

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
JUNE 12, 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, June 12, 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
Nancy Minett, President of the Friends
Bruce A. Torino, Representative of the Village Board
Courtney Rutt Rosenblatt – Secretary to the Village Board of Trustees
Christopher Kurtz, Member of Bond Schoeneck & King PLLC
Kelly McKinney, Associate of Bond Schoeneck & King PLLC

1. Call to Order:

Trustee Colahan called the Meeting to order at 7:33 p.m.

2. Pledge of Allegiance:

The Pledge of Allegiance was led by Trustee Colahan 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. Public Comments on Agenda Items: (Limited to Five Minutes Each)

None.

5. Presentation to Peter D'Antonio:

Trustee Colahan presented a plaque to former Trustee and Vice Chair Peter D'Antonio, remarking – *Over the last ten years, thank you for your loyal support to the library. Your superior intellect, especially in math, has proven to be a true asset to the Library, Library Board and myself. It would have been much more difficult, with possibly different results during trying times, if not for your wisdom, persistence and presence. Personally, you have become a true friend!*

The inscription read: *“In recognition and sincere appreciation of many years of devoted service especially his hard work on the Children’s Renovation project and the Library Budget, and other valuable contributions to the Garden City Public Library, which have benefited the community”.*

[Trustee Nouryan entered the meeting at 7:35 p.m.]

6. **Report from Representative of the Village Board:**

Trustee Torino reported that we are making progress at the Village. At the last Board meeting the bond resolution and award of the bid was approved for the repointing and roof work at the Library. After a thirty (30) day appeal period shortly thereafter it will be awarded and hopefully get going. Lighting on the west side of the Library building could possibly be incorporated into some other work that is needed. He spoke to DPW about the doors in the front entrance of the Library and they should be changed so when entering the lobby, you enter in a straight line through both sets of doors as they don't open equally. He hasn't seen any drawings to the bollards as DPW is still waiting for Library input. Trustee Colahan asked Director Malagon if that was given to them. Director Malagon replied that there was a meeting with DPW and Village Administrator Ralph Suozzi and what the Library proposed and what the Village proposed were not the same. A site meeting is needed and it was suggested that a Library and Village trustee attend. Trustee Torino and Trustee Colahan will attend the meeting. Trustee Torino commented he greatly appreciates that children have a new and better experience with the recently renovated children's area. Trustee Colahan thanked him for this support on these items.

[Village Trustee Torino and Former Library Trustee D'Antonio left the meeting at 7:41 p.m.]

7. **Report from Representative of the Friends:**

Friends President Nancy Minett reminded everyone about the Annual Meeting on Wednesday, June 14 and that there will be a musical program following the meeting. Refreshments will be provided. The book sale and baskets raised \$5,000, all the baskets were sold, and there was a very nice turnout. Special thanks to Evelyn Fasano for providing free books at the pool for reading pleasure. The Friends recently gave Director Malagon a check for the purchase of a new book donation box. This will help eliminate scheduling book donation days and patron calls to donate books. Trustee Greco asked what happens to those books the Friends can't use. President Minett replied that after the condition of the donated books is determined, if they are in unusable condition they are discarded, some are brought to the pool, some are put in the sale area in the Library, and book dealers will purchase books. The Friends participated in the Belmont Festival with the Library staff and they had a very active table, thanks to Cathy Walsh and Maureen Roller for their help. A Membership letter will be going shortly and a special thanks to Director Malagon for assisting in creating a QR code that will be attached so payments can be done through PayPal. Trustee Colahan commented that this is the last meeting for President Minett as she is stepping down. He presented her with a plaque and praised her leadership. He stated: *Thank you for generously giving of your time and support. Without your inspiration, guidance and leadership, the Friends of the Library, as well as the Library, might not have been able to cross the same bridges and achieve the same results. Personally, you are a true friend!*

The plaque was inscribed: *"Thank you for your many years of dedicated service as President of the Friends of Garden City Library. Especially important is your personal support and generous efforts to promote effective cooperation between both organizations. We recognize and sincerely appreciate your leadership of the Friends, whose many endeavors have provided tremendous support to the Library!"*

8. **Minutes - Regular Meeting of the Board of Library Trustees, May 8, 2023:**

Trustee Greco moved approval of the Minutes of the Board of Library Trustees for May 8, 2023. Trustee Maguire seconded and the motion was approved unanimously.

[Trustee Foley entered the meeting at 7:50 p.m.]

9. **Correspondence:**
Correspondence was discussed. Two (2) more large chairs were requested by a patron to replace the two that were broken and disposed of during the renovation. Trustee Colahan requested that the Board of Library Trustees attend if possible the next annual Long Island Library Conference in 2024
10. **Decision Items:**
- 10.1 **Financial Reports - March Final, April Preliminary:**
Trustee Maguire reported that the financials for March are final and April is preliminary. Trustee Foley asked what was the overtime and comp time and would like to see that soon to compare with the Village contract. Director Malagon replied that it will be provided soon. Trustee Colahan requested that all Library employees be on the ADP system by August 1 so time cards can be eliminated. Trustee Maguire moved to approve March as final and April is preliminary, Trustee Nouryan seconded and the motion was approved unanimously.
- 10.2 **Abstract of Claim Vouchers to be Paid, List No. 23-06:**
Trustee Foley moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$211,648.78, List No. 23-06. Trustee Nouryan seconded, and the motion was approved unanimously.
- 10.3 **New Budget Accounts: OL-7410-4540 Maintenance of Software and OL-7410-4400 Special Program Services:**
Trustee Foley questioned the two new budget accounts. Director Malagon explained that the Special Program Services is an account to fund personnel, such as programmer fees, Library staff led programs, program supplies and other program related expenditures. These fees were previously paid from the Public Relations Fund. The Maintenance of Software was previously paid from Library Materials or Maintenance of Equipment. Trustee Foley requested that Director Malagon contact Irene Woo and break it down differently and the cloud-based service be separate. Trustee Foley moved to approve that two new budget accounts be created, Trustee Maguire seconded and the motion was approved unanimously.
- 10.4 **Transfers:**
\$10,000 from OL-7410-4270 Library Materials to OL-7410-4540 Maintenance of Software
\$3,000 from OL-7410-4280 Public Relations to OL-7410-4400 Special Program Services
Trustee Maguire moved to approve the transfers as listed, Trustee Foley seconded and the motion was approved unanimously.
- 10.5 **Accept Friends of the Library Donation: Funds for Book Return Cart \$2,269.70:**
Trustee Nouryan moved to accept the Friends check in the amount of \$2,269.70 to purchase the book return cart, Trustee Foley seconded and the motion was approved unanimously.
- 10.6 **Temporary Suspended Patrons(s):**
The Trustees reviewed the matter of two temporarily suspended patrons. Trustee Colahan moved to suspend both individuals for twelve (12) months. Trustee Maguire seconded and the motion was approved unanimously.
- 10.7 **Furniture – Circulation, Childrens and Adult Areas:**
The topic of this discussion was deferred to later in the meeting.
- 10.8 **Community Outreach Events – St. Francis Outreach Bus:**

The event occurred on June 9, 2023. The Board voted as a follow up to approve. Trustee Colahan so moved, Trustee Greco seconded and the motion was approved unanimously.

10.9 Extended Sick (1 Employee):

Requested authorization to pay **Nancy Sherwood**, Librarian II, Technical Services Department, through **July 10, 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 Colahan moved approval to pay Nancy Sherwood through July 10, 2023 or such earlier date as she may be able to return to work. Trustee Maguire seconded and the motion was approved unanimously.

Trustee Colahan moved approval that the meeting enter Executive Session with Legal Counsel and the Secretary to the Village Board of Trustees without staff to discuss specific personnel issues, Trustee Greco seconded and the motion was approved unanimously.

The meeting exited regular session at 8:05 p.m.

The meeting entered Executive session at 8:05 p.m.

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

The meeting existed Executive session at 8:56 p.m.

The regular public meeting reconvened at 8:56 p.m.

10.7 Furniture – Circulation, Childrens and Adult Areas

Trustee Colahan moved approval that the shelving order for \$7,388.00 be canceled and that the Director develop a different solution for the brick wall; and the purchase of additional shelves, pedestal files, and desk chairs be approved for the Children's Area for \$5,585.00, funded from the Children's Renovation Capital Account. Trustee Foley seconded and the motion was approved unanimously. The furniture for the Adult displays and seating is pending. Trustee Colahan asked the Director to come back sooner, before the next meeting with a proposal to show a recommendation, including space, pictures and estimated cost.

11. Discussion Items:

11.1 Directors Reports

Projects

- Children's project inspections and punch list with Village, Architect and Contractors
- Moving and soft reopening of the Circulation and Children's Departments.
- Overseeing the end of FY22-23 financial transactions.

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 5/8
- Library Chairman – 2-3 times per week call/meet; Amy Harrison Adelphi 6/7.
- Library Trustee Committees – Party Committee 5/22; Budget 6/4
- Village Board of Trustees – 5/4, (5/18 Asst Director attended), 6/1 (zoom)
- Village Board Approvals 6/1: Roof and Masonry Façade (see below).
- Village Department Heads – 5/10, 5/24

- Village Meeting with Village Administrator, and Superintendents of Building and Public Works, Maintainer, Asst Director to review building issues – 5/18
- Friends of the Library, President – as needed
- Renovation staff team meetings – individually or as needed
- Staff Meetings – daily meetings and other staff meetings as needed

Renovation Related Building Work (through 6/7)

- Compilation of and additions to punch list, ongoing.
- Drywall patching and painting punch list items in progress.
- Furniture punch list items were addressed.
- Soft opening of Children’s Room and Circulation Desk held on 5/24.

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

- HVAC (current) and cooling tower – Cooling tower was drained so the water tower could be power washed and disinfected. (5/7) Aqua Tech came (5/8) to power wash and the additional influx of water that overflowed to the downstairs in the book storage room. The system was shut down through the weekend and Monday. (Weather was cool and comfortable). Tuesday, the Maintainer refilled the water and dug a trench in the dirt to drain water away from the building downhill towards the railroad. The system was restarted and working, and ICM service was called to see if it is working properly, since the system was off 3-4 days. A few days later the temperature in Children’s and Admin was too cold and the pneumatics service County Energy was called. He stated that the original thermostat in the Story (now Workshop) room was a “master” and it along with a sensor was lost in the renovation (partly recovered). He had to install a thermostat in that room, and a thermostat and sensor outside the workshop for the Children’s Room. When all thermostats were recalibrated, this restored the balance in the building. The building began to get warm on 5/30 and thermostats were lowered; then the building was too cool the weekend of 6/3-6/4. Thermostats were rebalanced again to 72. We are monitoring this closely. Ongoing follow up items: The supplemental portable cooling unit used last summer. The storage room will be checked for damage to the ceiling and possibility of dust and mold in storage room where the damage occurred. A plumber is going to send a quote for the cooling tower leak to be repaired.
- Kiosk – Broken glass on the ground next to the kiosk was noted by Library security. The police came to investigate the cause, but there were no witnesses to the damage. (5/22) The panel is taped pending a replacement pane brought over by Village shop.
- Maintenance shed – The shed was power washed on 5/25 but the mist caused the smoke head to activate the fire alarm. The building was safely evacuated. Village staff were advised since dust or mist activates the smoke head that it be covered when Village staff are sanding or painting to avoid alarms. The smoke head will be uncovered after completion. Ceiling patched in Account Clerk office closet adjacent to the shed.
- Plumbing – Staff Men’s Bathroom was reported that sink was running and would not stop (5/12) and then later it stopped. Maintainer replaced batteries. Sink in family bathroom reported clogged and Maintainer cleared clog (and would not turn on (5/22)
- Roof project – Village Board approved award of the bid for Masonry Façade Restoration and Roofing System at the Garden City Library to Cornerstone Restoration Group, Yonkers, New York, at a cost of \$740,500. The work will commence upon the expiration of the 30-day Estoppel Period. (Approved Village Board of Trustees Agenda 6/1/23)

11.1 Assistant Directors Report:

Projects:

ADP Time and Attendance Transition

- Leading implementation through completion to ADP only.

- Coordinated implementation of the ADP system for part time staff clock in/out.
- Communicated instructions to part time staff.
- Trained part time staff members on the use of the ADP mobile app.
- Will coordinate the Administration-side training on ADP module with HR.
- Goal: ADP only for time and attendance functions i.e. leave, pay statements ,etc. Trustee Foley inquired as to the current status of employees who currently use the ADP system to record time and attendance and stated the remaining staff needs to be added. Trustee Foley also requested that all employees be on the ADP system by August 1 and that every employee have and wear an ID badge.

Belmont Festival - June 9

- Planned staff involvement for the 2023 Belmont Festival.
- Acquired supplies and organized activities for staff.
- Scheduled staffing for the event. Will be overseeing the event.

Nassau Library Tour - June 12 - August 12

- GCPL Coordinator for the 2023 Nassau Library Tour.
- Informed staff about the tour and how they can participate.
- Acquired supplies and prizes to hand out during the event.
- Shared publicity materials with publicist to get out in News, newsletter

Flag Day Commemoration

- Coordinated with AARP for the placing of flags on library property in honor of Flag Day.
- Coordinated publicity of the event.

Relocated Children's Services

- Coordinated staff assignments regarding moving of materials.

Soft Reopening

- Assisted the Director as needed with coordination soft reopening event

Training

- Ongoing Librarian training regarding Reference desk services

Events, Meetings, Site Visits, Training

- ILS Council Meeting - 5/18 (zoom)
- Assistant Directors Meeting - 5/18 (zoom)
- Village Board Meeting - 5/18 (zoom)
- Programming Meeting - 5/19, in library with staff
- Renovation – Staff Meetings weekly
- Staff Meetings – daily meetings and other staff meetings as needed
- Assisted the Director with workflow discussions with staff

11.2 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 6/7)

- 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. Concrete preparation to the area of a new curb and a larger concrete pad will occur before the chiller arrives and is connected.
- 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.

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 re-evaluated when the parking lot is redone. (see HVAC project bullet #1)

11.3 Library Programs Update:

Assistant Library Director Guiteau reported there were 18 programs offered through May 2023, which is slightly more than May 2019 (13). Also reported to the Board, attendance at each program, and whether the program is produced by Library staff, or a programmer, and whether funded by the Library or the Friends. Adult programs will continue to be increased.

11.4 Security and Safety Procedure Staff Manual:

Based on events staff and administration have recently experienced, Director Malagon has assigned Assistant Library Director Guiteau with beginning a Security and Safety Procedure Staff Manual to provide the staff with a quick reference guide to handle emergency situations. This will be coordinated with procedures at the Village. Trustee Foley stated that every Library employee should be issued an ID badge to assist in identifying staff from patrons.

11.5 Library Fines Recommendation:

Director Malagon proposed that Library fines, excluding Museum passes, be eliminated. Trustee Foley recommended that if the fines are eliminated, that item should be removed from the budget. Trustee Colahan recommended to reinstate the fines, Trustee Maguire recommended to have amnesty week, but Director Malagon stated the Library is currently

not charging fines due to the construction. Trustee Colahan asked Director Malagon to develop a proposal and present at the next meeting.

11.6 Suspended Patron(s) Term Ended (no action):

No further incidents occurred, no further action needed.

11.7 Adelphi University Literacy Festival April 2024:

Trustee Colahan and Director Malagon met with Amy Harrison at Adelphi University to discuss a literacy festival being planned for April 2024. It was suggested that Garden City Public Library Librarians and Trustees be involved with this 2-day event by serving on the Steering and/or Advisory Board Committee. Trustee Colahan moved approval that the Library support the Adelphi University Literacy Festival in April 2024, Trustee Maguire seconded and the motion was approved unanimously.

11.8 Annual Report to New York State 2022:

The Annual Report to New York State was discussed. Trustee Colahan moved approval of the report (sections 1-10) with the exception of the Financials (sections 11-16) that were not available. Trustee Maguire seconded and the motion was approved unanimously. Trustee Colahan asked prior to approval that the financial sections not in the packet be hand delivered to Trustees homes. Director Malagon replied that Financial sections were provided via email and in a second packet on Friday, with some still in the Library. Trustee Colahan added pending the Trustees response with any comments by June 19, 2023, that if there are no comments the complete Annual Report to the State can be accepted and submitted to NLS as of June 12, 2023. Trustee Maguire seconded and the motion was approved unanimously.

Trustee Colahan moved that the preliminary 2023 Annual Report be available to Trustees in March 2024 and the Final report be available in April 2024. Trustee Nouryan seconded and the motion was approved unanimously.

12. Committee Reports:

12.1 Budget Committee:

As discussed above.

12.2 Audit Committee:

None.

12.3 Building Committee:

As discussed above.

12.4 Community Relations Committee:

Library Director Malagon and Trustee Greco had met with the Party Committee regarding the "soft" opening of the Children's area.

12.5 Personnel Committee:

Previously discussed in Executive session.

12.6 Policy Committee:

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

12.7 Library Reopening Committee:

As discussed above.

13. **Other Business:**
None.
14. **Public Comments on Library Related Matters:** (Limited to Five Minutes Each)
None
15. **Next Meeting Date:**
The next Regular Meeting of the Board of Library Trustees is scheduled for July 10, 2023 at 7:30 p.m. in the Library Small Meeting Room.
16. **Move into Executive Session:**
Previously entered.
17. **Adjournment:**
There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 10:02 p.m. Trustee Greco seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon
Library Director

Approved:
July 10, 2023