

**GREAT NECK LIBRARY
MINUTES OF THE
SPECIAL BOARD OF TRUSTEES MEETING
MONDAY, FEBRUARY 29, 2016 AT 7:15 P.M.**

A Special Meeting of the Great Neck Library Board of Trustees, was held on Monday, February 29, 2016, in the Station Branch of the Great Neck Library, 26 Great Neck Road, Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President
Francine Ferrante Krupski – Vice President
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Robert Schaufeld - Trustee

Also Present: Kathy Giotsas – Executive Director
Neil Zitofsky – Business Manager

Absent with Prior Notice: Varda Solomon – Secretary

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:20 p.m.

Robert Schaufeld was appointed as Acting Secretary.

APPROVAL OF COMPUTER HARDWARE AND SOFTWARE CONSULTANT

Upon motion by Robert Schaufeld, seconded by Joel Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of an independent contractor, Moe Kiswani to evaluate the hardware and software systems and processes of the Great Neck Library. The cost of the independent contractor should not exceed \$4,500; such funds to be taken from the automated library fund.

VOTE: Yes – 6 (DiCamillo, Ferrante Krupski, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Discussion: Trustee Pizer asked if Mr. Kiswani would make recommendations after his evaluation. Trustee Schaufeld will ask for recommendations to be furnished for the original quoted price.

Trustee Solomon was not present at this meeting but did send an email with questions to be addressed. President DiCamillo read them aloud.

Regarding Trustee Solomon's question on "Item Number 5, Neil Zitofsky should have inventory of the hardware as it is needed for the accountant's GASB34". Neil responded that his inventory does not have the level of detail needed for this purpose but he is under the impression that the Computer Department may have a more detailed one available.

President DiCamillo stated that the Computer Department's inventory was provided to Mr. Kiswani but it had developed a whole myriad of questions that could not be responded to. In order to obtain proper technical information to make recommendation, Mr. Kiswani needs to come in.

Trustee Pizer said that monies were appropriated for fifty computers which were subsequently put on halt. Amongst the group, there were discrepancies of how many computers were ordered, how many were received, and how many were put on hold. Per Neil Zitofsky, ninety computers were ordered and signed off for by the Department Head. President DiCamillo asked that prior minutes be researched for clarification. Trustee Pizer asked Neil Zitofsky to find out what was excessed and what was replaced.

Down-time hours were discussed per Trustee Solomon's other question relating to Mr. Kiswani's proposal. Trustee Schaufeld will have Mr. Kiswani coordinate with Garry Horodyski and patrons and staff are to receive advance notice of any possible service interruptions. Trustee Schaufeld will also request that Mr. Kiswani's work be performed by March 23rd in time for the next Technology/Website Committee meeting.

Hand Dryers (Upgrade)

Upon motion by Josie Pizer, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees allocate additional monies for hand dryers not to exceed \$350; such funds to be taken from the Building Contingency Fund.

VOTE: Yes – 6 (DiCamillo, Ferrante Krupski, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 7:45 p.m. on motion by Francine Ferrante Krupski and seconded by Robert Schaufeld.

Respectfully submitted,

Robert Schaufeld
Acting Secretary, Board of Trustees