

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MONDAY, DECEMBER 19, 2016 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Monday, December 19, 2016, in the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, NY 11040. [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
Michael Fuller – Assistant Treasurer
Robert Schaufeld - Trustee

Also Present: Kathy Giotsas – Executive Director
Tracy Geiser – Assistant Director

EXECUTIVE SESSION

The Board met in executive session at 6:15 p.m. in the Community Room for a personnel discussion. The Board came out of executive session at 8:00 p.m. No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President DiCamillo at 8:00 p.m.

MINUTES

Regular Board Meeting

Upon motion by Varda Solomon, seconded by Michael Fuller and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the November 15, 2016 Regular Board Meeting as presented.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Emergency 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 November 10, 2016, Emergency Board Meeting as presented.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

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 following financial reports which have been reviewed by the Treasurer:

- December 19, 2016, Treasurer's Report;
- Warrant dated November 5 through December 4, 2016, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$443,542.65.
- Payroll Warrants for pay dates November 13 and November 22, 2016, which have been reviewed by the Treasurer, (in the amounts of \$143,212.04 and \$129,698.58, respectively,) for a total of \$272,910.62.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

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 Payroll Changes report of November 5 through December 4, 2016 as presented, which have been reviewed by the Finance Committee.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

President DiCamillo requested a moment of silence for Ruth Klement, Branch Head Librarian of Lakeville, who passed away unexpectedly on Wednesday, December 14th. Ruth was a beloved employee of the Great Neck Library since 1983 and will be sorely missed by the Board, the Staff and the Community.

Trustee Fuller added that Ruth was very enthusiastic for the growth and improvement of the Lakeville Branch which experienced an increase in patronage while the Main Library was closed for renovations.

A December meeting of the Branch Committee took place on the 4th where possible space reconfigurations for the Parkville and Lakeville Branches were discussed. Consultants will be sought to assist with ideas. The next committee meeting is scheduled for January 5, 2017 at the Lakeville Branch to discuss options for that particular space and the public is encouraged to attend and voice their opinions.

Public Comment: Jean Pierce, Elizabeth Allen

Technology/Website Committee

Trustee Schaufeld reported that the firewalls have been installed at the Main Library and all Branches and that the network is live. Installation has also been completed for the Phone and Paging systems. The Alarm and Surveillance systems, as well as the Community Room Multi Media system, are currently in process of installation.

Landscaping Committee

Trustee Schaufeld reported that the committee met last week and is fine tuning the plans in order to meet the Spring planting season.

Policy Committee

Trustee Marcus reported that the committee is scheduled to meet on February 8th, 2017.

Programming Committee

Trustee Solomon reported that the Programming Committee met on November 29th. Discussion of Childrens, Adult programming and the expansion of the English Conversation Groups took place. A Chess Group will begin meeting at the Main Library and Ted Talk Programs are being explored. Executive Director Kathy Giotsas was requested to set up an Art Advisory Committee.

Fundraising Committee

Vice President Ferrante Krupski reported that the committee is scheduled to meet on January 23, 2017.

Public Comment: Jean Pierce, Elizabeth Allen

Staff Reports

Trustee Pizer will email her comments to Executive Director Kathy Giotsas,

Assistant Director's Report

Assistant Director Tracy Geiser is actively working with Charles Wohlgemuth, Head of Maintenance, on the Construction punch list. She also anticipates training on all the newly installed equipment.

Text of the Assistant Director's written report dated December 15, 2016 below:

STAFFING:

Interviews for open job positions are currently underway. The past few weeks have been very busy making sure we select the perfect person for each position. All postings have been posted on job sites, list serves and our webpage as well as in-house.

Nick Camastro and I have hired new Circulation Clerks who have filled in vacant spots at each of the branches and Main. Nick was able to do trainings with a few employees at the same time which helped to get them to their needed branches quicker. They have all taken to their positions quickly.

I have been working with the branches and department heads on getting the rest of their staff vacancies filled as quickly as possible. Letters will be sent to each part timer with their permanent schedules.

MAIN:

I am continuing to work with Charlie on the building punch list. Vinny from VRD has been in to take care of quite a few items but outside companies have to be called in to complete some of the other issues.

Charlie and I have been working with VRD to settle on a date to begin our full building training on all of the new equipment. We will have a Level's member in to video tape the session so that we will have it for the future. We had the door company come in to update the main door to the Children's area with a push button so that the door would no longer open with the sensor. This was of great concern to the parents.

Our new phone system has been installed. The switchboard has been sent back to Main to the great relief of the smaller Parkville staff. I'd like to thank them all for taking on a large roll while we waited for the new system to come in.

We have put a halt on anymore weeding of the items from storage. Shelves and clerks are working to put the items back on the shelves. Duplicates and other carefully selected items will be transferred to each of the branches to help with their collections as well. Regular ordering of new items has been approved so each department is currently working on getting their orders in to Technical Services.

Pam and I are working to get Hoopla in for January. She spoke with our Midwest representative last week concerning any technology needs (she included Moe Kiswani and Garry in on this) as well as contract information. She and I will meet on Friday, December 16th to go over details.

BRANCHES:

On Thursday, December 1st, Jani-King and a dumpster were at Station to empty out the back rooms. Charlie and I were at Parkville on Saturday, December 3rd with Jani-King, emptying the backroom. At the most recent Branch Committee meeting we discussed bringing in space planners so that we can now refresh our branches and see what needs they may have such as the possibility of more study rooms or computer areas, etc. I will discuss with the Branch Heads about how to receive community input.

The cartons of books at Parkville will be brought back to Main this Thursday, December 15th with the help of Jani-King. Once this is complete, the back area will be entirely cleared out. Charlie will then contact Joe from Parkville school who will then have the backroom cleaned up. Everything will be dusted, washed down and the carpet will be cleaned as well.

Executive Director's Report

Executive Director Kathy Giotsas reported that the Security System will be installed by the end of the year and the installation of multi-media for the Community Room is expected to be completed by the first week of January.

Text of the Executive Director's written report dated December 16, 2016 below:

ADMINISTRATION

This past month we have been getting comments on the library and what patrons like and dislike. We are also working on signage. Programming will be in full swing the beginning of January with our new outfitted community room. We have gotten requests from students to stay open later for the students. We may want to consider during midterm and final exams to stay open later. Parents would also like to see more toys and playtime for the kid and the children's department has been working hard in purchasing items and accommodating play time.

BUILDING

We have received the final survey and it was sent to the Nassau County Building Inspector two weeks ago. We should get out CO very soon since all the paperwork has been completed and submitted. We are also still waiting for a few things to be completed by the contractor from the punch list. There has been follow up and things are getting addressed. Maintenance staff is waiting to get trained on all the systems.

We have been working and making some change at the main building. The automated doors in the Children's department have been changed to a push button door. We are also looking at putting more shelving against some of the bare walls in children's.

We are also taking statistics on how many of the public computers are being used. There are more and more patrons bringing in their own laptops. We are looking at ways that the computer area could be better utilized.

PERSONNEL

Since we opened the new building we have been working on filling position to ensure that all the branches are covered. During the month of November we have been doing back to back interview and making sure that there are no gaps in the schedules. All the clerk positions have been filled and we are looking at filling to part-time librarian positions that are vacant due to retirement and acceptance of a full-time position elsewhere. We also hope to have all the positions filled for the new organizational chart by the end of December. The only position we have not advertised for is Adult Services Coordinator. We will be reviewing that position at the next personnel committee.

RELOCATION

We have cleared out all the boxes of books from Parkville and cleaned it out so that we can begin on transforming the room into a Children's room. Once we get the space architects we will have a better idea how we can transform the room. We have arranged to have a community meeting to get input from the community on what they would like to see at the Parkville Branch. This will help us with program outreach and better meeting the needs of the community.

Station has also been cleared out but we still have a few boxes that need to be shelved. We will also be looking at repurposing the back room area to meet the needs of the community.

The boxes of books have been brought back to main and things are getting shelved. Shelving is going faster now that our staffing levels are normal. We are hoping to get college students over the break to shelve the rest of the books.

Many of the boxes of books have been shelved and we are working on getting the rest shelved quickly. Both Reference and Circulation is shelving ten to twenty boxes of books a day. The books from storage have been delivered to the main library.

TECHNOLOGY

We have completed putting in the new phone system and it is working fine. There has been a little tweaking of the system such as the phone ringing in multiple locations so staff is not running to pick up a phone. We chose Jackie Quinn, the Children's Librarian to be the voice on the answering system.

The paging system has also been installed and working. We are just adjusting the volume so that it could be here throughout the library.

PC Wizard installed the firewalls at all the branches and we were down for about half a day but things all worked out. We have been having some issues with the Wi-Fi but we have been resolving them as they occur.

Profound has begun their work and will be completed by the first week of January. A+ Technology will be completed by the end of December.

OLD BUSINESS

(a) Policy Manual Changes

- (i) Amend Section 500-50/Hours of Service-Second Read
- (ii) Revise Section 300-20/Job Description Business Manager – Second Read
- (iii) Revise Section 200-40 Board Committees – Second Read

Public Comment: Elizabeth Allen

Revise Section 600-15/Discarding of Excess-Third 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 600-15 Discarding of Excess Volumes) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Motion to Take from the Table the Approval of RFID for Main and the Branches

Upon motion by Michael Fuller, 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 Approval of RFID for Main and the Branches.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Motion to Withdraw the Motion for the Approval of RFID for Main and the Branches

Upon motion by Joel Marcus, seconded by Varda Solomon, and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees withdraw the original motion relating to the Approval of RFID for Main and the Branches.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Approval of New Motion for RFID for Main and the Branches

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

MOVED, that the Great Neck Library Board of Trustees approve the purchase of an RFID system from BiblioTecha for the Great Neck Library System in the amount of \$ 142,180.00 and

the tagging of all library material (books and media) for RFID in the amount of \$ 86,640.55 and Automated Materials Handling (AMH) System in the amount of \$82,186.00; funds to be taken from the Automated Library Fund, including \$100,000 in grant funding from Senator Martins office which will be issued upon submission of formalized order.

Public Comment: Elizabeth Allen, Marianna Wohlgemuth, David Zielenziger

Board Comment: A Revised Proposal was prepared with the Automated Material Handling portion of the Resolution removed. The Executive Director Kathy Giotsas was asked to call Senator Martins office regarding grant funds and how/when they are distributed.

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of an RFID system from BiblioTecha/3M for the Great Neck Library System in the amount not to exceed \$142,180.00 and the tagging of all library material (books and media) for RFID in the amount not to exceed \$86,640.55; funds to be taken from the Automated Library Fund, including \$100,000 in grant funding from Senator Martins office which will be issued upon submission of formalized order.

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

Abstention – 1 (Pizer)

MOTION CARRIED

NEW BUSINESS

Acceptance of IT Consultant

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the Executive Director to prepare a one year agreement with PC Wizard for IT consulting services, per the quotation dated November 8, 2016, in the amount of \$ 6,000 per month, to be charged to the Main Building and Special Services Fund.

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

Abstention – 1 (Ferrante-Krupski)

MOTION CARRIED

Public Comment: Jean Pierce

Approval of Two (2) Matrox Monarch HDX Devices

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 two (2) Matrox Monarch HDX Devices from B&H Photo, one for the Community Room and one for Levels, in an amount not to exceed \$4,000.00; such funds to be taken from the Main Building and Special Services fund.

Upon motion by Michael Fuller and seconded by Josie Pizer the Board unanimously voted to table the motion. MOTION TABLED

Approval of the Installation of a Dedicated 20 Amp Duplex Outlet

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

RESOLVED, that the Great Neck Library Board of Trustees approve the installation of a dedicated 20 AMP duplex outlet for the Community Room in the Main Library by JDT Electrical Contracting in the amount of \$ 775.00, to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Appointment of the Administrative Coordinator

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Holly Coscetta to the position of Administrative Coordinator, effective December 20, 2016, at an annual salary of \$70,000.00.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Public Comment: Elizabeth Allen

Motion to Take from the Table the Approval of Two (2) Matrox Monarch HDX Devices

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the motion relating to the Approval of Two (2) Matrox Monarch HDX Devices.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Approval of Revised Motion for Two (2) Matrox Monarch HDX Devices

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 two (2) Matrox Monarch HDX Devices from Genesis Technologies, one for the Community Room and one for Levels, in an amount not to exceed \$4,000.00; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Acceptance of Donation from Sakura Chorus

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 gift of \$500.00 from and the Sakura Chorus and that an acknowledgment and thank you letter be issued to the Sakura Chorus.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Public Comment: Marianna Wohlgemuth

Construction Change Orders

Additional Signage

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

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order VRD RCO # 117 for additional signage, in the amount of \$639.19; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Audible Bell Addition

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 # 116 for an audible bell connected to the sprinkler system flow switch, as recommended by the

Fire Marshall, in the amount of \$5,884.89; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 7 (DiCamillo, Ferrante-Krupski, Solomon, Pizer, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Letter from J. Weinstein. Mr. Weinstein was not present.

OPEN TIME

David Zielenziger-Collection Count
Kate Goldberg – Childrens Department Concerns
Elizabeth Allen – Curb Cuts for Handicapped and Senior Patrons
Jean Pierce – Childrens Toys/Art Work/Weeding

DATE OF NEXT MEETING

January 17- Board Meeting –Main
January 24- Annual Re-Organization Meeting –Main

ADJOURNMENT

The meeting was adjourned at 9:31 p.m. on motion by Joel Marcus and seconded by Trustee Schaufeld.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees