

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
APRIL 17, 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, April 17, 2023 at 7:30 p.m.

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

Also Present: Marianne Malagon, Library Director
Margaret Zulkofske, Senior Typist Clerk
Nancy Minett, Representative of the Friends
Bruce A. Torino, Representative of the Village Board

Absent Ralph Guiteau, Assistant Library Director with notice

1. Call to Order:

Trustee Colahan called the Meeting to order at 7:32 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 Maguire moved for approval of the Agenda; Trustee Greco seconded, and the motion was approved unanimously.

4. Oath of Office:

Chair J. Randolph Colahan administered the Oath of Office to Mrs. Colleen Foley.

Chair J. Randolph Colahan recognized the appointment of Mrs. Colleen Foley as Library Trustee with a term of office of April 3, 2023 to December 31, 2027. This appointment was approved by the Village of Garden City Board of Trustees at their April 3, 2023 meeting.

Chair Colahan and the other Trustees congratulated Trustee Foley on her appointment.

5. Update to Committee Appointments:

- **Budget Committee:** - Upon their consent and approval of the Library Board Trustee Colahan appointed Trustee Maguire and Trustee Foley members of the Budget Committee.

- **Building Committee:** - Upon their consent and approval of the Library Board Trustee Colahan appointed Trustee Maguire and Trustee Foley members of the Building Committee.

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

7. **Report from Representative of the Village Board:**
Trustee Colahan introduced the new Library liaison from the Village, Trustee Bruce A. Torino. Trustee Torino stated he was looking forward to working with the Library and will assist whenever possible, especially around budget time.

8. **Report from Representative of the Friends:**
Friends President Nancy Minett reported that at the Friends last meeting they voted to fund library programs to the previous levels, \$8,000 per department, Adult, Children’s and Young Adults. Currently working on the upcoming book sale which will take place on May 6 and 7 on the lower level of the Library. They will also have goods for a penny social auction. They would like to set up the Book Sale sign on the front lawn at least a week in advance. Trustee Colahan moved approval for the sign to be set up one week before the event, Trustee Maguire seconded and the motion was approved unanimously. The Friends by-laws should be completed this month and they are raising the cost of the canvas bags from \$1 to \$2 per bag. Library Appreciation Week is the week of April 23 and the Friends will be hosting a breakfast for Library staff members on Tuesday, April 25, 2023.

9. **Minutes - Regular Meeting of the Board of Library Trustees, March 20, 2023:**
Trustee Maguire moved approval of the Minutes of the Board of Library Trustees as amended, for March 20, 2023. Trustee Nouryan seconded and the motion was approved unanimously.

10. **Correspondence:**
Correspondence was discussed. Director Malagon will address the suggestions that were submitted.

11. **Decision Items:**

11.1 **Financial Reports - January Final, February Preliminary:**
Spending for January is inline for eight (8) months at 67% of Budget. Trustee Maguire stated that the January report is now final. Trustee Maguire moved to approve the January final report, Trustee Colahan seconded and the motion was approved unanimously.

11.2 **Abstract of Claim Vouchers to be Paid, List No. 23-04:**
Trustee Colahan moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$309,393.60, List No. 23-04. Trustee Nouryan seconded, and the motion was approved unanimously.

11.3 **Transfer \$56.00 from Travel and Training OL-7410-4120 to Water OL-7410-4500:**
Trustee Colahan moved to approve the transfer of \$56.00 from Travel and Training OL-7410-4120 to Water OL-7410-4500, Trustee Foley seconded and the motion was approved unanimously.

11.4 **FY 2023-2024 Library Capital and Operating Budget (Village Approved 4/3/23):**
Trustee Colahan moved to approve the FY 2023-2024 Library Capital and Operating Budget as adopted by the Village on 4/3/23, Trustee Nouryan seconded and the motion was approved unanimously.

11.5 **Proposed Calendars: Sundays September 2023-June 2024 & Holidays FY 2023-2024:**

Trustee Colahan moved to approve the proposed Sunday calendar September 2023 - June 2024; Trustee Maguire seconded and the motion was approved unanimously.

Trustee Colahan moved to approve the proposed Holiday calendar FY 2023-2024, Trustee Maguire seconded and the motion was approved unanimously.

11.6 Renovation Change Orders pending Village Approval:

- Trustee Colahan moved to approve the Renovation Change Orders, Trustee Foley seconded and the motion was approved unanimously.
 - Change Order No. 19, submitted by Preferred Construction Inc., to furnish & install Solyx SXJ-0545 window film at (2) additional panes beneath existing display case, at a cost of \$545.74
 - Change Order No. 20, submitted by Preferred Construction Inc., to install an exterior GFI outlet, at a cost of \$788.29.

11.7 Extended Sick (1 employee):

Requested authorization to pay **Nancy Sherwood**, Librarian II, Technical Services Department, through **May 8, 2023** or such earlier date as she may be able to return to work pursuant to the provisions of the contract between the Incorporated Village of Garden City and the Civil Service Employees' Association, Inc., Local 882 AFSCME, which became effective June 1, 2021. Trustee Nouryan moved approval to pay Nancy Sherwood through May 8, 2023 or such earlier date as she may be able to return to work. Trustee Colahan seconded and the motion was approved unanimously.

12. Discussion Items:

12.1 Directors Reports

Projects

- Children's Room renovation project nearing completion, inspections and punch list items remaining with Village, Architect and Contractors
- Attended Village Budget sessions through the remaining Village Budget process.

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 3/20
- Village Board of Trustees – 3/2, 3/16, 4/3
 - Village Board Approvals 4/3: Change order 17 (building cabinet to mount the smartboard); Change order 18 (electrical outlets changed to tamper resistant). No additional funding needed.
- Village Board of Trustees Budget Sessions #1-4 (3/9, 3/14, 3/23, 3/30)
- Village Department Heads – 3/8, 3/28
- Friends of the Library, President – weekly
- Staff Meetings – daily meetings and other staff meetings as needed

Renovation Related Building Work (through 4/11)

- Carpet patching completed where needed.
- Desk book return slot in the desk was modified to fit original specs; additional corrections were completed; gromets installed in granite counter top. Some desk adjustments remain to be completed.
- Remaining furniture is delivered, assembled /installed. Additional brackets added to shelving, and hinges on cabinets installed.
- Contractor provided cleaning of the space.

Building Maintenance (through 3/14, except renovation related)

- Alarm – Following up with Briscoe pending for installation of security alarm components in the building. Last site visit on 3/10. (4/11/23)
- Electrical – LED lighting updates pending in café, computer office, miscellaneous high-hat lights and mezzanine stacks. Pending scheduling work. (4/11/23)
- Elevator – a patron questioned that it would not go to the 2nd floor; the Maintainer checked and it was working normally. (4/11/23)
- Grounds – Street department staff is fixing the brick portions of the walkway, adding cement under the pavers and making sure they are even; will follow up status. (4/11/23)
- HVAC Maintenance – Changed over from heat to cooling successfully. (4/10)
- Roof Project – Bid walk through 3/30 and some on other dates. (4/11/23)

Trustee Colahan moved that the plexiglass for the Circulation and Children’s counters not to be installed and that all remaining plexiglass units be removed in conjunction with the reopening of renovation areas. Trustee Maguire seconded and the motion was approved unanimously.

12.1 Assistant Directors Report (Director Malagon Reported)

Projects:

- Outreach planning regrading community events
- Librarian Training
- Periodicals weeding and evaluation
- Adult Programming

Events, Meetings, Site Visits, Training

- Library Board of Trustees - 3/20
- Village Board Meetings - 3/6, 3/30
- Assistant Library Directors Meeting - 3/9
- Construction Meetings - 3/30
- Renovation - Staff Meetings
- Staff Meetings - daily meetings and other staff meetings as needed
- Assisted the Director with workflow discussions with staff

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

Projects

- Working with Village, Architect and Contractors on the Children’s Room renovation.
- Tracking the status of the Fire Alarm, HVAC and Roof and Repointing projects.

Meetings, Site Visits

- As needed with the renovation related contractors.

Renovation Related Building Work (through 4/13)

- See 12.1 Director’s Report

HVAC Project

- The outdoor chiller (cooling tower) is in storage until the entire project can be done in the fall. The chiller cannot be connected to the existing system; it must be set up on the new

system. Before the chiller arrives, there will be concrete preparation to the area (a new curb and a larger concrete pad) being coordinated

- Due to long lead times on the air handler systems the project is expected to be worked on after the 2023 cooling season, in October/November.
- The indoor AC units are scheduled to be delivered in October. Hazardous material abatement (approximately 2 days) will be performed in both the basement and second floor mechanical rooms, nearer to the time of installation.

Roof Project

- The Masonry and Roofing project for the Library went out for public bidding in March. There is no announcement yet regarding bid award.
- Work could proceed soon after bid award and paperwork completed.
- The first phase would be the masonry repairs/repointing and then the new roof work would follow.

12.3 Library Programs Update:

Library Director Malagon reported there were 38 programs offered through March 2023, which is slightly less than March 2019 (40). Adult programs will continue to be increased. Trustee Maguire commented to compare attendance to programs then and now also.

12.4 Library Fund of the Village of Garden City's Audited Financial Statements and Supplementary Information for Year Ended May 31, 2022 by PKF O'Connor Davies LLP:

The Board of Library Trustees reviewed the Library Fund of the Village of Garden City's Audited Financial Statements and Supplementary Information for Year Ended May 31, 2022 by PKF O'Connor Davies LLP information provided by PKF O'Connor Davies. No action required.

13. Committee Reports:

13.1 Budget Committee:

As discussed above.

13.2 Audit Committee:

The Audit is complete and the report was reviewed by the Library Trustees.

13.3 Building Committee:

As discussed above.

13.4 Community Relations Committee:

As discussed.

13.5 Personnel Committee:

To be discussed in Executive session.

13.6 Policy Committee:

Library Director Malagon and Trustee Greco will review current policies for modifications and additions as needed.

13.7 Library Reopening Committee:

Consulted on the plexiglass barriers. They will be taken down when the renovated areas open.

14. Other Business:

Trustee Maguire inquired about the Computer Support Department's report on 3D printers and would like information for possible future purchase.

15. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
Nancy Minett
16. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for May 8, 2023 at 7:30 p.m. in the Library Small Meeting Room.
17. **Move into Executive Session:**
Trustee Colahan moved approval that the Meeting enter Executive Session to discuss specific personnel issues; Trustee Maguire seconded and the motion was approved unanimously.
- The Meeting exited regular session at 9:32 p.m.
- The Meeting entered Executive Session at 9:35 p.m. with the Library Board and the Library Director.
- 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 9:58 p.m.
18. **Adjournment:**
There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 9:59 p.m. Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon
Library Director

Approved:
May 8, 2023