

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING
OF THE BOARD OF LIBRARY TRUSTEES
JULY 10, 2023
7:30 P.M.
LIBRARY LARGE MEETING ROOM
APPROVED MINUTES**

The Board of Library Trustees convened at 7:00 for “advice of counsel” with Counsel Gary Fishberg, the Library Director and the Assistant Library Director Present.

A Regular Meeting of the Board of Library Trustees was held in the Library Large Meeting Room on Monday, July 10, 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
Gary Fishberg, Cullen and Dykman, LLP
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 7:35 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 Nouryan 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 Torino reported that there is no update since the last meeting. In regards to the automatic doors, the proposal requires more clarification. For the auxiliary HVAC unit, should the main A/C unit fail the temporary one will be the backup. Trustee Torino recommended for

accountability to keep a log when adjusting the thermostat temperature and include date, time, setting and actual. Trustee Colahan moved to have the auxiliary A/C unit ordered and put in without waiting as previously done, Trustee Nouryan seconded and the motion was approved unanimously. Trustee Foley asked about the status of the roof and repointing. Trustee Torino replied that the bid was awarded and the contracts are being reviewed for signature. Once the new HVAC project is complete, then the parking lot and outside lights in the will be done.

6. Report from Representative of the Friends:

- A) Friends President Nancy Minett presented on behalf of the Friends, a Request for Sale Shelves. She asked that the Library re-establish them in the former location and length as prior to the renovation (21 feet wide, reduced height to 72” previously 84”) so that they can continue to sell the books donated by the village residents, to support the library. A new donation bin will be in place in the entrance of the library soon which will help keep the sale shelves well stocked. The Friends Directors are committed that they will monitor the shelves regularly so they will be kept neat and organized, that they will pay for the shelves, understanding that the shelves will be the property of the library and they will pay for and use only signage that is acceptable to the library and aesthetically pleasing. The recent membership support mailing had a good response so far.
- B) Trustee Nouryan made a motion to discuss Section 10.4 Furniture Plan – Circulation/Adult Areas at this time. Trustee Colahan seconded the motion was approved unanimously. Director Malagon provided proposed options for furniture and shelving in the area previously used for browsing books and media, book displays and the Friends book sale area with an estimated cost of \$20,000 to 23,000 based on 12’ of shelving and a separate engagement area for displays, raffles, photos; Trustee Foley estimated that it would be approximately \$28,000 if 21’ of shelving was ordered, and noted the furniture and shelving are not part of the current Operating Budget or Capital Project Budgets. The Library would need to approach the Village for the funds. Trustee Colahan deferred further discussion on this subject to Section 12. Other Business

See item 10.4.

7. Minutes - Regular Meeting of the Board of Library Trustees, June 12, 2023:

Trustee Colahan moved approval of the Minutes of the Board of Library Trustees for June 12, 2023 as amended by Trustee Greco. Trustee Nouryan seconded and the motion was approved unanimously.

8. Correspondence:

Correspondence was discussed. Trustee Nouryan questioned an email that was recently received in protest of the Library having Pride month books on the shelves in various sections. Trustee Colahan reinstated that it is the policy of the Library that we do not ban books and we do not ban displays. Trustee Colahan cited the Collection Development Policy that is currently in effect.

“It is the goal of the Garden City Library to provide the public with information which satisfies their educational and recreational requirements through the purchase and organization of books, periodicals, non-print and electronic media.

The Library Board of Trustees stresses the importance of those materials having contemporary significance and permanent value. Materials are chosen within the limits of our space and budget to inform, entertain, enlighten, and offer creative inspiration.

“Selection” refers to the decision that must be made either to add a given title to the collection or withdraw one already in the collection.

The selection of library materials is delegated to the Library Director and under his/her direction to the professional staff who are qualified by reason of education, training and experience.

Materials must be measured by objective guidelines. All acquisitions are considered in terms of the following criteria. However, an item need not meet all of the criteria in order to be accepted.

- 1. Present or potential relevance to community needs*
- 2. Importance as a document of the times*
- 3. Relation to the existing collection and other materials on the subject*
- 4. Attention given by critics, reviewers, and the public*
- 5. Suitability of subject and style for intended audience*
- 6. Suitability of physical form for library use*

The Garden City Library does not promote particular beliefs or views. The Library provides materials for the various opinions, which can apply to important, complex, and controversial questions, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety.

The Library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of their children. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

Should someone disagree with the inclusion of an item in the collection, a Request for Reconsideration of Library Resource form may be obtained at the circulation desk. The Director is available to discuss the interpretation and application of the selection criteria, and will make the final determination on all Requests for Reconsideration with the Board.

The Library Board of Trustees endorses the Library Bill of Rights adopted by the American Library Association.”

Trustee Colahan stated that the letter that was received was reviewed by Gary Fishberg, Esq., Village Counsel. Mr. Fishberg commented the Board should expand on the policy to include the guidelines from the ALA "Selection and Reconsideration Policy Toolkit" section on Requests for Formal Reconsideration.

Trustee Colahan added that after review, the Library Board shall respond to the letter.

[Village Trustee Torino left the meeting at 8:14 p.m.]

9. Decision Items:

9.1 Financial Reports - April Final, May Preliminary:

Trustee Maguire reported that the financials for April are final and May is preliminary. There was no budget meeting this past month since it was June and few transactions are posted. Trustee Maguire moved to approve April as final and May is preliminary, Trustee Foley seconded and the motion was approved unanimously.

9.2 Abstract of Claim Vouchers to be Paid, List No. 23-07:

Trustee Foley moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$209,193.41, List No. 23-07. Trustee Nouryan seconded, and the motion was approved unanimously.

9.3 Accept Community Club of Garden City Check as a Donation of \$11,147.82:

At the March 20, 2023 meeting, the Board approved to accept their check in the estimated amount of \$9,000.00 to be used to sponsor Adult programs for the Library over a 2-year (or longer) period or until the funds have been exhausted. The Community Club had determined that the final balance of the funds is \$11,147.82. Trustee Maguire moved to accept the donation check in the amount of \$11,147.82 from the Community Club of Garden City. Trustee Foley seconded and the motion was approved unanimously. Trustee Colahan thanked the Community Club for their generous donation.

9.4 Automatic Doors Proposal:

Trustee Colahan asked the Board and received approval to defer this to next month as we have not received an updated proposal from the Village.

9.5 Renovation Change Order CO-21 – Computer Table Electrical Modifications:

Trustee Foley moved to approve the Renovation Change Order and additional costs pending Village approval: Removed existing floor box, patch concrete and replace carpet tile; Core drill in preparation for installing new flush-mounted floor box; Furnish/install floor box including relocation of wiring at a cost of \$5,197.85; Trustee Colahan seconded and the motion was approved unanimously.

9.6 Temporary Suspended Patron:

The Trustees reviewed the matter of the temporarily suspended patron. Trustee Colahan moved approval to suspend the patron for a period of twelve (12) months. Trustee Foley seconded and the motion was approved unanimously.

9.7 Mitel Phones – Migration to Ring Central:

Trustee Colahan asked the Board and received approval to defer this item as there remain questions to be answered.

9.8 Agendas for Trustee-Director Meetings:

Trustee Colahan recommended the following for Agendas for Trustee-Library Director meetings.

When a Library Trustee (or Trustee Committee) and the Library Director (or Assistant Director) need to meet, the meeting should have a scheduled time and a written agenda agreed to by all parties.

1. The meeting should be set in advance (at least 48 hours, 2-3 days ahead) so all parties can be prepared.
2. There will be a start time and set length (or end time), and mutually agreed by both parties. Location (or phone, zoom) should be agreed at that time. If time runs out, a follow up meeting should be set.
3. There will be an Agenda set at the time the meeting is arranged in writing. All parties are encouraged to stick to the Agenda. If a new topic emerges, a new meeting should be scheduled according to these same guidelines.

Trustee Colahan moved approval of the recommendation for Agendas for Trustee-Library Director meeting. Trustee Greco seconded and the motion was approved unanimously.

9.9 Library Administration Webpage and Trustee Contacts:

Trustee Colahan asked the Board and received approval to defer this item as there remain questions to be answered.

9.10 Community Programs – Blood Drive August 23, 2023; Senator Thomas Mobile Office:

Trustee Colahan moved to approve the New York Blood Drive on August 23, 2023 in the large meeting room. Trustee Greco seconded and the motion was approved unanimously. Trustee Colahan moved to approve Senator Thomas' request to have a Mobile Office in the main aisle at the Library, on a date to be determined. Trustee Greco seconded and the motion was approved unanimously.

9.11 Extended Sick (2 Employees):

Deferred to Executive session.

10.4 Furniture Plan – Circulation/Adult Areas (continued) Please see above Item 6B:

After a brief meeting outside the room, the Friends voted to support the furniture proposal and donate \$25,000 for the purchase of shelving, furniture and display tables in the Circulation/Adult Area. Trustee Colahan thanked the Friends for their very generous donation. Trustee Colahan moved to accept the Friends donation of \$25,000 and their proposal. The remaining \$3,000 will be requested to come from the Village. Trustee Foley 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
- Working on the new FY encumbrances on the Library Budget
- Mitel renewal evaluation
- Furniture proposal for Adult Circulation area

Events, Meetings, Site Visits, Training

- Library Board of Trustees – 6/12
- Library Chairman – 2-3 times per week call/meet;
- Village Board of Trustees – 6/1 (zoom). 6/15 (zoom)
 - Village Board Approvals 6/1: Roof and Masonry Façade (see below).
- Village Meeting with Village Administrator, and Superintendents of Building and Public Works, Maintainer, Asst Director to review building issues, as needed
- Friends of the Library, President – as needed, weekly
- Renovation contractor meeting – 6/30 (zoom) to discuss electrical work
- Staff Meetings – daily meetings and other staff meetings as needed

Renovation Related Building Work (through 6/7)

- Following up and attempting to expedite punch list, focus on electrical changes.
- Renovation, Punchlist - Vortech came and replaced the main circuit board on the condensing unit for the Children's reading room. He tested it and it's working. He suggested that the unit be left on as when turning it on and off shortens the life of the unit. Also, by keeping it on will help keep the humidity down so the carpet, walls and items in there will not be damp. 7/5/23

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

- Doors – Catwalk door to staff area on second floor keeps slamming closed. TriCounty Lock came and replace the door closure; 6/26/23
- First Aid – CINTAS came to restock medical cabinets and check AED, 6/14/23
- Glass – Vendors came to provide quotes for replacement glass – 6/20/23

- HVAC, Cooling Tower – AquaTech came to check the chemical levels in the cooling tower. 6/22/23
- Irrigation – Byrne Irrigation came to replace timer in the downstairs meter room and three (3) sprinkler heads were replaced outside on the grounds. Unknown which three exactly were replaced. 6/22/23

10.1 **Assistant Directors Report:**

Projects:

ADP Time and Attendance Transition: Update

- 40 out of 43 staff members are using ADP to clock in and out; other staff are running into a technical issue that is being investigated.
- Continuing to onboard any remaining staff to ADP as soon as possible
- Next step is training leave requests for Administration.
- Goal of full implementation by August 1 remains

Safety Procedures Manual

- Working on additional topics to be added to the manual (reported below)

Nassau Library Tour

- Lawn signs were checked for approval by Village, Counsel and Library Trustees
- Posted lawn signs for outdoor marketing of Library Tour
- Promotional materials were ordered; statistics are being tracked

Programming

- Assisted Adult and Children's Departments with increasing summer programs
- Working on a template for fall / year-round programs to be scheduled

Training

- Ongoing Librarian training regarding Reference desk services

Events, Meetings, Site Visits, Training

- Assistant Directors Meeting – 6/15 (zoom)
- Village Board Meeting – 6/15 (zoom)
- Programming Meeting – 6/28, in library with staff
- Staff Meetings – daily meetings and other staff meetings as needed
- Assisted the Director with workflow discussions with staff

Safety Procedures Manual project

Below is a list of Security and Safety procedures created for the Security and Safety Procedures Staff manual. We will be reviewing these with Human Resources and the Policy Committee. Other topics and drafts will follow.

- Disruptive Patrons
- Medical Emergencies
- Fire Alarm
- Weather Emergencies
- Building Issues

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

- CHILDREN'S ROOM = punch list, possible change order 7/20/23 – Punchlist almost completed and has been reduced from 57 to 21. Getting price to replace surface mounted floor outlet with a recessed in ground flush outlet.
- ROOF = waiting on contracts to be executed
- HVAC = no change. Waiting on delivery of equipment prior to beginning work. Per Superintendent Borroni, changeover must take place after cooling season, not during.
- FIRE ALARM = Intelli-tec has the rough-in permit. Start date has been requested
- SECURITY ALARM = Will schedule a startup discussion soon, with vendor and Village.
- LIBRARY GENERATOR = Seeking consultation for load testing on library existing electrical needs against any spare generators

Other projects - Meeting Room, Teen Room, Computer Lab - Library will update, pending architect discussion

Current Facility Needs:

- BOLLARDS – Meeting with Library Director and Trustees Colahan and Torino, others as needed – Ralph will schedule a meeting for next week.
- AUTOMATIC DOORS -- JB gave proposal to MM, who will submit to Library Board in July 10 packet; working on getting additional photographs of railing.
- HVAC SUPPLEMENTAL UNIT -- Can we have it on site in advance? (Trustee requested) – DPW response: Chris B has proposal for supplemental units. Units can be delivered in 1-2 days. If units are on-site we must pay for them.
- PARKING LOT (including- paving, bollards, dumpster, pad, lights) -
- Repaving of parking lot will be completed once all capital projects have been completed
- GLASS WINDOW, CHILDRENS – Pricing received to replace glass with \$2,800 for tempered glass and \$13,000 for level 1 for bullet resistant glass. Village is looking into this.
- SIDEWALK PAVERS - REPAIRS -- can Bart provide a plan what has been done, and when can he and the staff return to continue? – Village will follow up with Bart and Street Dept.
- LED REPLACEMENT -- MM would like this continued, expedited – PO's for computer room, stair way, etc. issued to Corkrey. Will try and expedite.

Trustee Colahan also noted that some of the projects listed above are future projects that have not begun, such as the Security Alarm and the Generator.

Trustee Colahan moved for approval to replace the damaged glass currently in the Children's room with tempered glass at a cost of \$2,800.00. Trustee Nouryan seconded and the motion was approved unanimously. Director Malagon will contact the Village of the decision.

10.3 Library Programs Update:

Assistant Library Director Guiteau reported there were 24 programs offered through June 2023, which is more than June 2019 (15). 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.

10.4 Furniture Plan – Circulation/Adult Areas:

Previously discussed.

10.5 Library Fines Recommendation:

Director Malagon proposed reinstating fines on materials in September, and that Fines Forgiveness be offered in August to give patrons a clean record on prior returned items. Trustee Colahan moved that Library fines, excluding Museum passes, be reinstated and reduced effective September 1, 2023 and Fines on returned Materials be forgiven in August. Trustee Nouryan seconded and the motion was approved unanimously.

10.6 Bronze Plaque for Renovation:

On the recommendation of Library Director Malagon and Trustee Colahan, a proposed design of a bronze plaque for the renovation project was provided for the Trustees to review and comment. Trustee Colahan recommended including Bobby Menges, Student Ambassador, Bobby Menges who made several recommendations on the Children's Room. More edits have been made since the version in the Board Packet and it will be resubmitted to the Board for review.

10.7 Annual Report to New York State 2022:

Trustee Colahan moved to accept the Annual Report to New York State 2022. Trustee Greco seconded and the motion was approved unanimously.

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:

Trustee Greco stated that the Library attendance at the Belmont Festival was well received.

11.5 Personnel Committee:

Deferred to Executive Session.

11.6 Policy Committee:

Library Director Malagon and Trustee Greco will reconvene on reviewing the Collection Development policy for modifications and additions as needed.

11.7 Library Reopening Committee:

As discussed above.

12. Other Business:

Trustee Colahan moved approval that *"The Library Board directs all Library staff involved in preparing and presenting Programs to provide as many programs as possible within the established budget with attendance set for as many patrons as possible. We appreciate the staffs' cooperation on this."* Trustee Maguire seconded and the motion was approved unanimously.

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 August 14, 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 with Legal Counsel from Bond Schoeneck & King PLLC 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 8:56 p.m.

The meeting entered Executive session at 9:05 p.m.

[Library Director Malagon entered the Executive Session at 9:25 p.m.]

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

The meeting exited Executive session at 9:48 p.m.

The regular public meeting reconvened at 9:48 p.m.

9.11 **Extended Sick (2 Employees):**

Requested authorization to pay **Nancy Sherwood**, Librarian II, Technical Services Department, and **Jeanette Nicoletti**, Principal Library Clerk, Circulation Department through **August 14, 2023** or such earlier date as they 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 and Jeanette Nicoletti through August 14, 2023 or such earlier date as they may be able to return to work. Trustee Nouryan seconded and the motion was approved unanimously.

16. **Adjournment:**

There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 10:00 p.m. Trustee Greco seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon
Library Director

Approved:
August 14, 2023