphy and D'Antonio liaisons to the CBRAC.

The Board voted unanimously to approve the appointments.

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

7. **Report from Representative of the Village Board:**
Deferred until her possible arrival at the meeting.

8. **Report from Representative of the Friends:**
Nancy Minett reported that the Friends newsletter was mailed out and the donations are coming in. It’s business as usual, nothing new to attend to.

   Trustee Colahan thanked Mrs. Minett for the nice letter she submitted to GC News regarding the Friends relationship with the Library.

9. **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, November 11, 2019; Trustee Greco seconded and the motion was approved unanimously.
10. **Correspondence:**
Patron comment sheets and staff meeting reports were discussed.

11. **Decision Items:**
11.1 **Financial Reports:**
Deferred for Trustee D’Antonio’s review of the financials.

11.2 **Abstract of Claim Vouchers to be paid List No. 19-12:**
Trustee Nouryan moved approval for Abstract of Claim Vouchers to be paid in the amount of $211,984.31, List No. 19-12; Trustee Greco seconded and the motion was approved unanimously.

11.3 **Transfer $2,200.00 from Contractual Services to Travel and Training:**
Trustee Greco moved approval to transfer $2,200.00 from Contractual Services (0L.7410.4460) to Travel & Training (0L.7410.4120); Trustee Nouryan seconded and the motion was approved unanimously.

11.4 **Two Patrons Temporary Suspension Review:**
Trustee Greco moved approval to permanently suspend, from the use of the library and its services, the *temporarily* suspended patron who allegedly removed another person’s property from the library; Trustee Nouryan seconded and the motion was approved unanimously.

Trustee Greco moved approval of a 12-month suspension, from the use of the Library and its services, for the *temporarily* suspended patron who viewed inappropriate material on a library computer; Trustee Nouryan seconded and the motion was approved unanimously.

12. **Discussion Items:**
12.1 **Director’s Report:**
Monthly and year-to-date usage of the Library by patrons in various measurable categories was deferred.

Director Malagon, Children’s Librarian Barbara Grace, and YA Librarian Laura Giunta attended the NYLA Annual Conference. The Library has received a Notice of Probate regarding the estate of Inge Kirstine Kauders. Ms. Kauders has bequest $10,000.00 to the Garden City Public Library.

Trustee Colahan moved approval to accept and apply this money toward the building renovation fund in the Deferred Revenue Account along with the SAM grant money; Trustee Greco seconded and the motion was approved unanimously.

Trustee Colahan made a recommendation for approval of prepayments up to $2,500.00 for invoices to vendors, who may charge the library a late fee or other surcharge, except for PSEG that goes up to $12,000.00. This approval of prepayments is a temporary measure and a vote will be taken when most trustees are present. Note, this resolution is at the recommendation of Village Treasurer Irene Woo.
Director Malagon reported that NYLA requested Library Trustees to write a letter to Governor Cuomo regarding investing in libraries in advance of the release of the Governor’s Executive FY 2020-2021 Budget proposal. Trustees are encouraged to submit a letter to the editor of their local newspapers (based on a template NYLA provided). Trustee Nouryan will prepare a letter and present it to the Board.

12.2 **Director’s Report Narrative:**

Meetings (November 1 – December 10)

- Library Board of Trustees Mtg. (11/11); Village Department Heads (11/13, 12/4)
- Village Administrator and Village Superintendent of DPW (12/4, 12/10)
- Garden City Village Board of Trustees Meetings (11/21). (Bathroom renovation additions approved: pedestal sink, door locks, painting hallway.)
- Friends of the Garden City Public Library Meeting (11/20)
- Library related – NLS MLD (11/20), NLS Annual Meeting (12/9)

Conferences & Continuing Education

  Sessions attended: An Internet Dark and Full of Terrors; Fundraising Without Book Sales; Creating a Culture of Yes; State of Technology in Libraries 2019; Programming for All Abilities; ADHD, Neurodiversity, and the Benefits of WAIT LOOK!

Library Building, Security and Systems – Updates (from Nov 8, 2019 – Dec 10, 2019)

- Bathroom Renovation – approved at Meeting of Village Board 11/21: door handles and deadbolt (vacant/locked; won’t lock accidentally); painting hallway where doorway was closed and wall patched; pedestal sink for Children’s bathroom (already installed by contractor); Library Board letter to modify or replace mirrors for safety sent to DPW 11/21; door handles installed 12/9.
- Maintenance, Emergency Plumbing – there was a toilet backup on the lower level. Citiwide Sewer & Drain Co. was called to clear the drain on 11/16. Following a backup on 12/9, Citiwide Sewer & Drain Co. was called to perform regular maintenance scheduled 12/12.
- GC Maintenance & Irrigation – maintenance, seasonal – drained sprinkler system for the season 11/12. The Village Maintainer checked the drain at the bottom of the stairs behind the building, and found it to be clear (leaves tend to accumulate in this area, which can lead to flooding) 11/19. Library Director verified DPW-approved materials rock salt and ice melt have been stored in exterior shed, to be available when needed. As per DPW, when sprinkled lightly, these will not cause potting to walkways. Rock salt should only be used near building entrances, the ice melt should be used further away.
- Security Projects – Intelli-Tec projects: door access control projects are complete (11/8) except to schedule staff training. Will discuss 2020-21 budget additions with GCPD. Security Guard RFQ responses - under review and checking references.
12.3 **Draft Library Audited Financial Statements for Year Ended May 31, 2019:** Deferred until all trustees read the voluminous financial statements and comment with any questions.

12.4 **Update on VoIP Phones:**
Trustee Colahan moved approval to go ahead with the cloud-based system and defer discussion of the PA system to next month, Library Trustees will decide if they want Administrator Suozzi to attend the next Board meeting to discuss the PA system, and Director Malagon to identify the eight Verizon lines and maintain service until the VoIP is up and running; Trustee Greco seconded and the motion was approved unanimously.

12.5 **Update on Security Guard RFQ:**
Director Malagon to contact Commissioner Jackson to review and make recommendations on the security bids.

12.6 **Library Building Projects Update:**
Discussion ensued on this topic. Director Malagon to do additional research and make recommendations before the Village budget sessions begin.

13. **Committee Reports:**
13.1 **Budget Committee:**
Trustee Colahan reported that Trustee D’Antonio is working on the budget with Director Malagon.

13.2 **Audit Committee:**
Previously discussed.

13.3 **Building Committee:**
Previously discussed.

13.4 **Community Relations Committee:**
Trustee Greco reported that she and Director Malagon are working on a tutoring policy and will work on a ban/suspension policy as recommended by attorney Peter Fishbein. Trustee Greco attended the NLS annual meeting with Trustee Nouryan and Director Malagon.

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

13.6 **Policy Committee:**
Previously discussed.

14. **Other Business:**
None.

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

Jill Bauer, Garden City resident
Melinda Alford, Garden City resident  
Cyril Smith, Garden City resident

16. **Next Meeting Date:**  
The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, January 13, 2020, at 7:30 p.m.

17. **Move into Executive Session:**  
Trustee Nouryan moved approval that the Meeting enter Executive Session to discuss specific personnel issues; Trustee Greco seconded and the motion was approved unanimously.

The Meeting entered Executive Session at 9:00 p.m.

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 9:30 p.m.

18. **Adjournment:**  
There being no further business to discuss, Trustee Nouryan moved approval to adjourn the meeting at 9:30 p.m.; Trustee Greco seconded and the motion was approved unanimously.

Respectfully submitted,

Joanne Kastalek  
Principal Typist Clerk

Approved:  
January 13, 2020