

**GARDEN CITY PUBLIC LIBRARY  
REGULAR MEETING  
OF THE BOARD OF LIBRARY TRUSTEES  
SEPTEMBER 11, 2023  
7:30 P.M.  
LIBRARY LARGE MEETING ROOM  
APPROVED MINUTES**

A Regular Meeting of the Board of Library Trustees was held in the Library Large Meeting Room on Monday, September 11, 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  
Cathy Walsh, Representative of the Friends  
Kathie Wysocki, Representative of the Friends  
Bruce A. Torino, Village Trustee, Representative of the Village Board

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 Maguire followed by a moment of silence in remembrance of 9/11.
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 the cleanup in the front of the library is done. Overgrown bushes and diseased trees were removed. Concrete benches, reconfiguration of lighting, landscaping modification, planting of additional trees and shrubs, are planned. Trustee Colahan thanked Trustee Torino for all of the work and support from the Village. He asked Village Trustee Torino about the automatic front doors, and if the Village knew the cost of replacement. Trustee Colahan asked Director Malagon to let the Library Trustees know at the next meeting. Trustee Colahan thanked Trustee Torino for his continued support. Trustee Colahan recommended the Board discuss Agenda Item 9.4 at this time. Director Malagon explained the proposal for the new phone system. Trustee Foley moved to accept the Mitel Migration to Ring Central for a thirty-six (36) month contract and

present it to the Village Board to approve it, Trustee Maguire seconded, and the motion was approved unanimously. This proposal will now go before the Village Board for final approval.

*[Village Trustee Torino left the meeting at 7:46 p.m.]*

6. **Report from Representative of the Friends:**  
Friends representative Cathy Walsh reported that since the book sale area has been moved to its former area near the desk in the Library, they have been generating more revenue. It was also reported that the furniture company that was supplying the new shelves in the book sale area misquoted the cost and will require an additional \$30.38. This is in addition to funds that were previously accepted. She conveyed that the Friends have agreed to donate the additional amount of \$30.38 to the Library to purchase the shelves. Trustee Colahan thanked Ms. Walsh and the Friends for the donation.
  
7. **Minutes - Regular Meeting of the Board of Library Trustees, August 14, 2023:**  
Trustee Greco moved approval of the Minutes of the Board of Library Trustees for August 14, 2023. Trustee Foley seconded and the motion was approved unanimously.
  
8. **Correspondence:**  
Correspondence was discussed.
  
9. **Decision Items:**
  - 9.1 **Financial Reports - April Final, May Preliminary:**  
Trustee Maguire reported that the financials for May and June are final and July is still preliminary. Trustee Maguire moved to approve the May and June final reports, Trustee Foley seconded and the motion was approved unanimously.
  
  - 9.2 **Abstract of Claim Vouchers to be Paid, List No. 23-09:**  
Trustee Colahan moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$298,533.96, List No. 23-09. Trustee Greco seconded, and the motion was approved unanimously.
  
  - 9.3 **Transfers: \$1,500 from Part Time OL.7410.1120 to Overtime OL.7410.1020; \$10,000 from Library Materials OL.7410.4270 to Maintenance of Software OL.7410.4540; Appropriation \$2,100 from Gifts & Donations OL.2705.1 to Special Program Services OL.7410.4400**  
Trustee Foley moved to transfer \$1,500 from Part Time OL.7410.1120 to Overtime OL.7410.1020. Trustee Colahan seconded and the motion was approved unanimously. Trustee Foley suggested that Overtime should to be approved, except in case of emergency, by the Library Board Chair or Vice Chair; (in case of emergency, the Chair is to be notified promptly afterwards). Trustee Colahan moved to the additional terms be applied to employee Overtime pay, Trustee Foley seconded, and the motion was approved unanimously. Trustee Colahan asked if there is another personnel line that can be charged for staffing for special programs instead of the Overtime line. Trustee Colahan moved that a special account be generated for personnel costs for special program services. Trustee Maguire seconded and the motion was approved unanimously.  
  
Trustee Foley moved to transfer \$10,000 out of Library Materials OL.7410.4270 to Maintenance of Software OL.7410.4540, and \$8,000 out of Maintenance of Equipment OL.7410.4020 to Maintenance of Software OL.7410.4540; this will join the existing \$10,000 Budget in Maintenance of Software to make \$28,000. This line will be capped at \$28,000 unless there's further presentation to the Board for approval. Trustee Maguire seconded and

the motion was approved unanimously. The additional transfer forms will be prepared to reflect the additional transfer approved.

Funds donated by the Community Club were accepted at a previous meeting and placed in Deferred Revenue for annual allocations for specific Adult programs (one each month from October to May). Trustee Colahan moved to approve the Appropriation of \$2,100 for 2023-24 programs from Gifts & Donations OL.2705.1 to Special Program Services OL.7410.4400. Trustee Maguire seconded and the motion was approved unanimously. Trustee Colahan moved to accept the Friends additional donation of \$30.38 to purchase the new shelves in the book sale area as discussed in Agenda Item 6 and to appropriate the same amount from Gifts & Donations OL.2705.1 to Equipment OL.7410.2000. Trustee Maguire seconded and the motion was approved unanimously.

**9.4 Mitel Phone Service Migration to Ring Central:**

Previously discussed and approved in Agenda Item 5.0.

**9.5 NYLA Conference Attendance:**

Trustee Maguire moved to approve Ralph Guiteau, Assistant Library Director, attend the NYLA Conference scheduled for November 2, 2023 through November 4, 2023 in Saratoga Springs, NY at a cost of \$1,236.00. Funds are available in the Travel and Training Account. Trustee Nouryan seconded and the motion was approved unanimously.

**9.6 Bronze Plaque to Commemorate Children's Renovation:**

Trustee Colahan moved to approve the plaque layout as presented with changes discussed at the cost not to exceed \$3,248.00. Trustee Greco seconded and the motion was approved unanimously. Final cost to be based on review of digital printing process and material with the printer.

**9.7 Programs: Locked in the Library; Chamber of Commerce Homecoming; Great Give Back:**

Trustee Nouryan moved to approve the three requested programs as scheduled. Trustee Colahan seconded and the motion was approved unanimously. Director Malagon requested approval of Overtime for Locked in the Library. Trustee Colahan asked her to report back with more detail as well as the amount of Overtime used for this event last year, if any.

**9.8 Proposed Schedule of the 2024 Board of Library Trustees Meetings:**

Trustee Greco moved to approve the Proposed Schedule of the 2024 Board of Library Trustees Meetings. Trustee Maguire seconded and the motion was approved unanimously.

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

Deferred to Executive Session.

**10. Discussion Items:**

**10.1 Directors Reports**

**Projects**

- Children's project inspections and punch list with Village, Architect and Contractors
- Mitel to RingCentral Migration
- Startup of the Village-Library Roof and Masonry Capital Project
- Overseeing creation of separate Teen and Tween sections, and movement of materials

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

- Library Board of Trustees – 8/14
- Library Chairman – 2-3 times per week call/meet;

- Library Trustee Committees – Budget – 8/2, 8/30 Building – 8/2, 8/30 Policy – 8/1, 8/8, 8/23, 8/31, Library Chairman and Village HR – 8/1
- Village Board of Trustees – 8/17 (in person).
- Village Site Meeting with Village Engineer Craig Bandini and Cornerstone (contractor) representatives, to begin roof and masonry project. 8/16, 8/31
- Village Site Meeting with DPW Superintendent and Engineer and Intricate (HVAC contractor) to request a quote for a control system to the project pending this fall.
- Village Consultant for Renovation Project (R. Barbieri) – weekly check in
- Friends of the Library, as needed
- Children’s Renovation Preferred Construction contractor meeting – 8/30 on site
- Staff Meetings – daily meetings and other staff meetings as needed

### **Renovation Related Building Work (through 6/7)**

- Following up and attempting to expedite Children’s renovation punch list: Painting, counters and millwork on 8/2; carpeting, electrical and general contractors work on 8/8; key items included floor and smartboard cabinet electrical, and installation of new door and new door hardware/access; painting on 8/30. Smart Boards pending delivery soon.

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

- Doors, Automatic – Doors began “ghosting” opening and closing on their own. Technician was supposed to come on Monday, 8/14. However, they came to the Library on Tuesday, 8/15 and determined that the doors were over sensitive and adjusted the doors.
- Fire Safety – Fire alarm inspection and maintenance performed on 8/8.
- HVAC – Building became comfortable due to cooler weather. Late August upstairs began to get warm again. Chris called ICM as an emergency. They tried a new part and refilling with refrigerant, both did not work. Compressor failed. Village called Sunbelt who installed 2 units in upstairs staff areas 8/31/23.
- Plumbing – Men’s room faucet was running without stopping. Plumber investigated the cause; the valve needs to be replaced, and will be scheduled for a day when the water can be turned off for the whole building. (9/1)
- Restrooms, non-plumbing – Repairs in July appeared to correct the issue until the bathroom door stuck again on 8/26. The Street Department came to the Library to repair the door again on 9/1.

## **10.1 Assistant Directors Report:**

### **Projects:**

#### Staff scheduling and ADP

- Completed staff transition to using the ADP system
- Continued to direct staff to acquire name badges
- Continued to instruct staff on using ADP
- Scheduling Librarians for weekly hours and prepared fall weekend schedule

#### Teen Collection Relocation

- Worked with the staff in the planning and execution of the move
- Assisted staff with the layout of the Tweens room
- Assisted staff with the relocation of periodicals

#### Trustee Updates

- Paired with the Library Director to send daily updates to the Trustees regarding important library matters and/or events

#### Programming

- Assisted Adult and Children's Departments with fall programs

#### Training

- Ongoing Librarian training regarding Reference desk services

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

- ILS Advisory Council Meeting – 8/24 (Zoom)
- Roof and Masonry Restoration Project Meeting – 8/16, in library
- 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 - Ongoing**

- Children's Room - punch list ongoing; work on 8/2, 8/8, 8/30 including wiring for smartboard and recessed floor electrical box, paint and carpet touch ups. (ongoing)
- Fire Alarm - Intelli-tec is working on approval of plans with fire marshal
- Roof – Site meetings took place with contractor on 8/16 and 8/30. Mobilization began, including testing mortar colors, sidewalk sheds (scaffold) and mobilization of a parking lot staging area on 9/6 (ongoing).
- HVAC - Work will take place after cooling season. Village, Library and Contractor met to discuss a quote to add temperature controls to system 8/11.

#### **Future Capital Projects**

- Security Alarm – No change. Will begin planning with vendor and Village soon
- Meeting Rooms, Computer/ AV Room, Teen Area - pending architects' discussions
- Library Generator - Village looking into a new capital project for this.

#### **Current Facility Needs**

- Automatic Doors – Village is now looking at alternatives, possibly a capital project. Discussed at site meeting 7/28. No update since. (ongoing).
- Exterior safety – Proposal based on the July 28 Meeting, was approved at Library Board Meeting August 14. Details of proposal and cost are pending. (ongoing)
- Fire Alarm – Complete fire inspection done by Briscoe on 8/8. Follow up maintenance appointment is not yet scheduled.
- HVAC Supplemental Unit – The upstairs compressor died the week of 8/28. The Village ordered 2 units from Sunbelt to cool the staff lunch room and the Technical Services department. They are working well. (ongoing)
- LED Replacement – (Remains ongoing).
- Parking Lot (including- paving, bollards, dumpster, pad, lights) - Repaving parking lot will be completed once all capital projects are completed (future)
- Sidewalk Pavers - Repairs -- Will follow up with Street Dept. (ongoing)
- Window Glass, Children's – The glass installation is scheduled for 9/7. (ongoing)

#### Furniture

- Looking at furniture options with the Friends' Committee for the adult sale and seating area near Administration. Shelving is pending appropriation of funds.
- Evaluating options for the Adult Study area

**10.3 Library Programs Update:**

Assistant Library Director Guiteau reported there were 23 programs offered through August 2023, which is more than August 2019 (20). Adult, Young Adults and Children programs will continue to be increased.

**10.4 Temporary Young Adult Materials Relocation:**

Assistant Library Director Guiteau reported that the temporary Young Adult Materials relocation is now complete. This was done in preparation for future space planning and the upcoming renovation of the Young Adult Department. Signage will be added to identify these space and direct patrons.

**10.5 Cleaning Services Contract Update:**

Trustee Colahan moved to approve a conditional 90-day extension for the cleaning services contract of the Library, with demonstrated performance improvement; and also approve cleaners be allowed to work earlier hours (to be determined), allowing entry Monday to Friday before staff arrive, after alarm system is deactivated by maintainer, and to depart once staff are on site. Trustee Foley seconded and the motion was approved unanimously

**10.6 Fire Alarm Maintenance Procedures:**

Trustee Colahan instructed Director Malagon to follow up with Village Building Superintendent Giuseppe Giovanniello and expedite the fire alarm maintenance procedures with the Nassau County Fire Marshal's office. Trustee Colahan requested to have a monthly update.

**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 reported the party committee will resume planning for grand opening.

**11.5 Personnel Committee:**

Deferred to Executive Session.

**11.6 Policy Committee:**

Library Director Marianne Malagon and Trustee Greco are currently working on updating various policies.

**11.7 Library Reopening Committee:**

None.

**12. Other Business:**

None.

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 October 16, 2023 at 7:30 p.m. in the Library Large 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 9:24 p.m.

The Meeting entered Executive Session at 9:30 p.m. with the Library Board, Library Director and Assistant 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 9:44 p.m.

9.9 **Extended Sick (2 Employees):**  
Requested authorization to pay **Nancy Sherwood**, Librarian II, Technical Services Department, and **Jeanette Nicoletti**, Principal Library Clerk, Circulation Department through **October 16, 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 October 16, 2023, or such earlier date as they may be able to return to work. Trustee Greco 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 9:45 p.m. Trustee Maguire seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon  
Library Director

Approved:  
October 16, 2023