

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
JANUARY 9, 2023
7:30 P.M.
LIBRARY SMALL MEETING ROOM
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held in the Library Small Meeting Room on Monday, January 9, 2023 at 7:30 p.m.

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

Also Present: Marianne Malagon, Library Director
Ralph Guiteau, Assistant Library Director
Laura Johnson, Typist Clerk
Rosemary Long, Representative of the Friends
Lawrence N. Marciano, Jr., Representative of the Village Board

Absent: Peter D'Antonio, Trustee with notice

1. **Call to Order:**
Trustee Colahan called the Meeting to order at 7:31 p.m.
2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Trustee Greco followed by a moment of silence.
3. **Approval of Agenda:**
Trustee Greco moved for approval of the Agenda; Trustee Colahan 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:**
Village Trustee Marciano, Jr. stated there was not much to report. He did advise to anticipate minor delays and complications during the current renovation project.
6. **Report from Representative of the Friends:**
Friends Representative Jill Bauer reported that the membership drive went well and they are preparing for a clearance sale, possibly in mid-February.
7. **Minutes - Regular Meeting of the Board of Library Trustees, December 12, 2022:**
Trustee Colahan moved to approve the Minutes of the Board of Library Trustees, for December 12, 2022. Trustee Nouryan seconded and the motion was approved unanimously.

8. **Correspondence:**

Correspondence was discussed. Director Malagon had reached out to the Village Street Department and the Police Department in regards to having bollards installed at the walkway entrances to prevent further incidents of vehicles driving up on the pathway. Trustee Colahan moved that the Library go with the recommendation of the Village police department with the Library Director's guidance on the bollards to have them installed. Trustee Nouryan seconded and the motion was approved unanimously.

9. **Decision Items:**

9.1 **Financial Reports - October Preliminary, November Preliminary:**

Trustee Colahan stated that the reports are still preliminary and therefore not ready for approval.

9.2 **Abstract of Claim Vouchers to be Paid, List No. 23-01:**

Trustee Colahan moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$210,345.12, List No. 23-01. Trustee Maguire seconded, and the motion was approved unanimously.

9.3 **Transfer \$1,000.00 from Consultants Fees OL-7410-4160 to Maintenance of Equipment OL-7410-4020:**

Trustee Colahan moved to approve the transfer of \$1,000.00 from Consultants Fees OL-7410-4160 to Maintenance of Equipment OL-7410-4020, Trustee Greco seconded and the motion was approved unanimously.

9.4 **Temporarily Suspended Patron:**

The trustees reviewed the matter of the temporarily suspended patron. Trustee Colahan moved that the patron be suspended for a period of one (1) year and for the director to look into further suspension with the attorney, Trustee Maguire seconded and the motion was approved unanimously.

9.5 **Renovation – Change Orders pending Village Approval:**

Trustee Colahan moved to approve Change Orders #12, 13 and 14, Trustee Nouryan seconded and the motion was approved unanimously. Trustee Colahan moved to transfer the balance in the Library Reserve remaining for Capital Improvements approximately \$17,000.00 to partially cover change Orders #12 and 13. Trustee Nouryan seconded and the motion was approved unanimously. Trustee Colahan moved to ask the Village for \$2,074.92 to cover the balance and that any additional overruns will need to be paid by the Village. Trustee Nouryan seconded and the motion was approved unanimously.

10. **Discussion Items:**

10.1 **Directors Reports**

Projects

- Working with Village, Architect and Contractors on the Children's Room renovation.
- Conducting interviews for Librarian position.
- Working with Librarians to increase and innovate Library programs.

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 12/12
- Village Board of Trustees – 12/1, 12/15, Change Orders approved
- Renovation Meetings – 12/7, 12/21; with Village, architect, contractors, staff as needed
- Friends of the Library, President – weekly
- Staff Meetings – daily meetings and other staff meetings as needed

Renovation Related Building Work (through 1/7)

- Sanding work completed by hand so that smoke alarms were not disrupted.
- Electrical changes are pending.
- Data (low voltage electric) work with Intelli-tec, began on 1/4/23.
- Plumbing repairs of pipes in doorway, and rusted pipe in workshop room are replaced. Sink plumbing work is roughed in.
- Cabinets are installed in the Story Room.
- Areas identified as possible change orders are in review. Some have been reviewed by H2M and sent to the Village for approval, while others are still being reviewed.
- Lobby demolition is expected approximately 1/9 - 1/13. Circulation desk operations will be in the Adult Reference Department for about one month.

Building Maintenance (through 12/7, except renovation related)

- Alarm – Asked Chris to contact Briscoe regarding burglar alarm system. The panel has gone off unexpectedly; also parts of the system need repair from demolition (or need to be removed before desk is demolished). Pending a site visit. 1/5/23.
- Doors, Automatic – Long Island Locksmith completed repairs and service of the automatic doors 12/20; a quote is pending approval for one part to be replaced and an upgrade to the sensor to open automatically.
- Doors, Locks – a controller panel needed to be replaced which controls the schedule of the time locks. The part was replaced on 12/30/22.
- HVAC – Waiting for County Energy Controls to come about heat in the upstairs bathroom. ICM replaced filters on 12/23. Ultimate Powers repaired circulator pump on 12/30/22, but they might have to replace the circulator pump itself as it's making a "winding" sound. He has to send a quote before he can fix it. The quote from Ultimate Powers was received and sent to DPW to process. 1/5/23
- Grounds – Street department staff is fixing the brick portions of the walkway, adding cement under the pavers and making sure they are even. 1/5/23.
- Plumbing – Maccarone came to repair both the flushometer in men's bathroom upstairs and water leak in book storage room. Water was shut down early 1/4/23 to repair both. And both are in working order.

10.1 Assistant Directors Report

Projects

- Conducted interviews and hired a Librarian 1 part time.

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 12/12
- Village Department Head Meeting – 12/15
- Nassau Assistant Directors – 12/01, Zoom
- Renovation – Staff Meetings
- Staff Meetings – daily meetings and other staff meetings as needed

10.2 Library Building Projects Update (other than Renovation report above):

Projects

- Working with Village, Architect and Contractors on the Children's Room renovation.

Meetings, Site Visits

- See 01.1 Director's Report

Renovation Related Building Work (through 12/7)

- See 10.1 Director's Report

HVAC Project

- The contractor has been sending submittals for equipment and materials to be reviewed for the HVAC project. A schedule has not been submitted yet, it is part of the submittals that are required.

Roof Project

- The Village is in the process of preparing the bidding contract, plans and specifications for the Library Roof and masonry façade project. The masonry work must be done before the roofing and if all goes well and temperatures are suitable, it can start as early as March 2023.

10.3 Library Programs Update:

Assistant Director Guiteau reported that there were 69 programs offered through December 2022, which is more than the same time last year. Adult programs will continue to be increased. There are nine programs scheduled for January compared to six last January.

11. Committee Reports:

11.1 Budget Committee:

As discussed above.

11.2 Audit Committee:

The Village Audit was approved by the Village Board of Trustees.

11.3 Building Committee:

As discussed above.

11.4 Community Relations Committee:

As discussed.

11.5 Personnel Committee:

To be discussed in Executive session.

11.6 Policy Committee:

No report.

11.7 Library Reopening Committee:

No report.

12. Other Business:

None.

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

Jill Bauer

Steve Ilardi

14. Next Meeting Date:

The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, February 13, 2023 7:30 p.m. in the Library Small Meeting Room.

15. Move into Executive Session:

Trustee Colahan moved approval that the Meeting enter Executive Session to discuss specific personnel issues; Trustee Nouryan seconded and the motion was approved unanimously.

The Meeting exited regular session at 8:40 p.m.

The Meeting entered Executive Session at 8:45 p.m. with the Library Board, the Library Director, Assistant Library Director and Village Representative.

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

The Meeting exited Executive Session at 8:55 p.m.

16. Adjournment:

There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 8:55 p.m. Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon
Library Director

Approved:
February 13, 2023