

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, OCTOBER 18, 2016 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, October 18, 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
Josie Pizer - Treasurer
Joel Marcus – Assistant Treasurer
Robert Schaufeld – Trustee

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

Absent with Prior Notice: Michael Fuller – Assistant Treasurer

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:35 p.m.

CLARIFICATION OF AUGUST 16, 2016 SPECIAL BOARD MEETING MINUTES

President DiCamillo read the following statement aloud and requested it be placed as part of the minutes regarding the Approved August 16, 2016 Special Board Meeting Minutes:

A review of the minutes of the Board meetings of July 26, 2016 and August 16, 2016 regarding the issue of wireless capability for the Main Library has resulted in some confusion. In order to clarify the record:

On July 26, 2016, the Board passed a resolution to hire Ingram Micro at a cost of \$40,251.60, funds to be taken from the Automated Library Fund.

On August 16, 2016, the Board passed a resolution which amended the July 26, 2016 resolution hiring Ingram Micro. This new resolution in effect cancelled the July 26, 2016 resolution, and the Board hired PC Wizard at a cost of \$55,269.60, funds to be now taken from the Main Building and Special Services Fund.

The additional cost over the proposal from Ingram Micro was due to additional services, hardware and support to be provided by PC Wizard.

Please note that while the minutes of August 16, 2016 list three additional resolutions at the bottom of page 4, no vote was ever taken on those resolutions, and they have no effect.

MINUTES

Regular 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 September 13, 2016 Regular Board Meeting as presented.

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

MOTION CARRIED

Special Board 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 September 19, 2016, Special Board Meeting as presented.

VOTE: Yes – 6 (DiCamillo, Krupski, Solomon, Pizer, 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 August 30, 2016 and September 28, 2016 Relocation Committee Meeting as presented.

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

MOTION CARRIED

TREASURER'S REPORT

Upon motion by Josie Pizer, seconded by Varda Solomon 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:

- October 18, 2016, Treasurer's Report;

- Warrant dated September 10 through October 7, 2016, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$384,923.02.
- Payroll Warrants for pay dates September 15 and September 29, 2016, which have been reviewed by the Treasurer, (in the amounts of \$110,007.06 and \$123,596.97, respectively,) for a total of \$233,604.03.

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

PAYROLL CHANGES

Upon motion by Josie Pizer, seconded by Joel Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Revised Payroll Changes reports of September 3 through October 7, 2016 as presented, which have been reviewed by the Finance Committee.

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

REPORTS

Branch Committee

Trustee Fuller was not present to report.

Building Advisory Committee (BAC)

President DiCamillo reported that a Temporary Certificate of Occupancy (TCO) has been received for the Main Library. Books are being shelved and we are in the process of moving back.

Gala Committee

Trustee Schaufeld reported that Gala gift bags were assembled on Sunday, October 16th. A mock-up of the Commemorative Journal was passed around for review and has already been sent to the printer. Caryn Schaufeld was thanked for a wonderful job. The next meeting of the committee will be on Monday, October 24th.

Relocation Committee

Vice President Krupski reported that Committee has held bi-weekly meetings and the next scheduled date is October 24th. The furniture has been installed at the Main Library and books are being returned from storage. The collection housed at Parkville has been returned to Main but Station and A/V still needs to be sent back.

Policy Committee

Trustee Marcus was asked to place on the next meeting agenda the sale of books at the branches. An updated and standardized policy is needed.

Public Comment: R. Gilliar, N. Penner

Programming Committee

Trustee Solomon reported that the committee held a good meeting on September 27th. The staff is enthusiastic to move back to the Main Library.

Public Comment: N. Penner

Technology Committee

Trustee Schaufeld reported the new computers have been delivered from Dell and that Wi-Fi has been installed at the Main Library, but is still needed for the branches. The new phone system is expected to be installed next week.

Public Comment: R. Gilliar

Landscaping Committee

Trustee Schaufeld reported that presentation boards for the Gala and Opening Day are being prepared by Greg Marett.

Staff Reports

Trustee Pizer will send her comments to Executive Director Kathy Giotsas within the next two days.

Assistant Director's Report

Assistant Director Tracy Geiser has been at the Main Library overseeing the shelving and it is going well. Signage has been installed and looks wonderful.

Text of the Assistant Director's written report dated October 10, 2016 below:

After so much anticipation it is exciting to finally be so close to our grand reopening! I am looking forward to our future and working with our community.

We are now officially out of the testing stage for Sierra. There are still some little things that we are working on as we go but the staff has had positive feedback about the new system.

Kathy and I attended the NCLA Legislative Breakfast on Friday, September 23rd at the Farmingdale Public Library. We were given a tour by the Assistant Director as they are a recently renovated building as well.

The new ticketing software used to report any issue to Maintenance and Computers is up and running. Any Maintenance issues will be reported to Charlie and Computer problems to Garry. This will help to keep track of everything between the branches as well as statistics.

RELOCATION/MAIN:

I have been spending quite a bit of time over at Main with the furniture delivery and the movers. Main has been very busy with the railings, cleaning, technology and everything that is being done to make sure that our building is complete.

All furniture has now been moved in to Main and the movers have completed installation. Brad Kingsburg from Creative Libraries has been in a couple of times to do walkthroughs with Kathy and myself.

The movers are currently working on delivering the boxes of items they had stored.

On Tuesday, September 20th, I attended the catering meeting for the Gala with Kathy, Holly and Pam.

On Monday, October 10, 2016, a Ryder truck was rented for Adam and Barry to empty the Levels Pod back in to Main. The truck will only be kept for the day.

The new computers have been delivered. Garry is currently working on mirroring the new machines and getting them ready for the move to Main.

BRANCHES:

On Saturday, October 8th, the staff at Parkville (Justin Crossfox, Wanda Lei, Judy Snow, Lily Nandi, Hai Tan, and Jennifer Morrone) worked diligently with the movers to pack up and take the Main items from Parkville and get them moved back to Main.

A 10' dumpster has been scheduled for Parkville on Wednesday, October 12th, to begin emptying out the back room of any items we will no longer be keeping. A dumpster will be scheduled for Station when we have a clear date as to when we will be changing over the building.

Our representative from CARR will be at Lakeville to measure for a new and much needed copier.

Staff schedules have been worked out with the branch/department heads for our impending move back in to Main.

Executive Director's Report

Executive Director Kathy Giotsas reported that the staff is working hard to expedite the move back to Main in time for the Gala and the Opening Day. Secretary Solomon questioned if there were sufficient staff for this purpose. President DiCamillo reminded all that a budget for additional help and hours was previously approved.

Text of the Executive Director's written report dated October 14, 2016 below:

ADMINISTRATION

We are preparing to move back in to the main library and are creating lists of things needed to be done for professional development day. We will be going over evacuation plan for all libraries since we have new employees and library layouts have changed. We want to make sure that all the staff knows what to do in case of an emergency. We will also provide training for online scheduling and address any issues staff has with Sierra.

BUILDING

The main building has passed all inspection and we have received the Temporary Certificate of Occupancy. Once we submit the final survey we will receive our Certificate of Occupancy. We are working on getting the final survey.

The process for getting the rebates from PSE&G is progressing, we expect to get the rebate soon. PSE&G has all the paperwork they just need to finish processing the paperwork. They are also looking at other thing that we may be eligible for a rebate. I will keep the Board updated on the process.

We are still waiting for a few things: the vanity in the ladies room in Levels, the keys to all the doors, the plaque in the entrance. There is also some rearranging of the furniture to better meet the needs of each department. We have gone through the owners punch list with VRD and they have completed almost everything. They will be going through the building to do any additional touch ups for the paint. Tracy and I will go through the building again to ensure it is completed.

PERSONNEL

We have received a resignation from Adam Hinz this past month. He has accepted a corporate job in education and will be leaving the end of October. He has done a great job in the little time he has been with us. We hope to hire someone who will be able to carry on Adam's great work. Until the Levels position is filled, Barry Weil will assist in managing the department. And Mike Meehan has also offered to assist.

After many years of service, Neil Zitofsky has submitted his paperwork for retirement. He has done a great job during this renovation project. He is working on wrapping up things before he retires the end of November. We will be filling the position.

We have been preparing to move back to the main building. Staff scheduling for October 31, 2016 for the reopening of main has been completed.

RELOCATION

All the books from storage have been delivered to the main library. We have also moved main's materials from Parkville back to main. The staff from the back room at Parkville will go back to main on Monday. We do have the ability to have 15 IP phones and we are working on getting additional lines until the new phone system is installed.

TECHNOLOGY

We are in the process of putting in the new phone system. All the paperwork has been submitted to GTS and the project will be completed by November. We have also requested Optimum lines for the phone system for redundancy.

A+ Technology will begin installing the security system on October 21st and will be completed with the project by October 25th.

The RFP for the community room went out to 5 companies. We now have three quotes. We will be presenting the information at the board meeting for the board review. I will be following up on the lead time for the installation from each of the vendors.

I have been in contact with the RFID vendors. We will be scheduling the presentations from the vendors in November. A week before the meeting we will be distributing the proposal to all Board members for their review.

FIOS has been installed at all locations except Lakeville. There is only a T1 line available at Lakeville.

OLD BUSINESS

Policy Manual Changes

Add Section 600-15/Discarding of Excess Volumes – 3rd Read & Vote

Upon motion by Joel Marcus, seconded by Josie Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees adopt Section 600-15 (Discarding of Excess Volumes) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

Public Comment: R. Gilliar

Add Section 900-90/Streaming– 3rd Read & Vote

Upon motion by Joel Marcus, seconded by Robert Schaufeld and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees adopt Section 900-90 (Streaming) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

Amend Title in Section 1200/Gifts– 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees accept the changes as outlined to Section 1200 (Gifts) and that these changes be incorporated in the Board Policy Manual accordingly. [copy attached]

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

Amend Section 800-10/Meeting Room Fees– 3rd Read & Vote

Upon motion by Robert Schaufeld, seconded by Joel Marcus and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees accept the changes as outlined to Section 800-10 (Meeting Room Fees) and that these changes be incorporated in the Board Policy Manual accordingly. [copy attached]

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

Public Comment: R. Gilliar, N. Penner

Amend Section 300-40/Organizational Chart– 3rd Read & Vote

Upon motion by Josie Pizer, seconded by Francine Ferrante Krupski and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees adopt the Re-Organizational structure chart to replace the current Organization chart in Section #300-40 as presented and that these changes be incorporated in the Board Policy Manual accordingly. [copy attached]

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

Public Comment: N. Penner

Amend Section 400-55/Budget– 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees accept the changes as outlined to Section 400-55 (Budget) and that these changes be incorporated in the Board Policy Manual accordingly. [copy attached]

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

Add Section 500-68/Monitoring Policy – Second Read

Public Comment: R. Gilliar

Untable the Acceptance of Technology Services Coordinator Job Posting and Description

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the motion relating to the Acceptance of Technology Services Coordinator Job Posting and Description.

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

Acceptance of Technology Services Coordinator Job Posting and Description

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Technology Services Coordinator Job Posting and Description as attached.

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

Public Comment: R. Gilliar

NEW BUSINESS

Resignation of Adam Hinz (Levels Director)

President DiCamillo announced that Adam Hinz is leaving to take a new opportunity that allows for more family time. He is a dynamic individual and it will be hard to replace him.

The Board of Trustees thanks him for his service and wishes him well.

Retirement of Neil Zitofsky (Business Manager)

Neil Zitofsky, Business Manager is retiring on November 30, 2016 after 20 1/2 years of service.

Treasurer Josie Pizer read the following statement:

After 21 productive and successful years, you have decided to retire. For all those years you have offered your best advice, well-thought out opinion and continual professionalism. You have many accomplishments during my brief tenure. There are two in particular that are outstanding and very worthy of mention because they are part of your enduring legacy. This legacy will last long after tonight and all of us.

The first is our incredibly well executed application and continuing maintenance for the DASNY Bond Fund. Your diligence and exactitude has provided the residents of Great Neck with the one and only long term triple A rating for a public library seeking a New York State loan. It was your seamless proof and professional interaction that provided evidence of our long-established fiscal health under your guidance.

The second instance is the leadership for change and professionalization of the Library's Business Office you provided. You have instituted a monthly report and other financial reports that clearly and concisely summarize the financial shape and direction of the Great Neck Library system. They assist even the most unknowing to understand the workings of our large operation as each expense budgeted, payment made and projection forecast is easily ascertained. You have explained with clarity all questions asked and anticipated some that you knew would be forthcoming.

We thank you and wish you well at this very exciting, rewarding time of life.

President DiCamillo personally thanked Neil for all his years of service, loyalty and professionalism and expressed that she will miss him dearly. Neil was then presented with flowers and a plaque (text read aloud).

Neil Zitofsky then addressed the Board of Trustees and where he expressed gratitude for a rewarding career. Among his many accomplishments, he was most proud of assisting the community in obtaining a Triple A DASNY rating and the friendships he has made with the staff.

Public Comments: N Penner, R. Gilliar

EXTENSION OF CONTRACT FOR MOE KISWANI

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

RESOLVED, that the Great Neck Library Board of Trustees retain the services of PC Wizard to act as a Computer Consultant for a one month period commencing on October 20, 2016 for the fixed sum of \$6,000 (same terms and conditions agreed to on April 20, 2016) to be charged against the Main Building and Special Services Fund.

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

ACCEPTANCE OF PROGRAM/OUTREACH COORDINATOR JOB POSTING & DESCRIPTION

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Program/Outreach Coordinator Job Posting and Description as attached.

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

Public Comment: R. Gilliar

ACCEPTANCE OF YOUTH SERVICES COORDINATOR JOB POSTING & DESCRIPTION

At this time, item was stricken from the agenda.

ACCEPTANCE OF ADMINISTRATIVE COORDINATOR JOB POSTING & DESCRIPTION

At this time, item was stricken from the agenda.

Public Comment: R. Gilliar, N. Penner

ACCEPTANCE OF BUSINESS MANAGER JOB POSTING

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Business Manager Job Posting as attached.

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

Public Comment: R. Gilliar

PROCEED WITH AN RFP FOR A COMPUTER CONSULTANT

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

RESOLVED, that the Great Neck Library Board of Trustees proceed with an RFP for a Computer Consultant.

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

MOTION CARRIED

AWARD RFP FOR COMMUNITY ROOM/AV EQUIPMENT

At this time, item was stricken from the agenda.

ACCEPTANCE OF LEVELS GIFT

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 gift of \$2,626.00 from PC Wizard for improved wiring at Levels and that an acknowledgment and thank you letter be issued to PC Wizard.

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

MOTION CARRIED

Public Comment: President DiCamillo thanked PC Wizard and Moe Kiswani for their generous donation of Levels wiring.

ACCEPTANCE OF ANONYMOUS GIFT TO LEVELS

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

RESOLVED, that the Great Neck Library Board of Trustees accept the anonymous gift for Levels of \$300.00.

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

MOTION CARRIED

Public Comment: President DiCamillo expressed thanks for this anonymous gift to Levels.

ACCEPTANCE OF FACILITIES MANAGER COORDINATOR JOB POSTING & DESCRIPTION

Upon motion by Josie Pizer, seconded by Francine Ferrante Krupski and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Facilities Manager Job Posting and Description as attached.

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

MOTION CARRIED

Public Comment: R. Gilliar

AWARD ADDITIONAL MONIES

Upon motion by Josie Pizer, seconded by Robert Schaufeld and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees award Charles Wohlgemuth \$4,000.00 for his service above and beyond his job scope. Monies to be charged to the General Fund.

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

Abstain – 1 (DiCamillo)

MOTION CARRIED

Public Comment: R. Gilliar

APPROVE A ONE TIME CLEANING OF THE MAIN LIBRARY PRIOR TO RE-OPENING

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 hiring Jan-Pro Cleaning Services for one time cleaning of the Main Library prior to re-opening in the amount of \$4,000.00, to be charged to the Main Building and Special Services Fund

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

MOTION CARRIED

CORRESPONDENCE

None.

OPEN TIME

R. Schaufeld; Donated Space for Book Sale

R. Gilliar; Discards

Naomi Penner; Staffing

DATE OF NEXT MEETING

November 15, 2016 – Regular Board Meeting–Main Library

ADJOURNMENT

The meeting was adjourned at 9:15 p.m. on motion by Trustee Marcus and seconded by Trustee Pizer.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees