

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, MAY 17, 2016 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, May 17 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
Varda Solomon – Secretary
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer (arrived at 7:52 p.m.)
Robert Schaufeld – Trustee

Also Present:

Kathy Giotsas – Executive Director
Neil Zitofsky – Business Manager
Dominic Calgi – Calgi Construction

Absent with Prior Notice: Josie Pizer (Treasurer)

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:37 p.m.

MINUTES

Regular Board Meeting

Upon motion by Varda Solomon, seconded by Francine Ferrante Krupski and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 19, 2016 Regular Board Meeting as presented.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Budget Hearing

Upon motion by Varda Solomon, seconded by Joel Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 12, 2016 Budget Hearing Meeting as presented.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Relocation Committee

Upon motion by Varda Solomon, seconded by Francine Ferrante Krupski and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 13, 2016 and April 27, 2016 Relocation Committee Meetings as presented.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Executive Session

Upon motion by Varda Solomon, seconded by Robert Schaufeld and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 25, 2016 and the April 28, 2016 Closed Executive Sessions as presented.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Special Board Meeting

Upon motion by Varda Solomon, seconded by Joel Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the May 3, 2016 Special Board of Trustees Meeting as presented.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)
MOTION CARRIED

CONSTRUCTION CHANGE ORDERS

Expedited Fire Marshall Site Review

Upon motion by Francine Ferrante Krupski, seconded by Robert Schaufeld and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order VRD COR #98 for an Expedited Fire Marshall Review, in the amount of \$6,037.90, to be charged to the Main Building & Special Services Fund.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Entry Bridge Replacement (Top and Sides)

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

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order VRD RCO # 82 to replace the entry bridge top and sides, in the amount of \$25,311.29; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Planter Parapet ASK-26

Upon motion by Francine Ferrante Krupski, seconded by Varda Solomon and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order VRD RCO # 83 for EIFS (Exterior Insulation and Finish System) on two lengths of the planter wall and a precast paver cap along parapet, in the amount of \$8,639.40; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Mirror in Toilet Room #032

Upon motion by Francine Ferrante Krupski, seconded by Joel Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order VRD RCO #85 for a mirror in toilet room #032, in the amount of \$656.37; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Replace Curbs and Sidewalks

Upon motion by Robert Schaufeld, seconded by Varda Solomon and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order VRD RCO # 86R-1 to replace curbs and sidewalks in the parking area, in the amount of \$100,698.66; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 5 (DiCamillo, Krupski, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Trustee Fuller arrived at 7:52 p.m.

Wood Stair Handrail at Stair #2

Upon motion by Francine Ferrante Krupski, seconded by Joel Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order VRD RCO # 88 to remove the current wood rail and replace with maple to match the end panels, in the amount of \$10,906.32; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Replace Rear Sidewalk

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 Change Order VRD RCO # 90 to replace the rear sidewalk, in the amount of \$22,487.97; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Wall Base

Upon motion by Joel Marcus, seconded by Francine Ferrante Krupski and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve additional monies to install additional 6” wood base in lieu of the rubber base in the mezzanine, in the amount of \$2,079.62, to be charged to the Main Building & Special Services Fund.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)

MOTION CARRIED

TREASURER’S REPORT

Upon motion by Michael Fuller, seconded by Joel Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the following financial reports which have been reviewed by the Treasurer:

- May 17, 2016, Treasurer’s Report;
- Warrant dated April 9, 2016 through May 6, 2016; including payroll account check numbers 33048-33051 and 33061-33064; paid check numbers 51238-51255; checks to be paid numbers 51256-51361 their sums set against their respective names, amounting in the aggregate to \$838,664.95;

- Payroll Warrants for pay dates April 14 and April 28, 2016, which have been reviewed by the Treasurer, in the amounts of \$128,517.70 and \$124,392.28 respectively, for a total of \$252,909.98.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

PAYROLL CHANGES

Upon motion by Joel Marcus, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Revised Payroll Changes reports of April 9, 2016 through May 6, 2016 as presented, which have been reviewed by the Finance Committee.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Board Comment: President DiCamillo noted that the Payroll Changes Report characterizes the Parkville Branch Head change as a direct promotion. This was not the best description of the process as full interviews were conducted and the best candidate for the position was selected.

REPORTS

Branch Committee

Trustee Fuller reported that continuous weeding is occurring throughout the branches and they have expressed interest in keeping part of the floating collection. This will be revisited after the Main library building reopens. Trustee Fuller intends to schedule a meeting in June.

Building Advisory Committee (BAC)

President DiCamillo reported that the next meeting of the committee will be held on May 19th. The project is very busy and the Verizon strike has been an impediment but alternate solutions have been found.

Gala Committee

Trustee Schaufeld reported that the scheduled meeting for May 9th was cancelled and the next meeting will be held on May 23rd. Committee members are working diligently on their assigned tasks. A possible change in day of the week and date will be discussed at the upcoming meeting. President DiCamillo added Neil Zitofsky to the committee.

Relocation Committee

Vice President Krupski explained that the committee was reconvened in February for the purpose of organizing the move back to the Main library. The committee meets every two weeks

with the last meeting being held on May 11th and the next one scheduled for May 23rd. The coordination of this move is no small feat and the committee is working hard to accomplish this task. She stressed that weeding was a critical factor for a successful move-in.

Policy Committee

Trustee Marcus reported that a meeting of the Policy & By Laws Committee is scheduled for May 18th.

Programming Committee

Trustee Solomon reported that the scheduled April meeting of the Programming Committee was cancelled due to a necessary Executive Session for the Board of Trustees. The next committee meeting is scheduled for June 15th. President DiCamillo thanked Trustee Solomon for her cooperation and flexibility which allowed the Executive Session to occur.

Website/Technology Committee

Trustee Schaufeld reported that a temporary phone solution has been put in place with Cablevision so our current phone system can be utilized. Executive Director Kathy Giotsas is currently working with Verizon and Cablevision on porting our current phone numbers over in a timely fashion.

RFPs for a new phone system, as well as one for computers and for audio visual items are recommended and proposals for offsite website and email hosting are being looked into.

President DiCamillo commended Trustee Schaufeld for his diligence and commented that Great Neck Library is fortunate to have him serving on the Board of Trustees.

Staff Reports

No Comment.

Executive Director's Report

Executive Director Kathy Giotsas reported that a new Assistant Director has been hired and will start on May 23rd. Executive Director Giotsas is continuously meeting with staff to coordinate the removal of the trailers and the move back to the Main library.

Text of the Executive Director's written report dated May 11, 2016 below:

ADMINISTRATION

This past month departments have been meeting making arrangements to move back to the main building. All departments have been working on their departmental needs and the collection development over the past month. We have been purchasing materials that are in best sellers/high demand and requested by patrons. Staff is continuing weeding the collection needed.

BUILDING

We are still working on the issues with Verizon and the strike. We have connected with Optimum for phone service for the elevator, fire alarm and other critical emergency services. We did see two Verizon workers working on lines at the Main Library but it was to resolve an outside issue not a connection issue into Main.

I am meeting with Department Head discussing workstation layout and staffing. We are also reviewing the number of computers, printers and phones each department will need. We will be going out to bid for these items in May. We have gotten several bids for the Landscape Architect, a decision will be made by the end of May. In the middle of May we will be looking at removing the trailers with the stored items.

FINANCE

I have been meeting with departments to see what their departmental staffing needs will be when we move to Main. We are hoping to fill in the gaps in the schedule with part-time staff that would like more hours. We are also looking at hiring temporary staff to help with the move for a few hours as we settle in to main and adjust the hours of the branches.

PERSONNEL

The Parkville Branch Librarian, Jayne Alexander retired in April after many yours of service. We are pleased to inform the community that we have promoted Justin Crossfox as the new Parkville Branch Librarian. Justin served as Senior II Librarian in the Children’s Department for several years. He has some fresh and exciting ideas that the Parkville and Great Neck community will enjoy.

We have also made a decision on hiring Tracy-Lyn Geiser as the new Assistant Director. Tracy has several years of experience and will be a great addition to the Great Neck Community.

We have put the Information Technology Director position on hold for now and will be looking to fill the position sometime in late summer or fall.

RELOCATION

In the next view week the pavers will start working on the parking lot so the trailers will be removed. On May 16th we will be going through the trailers so that we can remove them for the parking lot and the pavers can begin paving. We are also looking at relocating the IT trailer so that it is not in the way and provide continued services to the branches.

We should know soon when the inspection will begin for the TCO. We are currently having individual department meeting that will help us with the floor plan of each department and their need.

WEBSITE/TECHNOLOGY

With the Verizon strike we are having some issues with getting the TCO. We were able to get Optimum as a temporary phone and internet service. We have also connected all the fire and safety monitoring installed. We have received all three quotes for the keyless entry and surveillance. We hope to make a decision shortly on the company we will choose.

We also had a showing of Sierra Hosting for the Online Catalog. Innovative Interface, Inc. has given us the opportunity to convert our current Millennium Online Catalog to Millennium Hosting free of charge to assist us in the move back to Main. We hope move to Sierra hosting by the end of 2016.

We are also putting together RFP’s for new computers and phone system at the Main Library. We hope that it will be complete in a week or two so we can start receiving quotes.

OLD BUSINESS

Krayon Kiosk

Upon motion by Robert Schaufeld, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of five (5) Krayon Kiosks, (two to be located at the Main Library and one at each branch location). This includes twenty (20) cube seats and twenty (20) iPad Air 2 with 64 GB in the amount of \$23,630.00; such funds to be taken from the automated library fund.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Board Comment: Trustee Solomon suggested that we ask Susan from KGD find a suitable location in the Main library's Children's room for the two kiosks that will be there.

NEW BUSINESS

Acceptance of State Report

Upon motion by Joel Marcus, seconded by Varda Solomon, and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees accept the New York State Great Neck Library 2015 Annual report for public and association libraries as presented.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Holiday Closings & Sunday Hours

Upon motion by Michael Fuller, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the September 2016 to August 2017 Schedule of Holiday Closings & Sunday Hours as presented.

President DiCamillo questioned assignment of staff when two of the four branches are closed. Clarification of this and of certain holiday closings was requested.

Upon motion by Varda Solomon and seconded by Francine Ferrante Krupski the Board unanimously voted to table the motion. MOTION TABLED

Appointment of Branch Head Librarian for Parkville

Upon motion by Francine Ferrante Krupski seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Justin Crossfox to the position of Branch Head Librarian of Parkville effective May 18, 2016, at an annual salary of \$69,500. [Job Description/Posting attached]

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Comment: Justin Crossfox thanked the Board of Trustees for their confidence and expressed his eagerness to assume this new position.

Appointment of Assistant Director

Upon motion by Robert Schaufeld, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Tracy-Lyn Geiser to the position of Assistant Director effective May 23, 2016, at an annual salary of \$90,000.00 [Job Description/Posting attached]

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Comment: Tracy Lyn Geiser was introduced and provided background of her qualifications. She is eagerly anticipating her start date.

Acceptance of Posting & Description for Senior Librarian II

Upon motion by Joel Marcus, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Senior Librarian II Job Posting as per the attached Job Description.

After discussion, Trustee Marcus moved to amend the original motion, seconded by Francine Ferrante Krupski

RESOLVED, that the Great Neck Library Board of Trustees accept the Senior Librarian II Job Posting as per the amended Job Description.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Board Comment: Posting is to be revised to omit Children's in the Title and add Children's Department in the paragraph description.

Acceptance of Posting & Description for Temporary Part Time Shelves

Upon motion by Michael Fuller, seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Temporary Part Time Shelves Posting as per the attached Job Description; cost of total services not to exceed \$6,300.00 will be charged to a Temporary Shelves salary line in the operating budget.

After discussion, Trustee Fuller moved to amend the original motion, seconded by Joel Marcus

RESOLVED, that the Great Neck Library Board of Trustees accept the Temporary Part Time Shelves Posting as per the attached Job Description and Supervision; cost of total services not to

exceed \$20,000.00 which will be charged to a Temporary Shelves salary line in the operating budget.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Approve Sierra Software

Upon motion by Robert Schaufeld, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of Sierra Software with hosting for a (3) three year term at a total cost of \$284,000; funds for the first year in the amount of \$130,000 to be taken from the Automated Library Fund. Funding for years two and three are to be incorporated in the 2018 and 2019 operating budgets. Be it further resolved that the Board of Trustees authorize the Executive Director to sign the attached Quote upon review and approval by the Great Neck Library attorney.

Trustee Solomon questioned why this year's operating costs were not coming from the Operating Budget. The Director explained that there would be overlap during the transition, and the Millennium funds would come from the Operating budget.

VOTE: Yes – 5 (DiCamillo, Krupski, Fuller Marcus, Schaufeld)
Abstain – 1 (Solomon)
MOTION CARRIED

Approve/Ratify Millennium Hosting

Upon motion by Robert Schaufeld, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve/ratify the approval of Millennium to be hosted by Innovative Interfaces Incorporated (iii) at no cost and contingent on our migration to Sierra Software. Be it further resolved that the Board of Trustees authorize the Executive Director to sign the attached Quote upon review and approval by the Great Neck Library attorney.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Approval of Adam Hinz Job Title

Upon motion by Varda Solomon, seconded by Robert Schaufeld, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the title change of Director of Levels for Adam Hinz, previously Interim Director of Levels effective May 18, 2016.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

RFP Phone System

Upon motion by Francine Ferrante Krupski, seconded by Robert Schaufeld, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for a phone system for the Great Neck Library.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

RFP for Computers, Screens, Printers

Upon motion by Robert Schaufeld seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for Computers, Screens, Printers for the Great Neck Library.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

RFP for Library Media

Upon motion by Joel Marcus, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for outfitting the Community Room, Levels, three (3) Meeting Rooms for the Great Neck Library.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Request for Installation of Two (2) PRI Lines

Upon motion by Robert Schaufeld, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees proceed with the installation of two PRI lines through Optimum at the Main Library on Bayview Avenue in the amount not to exceed \$750.00 per month; to be charged to the Telephone line of the Operating Budget.

VOTE: Yes – 6 (DiCamillo, Krupski, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

CORRESPONDENCE

Letter from Joan Wheeler regarding Main Library Outdoor Lighting; President DiCamillo requested that the letter be placed on the BAC Agenda for May 19th. A copy of letter was provided to Mr. Dominic Calgi.

BUSINESS MANAGER NEIL ZITOFSKY'S ANALYSIS

President DiCamillo distributed Business Manager Zitofsky's analysis of Special Funds to the Board of Trustees. She requested that the Gala party and the Anne Hyde Fund be included on this listing. She also asked that the Restricted Gift Fund be reviewed.

OPEN TIME

No Comments

DATE OF NEXT MEETING

June 14, 2016 – Regular Board Meeting-Station Branch

ADJOURNMENT

The meeting was adjourned at 9:14 p.m. on motion by Trustee Marcus and seconded by Trustee Ferrante Krupski.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees