

**GARDEN CITY PUBLIC LIBRARY  
REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
MAY 8, 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, May 8, 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  
Ralph Guiteau, Assistant Library Director  
Margaret Zulkofske, Senior Typist Clerk  
Jill Bauer, Representative of the Friends  
Bruce A. Torino, Representative of the Village Board

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 Foley followed by a moment of silence.
3. **Approval of Agenda:**  
Trustee Colahan moved for approval of the Agenda; Trustee Maguire 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:**  
Trustee Torino followed up on three issues discussed last month, the placement of the bollards at the Library (on the Agenda), the automatic doors – he recommended a vendor to come and give an assessment, and lighting in the west side parking lot, being reviewed by the Village. Trustee Colahan thanked him for this support on these items.
6. **Report from Representative of the Friends:**  
Friends Representative Jill Bauer reported that the recent book sale generated approximately the same revenue amount as pre-pandemic sales, the penny auction of the baskets did very well and the baked goods sale was sold out. On behalf President Minett, she would like to thank all the library personnel who helped make this possible. Friends are considering a sidewalk book sale sometime during the summer as well as another book donation day. Ms. Bauer inquired if the Library was going to have a table at the Belmont Festival as they would like to help; that item is on the Agenda. Letters for the membership drive will be going out June 1.

7. **Minutes - Regular Meeting of the Board of Library Trustees, April 17, 2023:**

Trustee Greco moved approval of the Minutes of the Board of Library Trustees as amended, for April 17, 2023. Trustee Maguire seconded and the motion was approved unanimously.

8. **Correspondence:**

Correspondence was discussed.

9. **Decision Items:**

9.1 **Financial Reports - February Final, March Preliminary:**

Trustee Maguire reported that spending for February is final and March is preliminary. Trustee Colahan recommended that February be approved as final and March should be approved to use the reports for year-end planning, as all figures for the month have been reported and confirmed by the Village. Trustee Foley moved to approve February as final and March as complete for year end, Trustee Maguire seconded and the motion was approved unanimously.

9.2 **Abstract of Claim Vouchers to be Paid, List No. 23-05:**

Trustee Foley moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$310,919.49, List No. 23-05. Trustee Maguire seconded, and the motion was approved unanimously.

9.3 **Transfers:**

**\$4,000 from Consultants Fees OL-7410-4160 to Library Materials OL-7410-4270**  
**\$1,000 from Consultants Fees OL-7410-4160 to Electricity OL-7410-4060**  
**\$800 from Travel and Training OL-7410-4120 to Telephone OL-7410-4080**  
**\$500 from Travel and Training OL-7410-4120 to Book Processing OL-7410-4290**

Trustee Foley moved to approve the transfers as listed, Trustee Greco seconded and the motion was approved unanimously.

9.4 **CSEA Employee Salaries, and Part Time & Minimum wages increases eff. June 1, 2023:**

Trustee Nouryan moved to approve the CSEA Employee Salaries, and Part Time & Minimum wages increases effective June 1, 2023, Trustee Maguire seconded and the motion was approved unanimously.

9.5 **Village Proposed Addition of Bollards on Entrances to Library Walkway:**

Trustee Colahan moved to approve the plans to install three (3) bollards at the 7<sup>th</sup> Street (north) sidewalk entrance, two (2) bollards at the front entrance doors (north), three (3) bollards at the Hilton Street (east) sidewalk entrance. The four (4) bollards on the parking lot (west) side will wait until plans for the parking lot are finalized. Trustee Foley seconded and the motion was approved unanimously. The bollards will be provided and installed by the Village once plans have been finalized at no cost to the Library.

9.6 **Community Programs: Senator Thomas Asian American Pacific Islander Heritage Month Celebration; AARP Flags Installation for Flag Day, Belmont Festival Library Table; Senator Canzoneri-Fitzpatrick Mobile Office Hours; Children's Room Reopening Ribbon Cutting:**

Trustee Colahan moved to approve Senator Thomas' request to host Asian American Pacific Islander Heritage Month Celebration on May 24, 2023 at the Library. Trustee Maguire seconded and the motion was approved unanimously.

Trustee Colahan moved to approve AARP installation of flags on the front lawn of the Library for Flag Day and Independence Day. Trustee Foley seconded and the motion was approved unanimously.

Trustee Nouryan moved to approve the Library to have a table at the Belmont Festival on June 9, 2023, Trustee Greco seconded and the motion was approved unanimously.

Trustee Foley moved to approve Senator Canzoneri-Fitzpatrick's request to host Mobile Office Hours on June 28, 2023 at the Library. Trustee Greco seconded and the motion was approved unanimously.

Trustee Colahan instructed Director Malagon to provide the Board of Library Trustees two dates for the Children's Room Reopening Ribbon Cutting Ceremony. One date will be for a soft opening, doors open to the public and the second date will be a formal opening thanking all those who were involved with the renovation project.

**9.7 Extended Sick (1 employee):**

Requested authorization to pay **Nancy Sherwood**, Librarian II, Technical Services Department, through **June 12, 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.

**10. Discussion Items:**

**10.1 Directors Reports**

**Projects**

- Children's project inspections and punch list with Village, Architect and Contractors
- Planning moving for reopening the Circulation and Children's Departments.

**Events, Meetings, Site Visits, Training**

- Library Board of Trustees – 4/17
- Village Board of Trustees – 4/3, 4/20, 5/4
  - Village Board Approvals 4/20: Change order 19 (additional window film above stairs); Change order 20 (exterior GFI outlets by HVAC units). No additional funding needed.
  - Approval 5/4: Sole Source, Comprise Technologies smart kiosk.
- Village Department Heads – 4/26
- Friends of the Library, President – weekly
- Library Trustee Committees – Policy 4/20, Party 4/25, 5/1, Budget 5/2, Building 5/4
- Renovation staff team meetings - weekly
- Staff Meetings – daily meetings and other staff meetings as needed

**Renovation Related Building Work (through 5/3)**

- Workshop counter and sink installed and counters modified to fit. Plumbing connected.
- Feature wall, touched up, pin letters installed, television installed
- Window film reinstalled on some panels where needed
- Furniture punch list items
- Construction punch list items
- Architect's walkthrough with contractors, Village, and Library; pending Certificate of Substantial Completion (4/28/23); other Village has approved occupancy waiting to receive both documents to proceed;
- Punch list items continue to be documented and verified as completed

**Building Maintenance (through 5/4, except renovation related)**

- Electrical – Corkrey changed out lightbulbs in main stairwell and café area. (4/26/23)
- Elevator – Thyssenkrupp was requested to inspect elevator and mechanical room for a strong odor as requested by Village; yhe service technician found no excess oil or other cause of the observed “oil-like” odor, which later dissipated. (4/25/23)
- HVAC Project – Total System Balance, subcontractor of Intricate, measured the air output of the individual blowers to use as a baseline for the new HVAC system. (4/19/23)
- Upstairs Mechanical Room – A large amount of water was noticed on floor. Maintenance moved the boxes of extra carpet to a higher area, stated that the water is condensation from the A/C unit and is supposed to drain. It appears to be a leak and service company will try to seal it. (4/19/23)

## 10.1 **Assistant Directors Report:**

### **Projects:**

- Assisted the Director with event planning for the reopening of the Children’s Room
- Coordinated with staff for the upcoming relocation of Children’s Services.
- Librarian Training on changes to the Libby app.
- Librarian training regarding Reference desk services.
- Assisted the Head of Reference is finding new opportunities for adult programming

### **Events, Meetings, Site Visits, Training**

- Village Board Meeting- 4/3
- ILS Advisory Services Council-4/17
- Construction Meetings-4/26
- Budget Planning Meeting-4-27
- NCLA Leadership Retreat – 4/28
- Renovation – Staff Meetings
- Staff Meetings – daily meetings and other staff meetings as needed
- Assisted the Director with workflow discussions with staff

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

### **Projects**

- Working with Village, Architect and Contractors on the Children’s Room renovation, inspections and completion of punch list.
- Tracking the status of the Fire Alarm, HVAC and Roof and Repointing projects.
- Working with Village on reassessment of proper function of automatic doors
- Working with Village on installations of bollards at Library walkway entrances

### **Meetings, Site Visits**

- As needed with the renovation related contractors.

### **Renovation Related Building Work (through 5/3)**

- 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, 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.
- Current HVAC system was turned on in early April and is operating successfully.

*[Trustee Torino left the meeting at 8:49 p.m.]*

### **Roof Project**

- The Masonry and Roofing project for the Library went out for public bidding in March. Bid award is currently pending verification of references.
- 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.

### **Miscellaneous Building projects in discussion**

- Automatic doors will be reevaluated by another vendor
- Village is looking into adding additional lights to the parking lot, along library west wall; the overall lighting plan may be evaluated when the parking lot is redone. (see HVAC project bullet #1)

### **10.3 Library Programs Update:**

Assistant Library Director Guiteau reported there were 28 programs offered through April 2023, which is slightly less than April 2019 (31). Adult programs will continue to be increased.

## **11. Committee Reports:**

### **11.1 Budget Committee:**

As discussed above.

### **11.2 Audit Committee:**

None.

### **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:**

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

### **11.7 Library Reopening Committee:**

As discussed above.

## **12. Other Business:**

Trustee Greco commented that the Library should install more dog signs on Library grounds to deter people from letting their dogs leave waste on the lawn.

13. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)  
None

14. **Next Meeting Date:**  
The next Regular Meeting of the Board of Library Trustees is scheduled for June 12, 2023 at 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 Foley seconded and the motion was approved unanimously.

The Meeting exited regular session at 9:06 p.m.

The Meeting entered Executive Session at 9:09 p.m. with the Library Board and the Library Director.

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

The Meeting exited Executive Session at 9:13 p.m.

16. **Adjournment:**  
There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 9:14 p.m. Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon  
Library Director

Approved:  
June 12, 2023