

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, SEPTEMBER 12, 2017 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, September 12, 2017, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President  
Michael Fuller – Secretary  
Marietta DiCamillo – Treasurer  
Francine Ferrante-Krupski – Assistant Treasurer  
Rebecca Miller – Assistant Treasurer

Also Present: Tracy Geiser – Interim Director  
Steven Kashkin – Business Manager

Absent with Prior Notice: Joel Marcus – Vice President

## **EXECUTIVE SESSION**

**Upon motion by Trustee DiCamillo, seconded by Trustee Ferrante-Krupski it was,**

**RESOLVED**, to enter into executive session for a Personnel discussion.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

**Upon motion by Trustee DiCamillo, seconded by Trustee Fuller it was,**

**RESOLVED**, to exit executive session.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

## **CALL TO ORDER**

The meeting was called to order by President Schaufeld at 8:05 p.m.

## **NOMINATING COMMITTEE APPOINTMENT**

**Upon Motion by Michael Fuller, second by Rebecca Miller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of appoint Marianna Wohlgemuth to the Nominating Committee to fill the vacancy created by the resignation of Omer Soykan for the term ending January 2018.

**VOTE:** Yes – 3 (Schaufeld, Fuller, Miller)

Opposed – 1 (Ferrante-Krupski)

Recuse – 1 (DiCamillo)

*MOTION CARRIED*

*Public Comment: M. Wohlgemuth*

## **MINUTES**

### **Regular Board Meeting**

**Upon motion by Michael Fuller, seconded by Marietta DiCamillo and after discussion, it was,**

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the June 27, 2017 Regular Board Meeting as presented.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

### **Special Board Meeting**

**Upon motion by Michael Fuller, seconded by Marietta DiCamillo and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Minutes of the July 25, 2017, and August 22, 2017 Special Board Meetings as presented.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

## **TREASURER'S REPORT**

**Upon motion by Marietta DiCamillo, seconded by Rebecca Miller 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 Finance Committee:

- September 12, 2017, Treasurer's Report;

- Warrant dated July 14, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$479,690.55.
- Warrant dated August 8, 2017 through August 11, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$295,846.27.
- Warrant dated August 28, 2017 through September 1, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$117,528.30.
- Payroll Warrants for pay dates June 8, and June 22, 2017, which have been reviewed by the Treasurer, (in the amounts of \$145,469.75 and \$144,256.03, respectively,) for a total of \$289,725.78.
- Payroll Warrants for pay dates July 6, and July 20, 2017, which have been reviewed by the Treasurer, (in the amounts of \$174,730.51 and \$134,802.27, respectively,) for a total of \$309,532.78.
- Payroll Warrants for pay dates August 3, August 17, and August 31, 2017, which have been reviewed by the Treasurer, (in the amounts of \$139,975.58, \$204,276.58, and \$148,947.34 respectively,) for a total of \$493,199.50.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

**Upon motion by Marietta DiCamillo, seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Revised Payroll Change report of August 1 through August 31, 2017 as presented, which has been reviewed by the Finance Committee.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Director Search Committee**

Trustee Miller reported that the committee of three public members, five staff members and the full Board of Trustees met to write and brainstorm the posting for the vacant Director position. The next steps are to post and draw candidates. She thanked the committee for their participation and reminded all that the next meeting is set for September 13<sup>th</sup> at Main.

### **Branch Committee**

Trustee Fuller reported that a tentative date for the next meeting of October 16<sup>th</sup> at Main is being looked into to follow up on the updating of the Station and Parkville Branches.

Trustee Fuller also stated that the items needed for the Public Assembly Permit are on this evening's agenda for Board approval.

*Board Comment: Trustee DiCamillo reminded Trustee Fuller that these meetings should take place at the branches and not at the Main Library.*

### **Main Building Committee**

President Schaufeld reported that interim landscaping has been done at the Main Library. He also reported that RFID installation is ongoing as well as issues with the HVAC units. The furniture has been received for the Local History Room. The next meeting is scheduled for Monday, September 18<sup>th</sup> at Main.

### **Policy Committee**

Vice President Marcus was not present to report.

### **Programming Committee**

Trustee Ferrante-Krupski reported that new and ongoing programs are being enjoyed by all and that the Committee will meet on October 3<sup>rd</sup> to discuss future programs.

### **Fundraising Committee**

Trustee Ferrante-Krupski noted that prior meetings were cancelled and there was no update to report.

### **Long Range Planning Committee**

President Schaufeld reported as Trustee Marcus was not present. The committee met last evening and assignments were given to members.

Trustee DiCamillo spoke on an evaluation survey that will be developed for staff and patrons to gauge where goals had been met/unmet. Interim Director Tracy Geiser reported that Adam Hinz had already completed this task.

### **Grants**

Interim Director Tracy Geiser reported that digitization grants are still being explored and that we are still awaiting a response to the STEM grant that was previously applied to.

### **Staff Reports**

No Comment

## **Interim Director's Report**

Interim Director Tracy Geiser reported that the furniture for Local History room and the Children's room has been received and set up. She has also met with staff to facilitate a plan to set up the Local History room.

*Public Comment: L. Mattson, D. Hwee*

Text of the Interim Director's written report dated September 5, 2017 below:

### **ADMINISTRATION:**

- On July 24, we lost a long-time and beloved staff member, Reference Librarian, Jonathan Aubrey. Discussion is underway on how best to memorialize Jonathan.
- Ruth Klement was posthumously awarded the National Library Week Award on April 19<sup>th</sup> 2017. Her husband, Joe Klement, was there to receive her award.
- We are hiring four clerks who will work between the branches. Two positions have already been filled and we are still interviewing to fill the last two.
- We are currently interviewing for the fulltime Reference Librarian position.
- We recently hired our new part time bookkeeper position who will begin on Monday, September 11.
- We are currently accepting applications for the part time Children's Librarian position.
- We are currently accepting applications for the fulltime Administrative Assistant position.
- Our September Staff meeting will be an Active Shooter training presented by our security company. I am working with Charlie and Holly on an Evacuation Plan to present to the staff for the November Staff meeting.
- Congratulations to Ever Zelaya who is getting married this week.
- Steve, Jill and Holly will be attending NYS Retirement workshops this month to learn about the new changes that will be in our future.
- With the Jewish holidays upon us please remember that Station and Lakeville will be closed on September 20, 21, and 30. All buildings will close at 5pm on September 29.

### **MAIN:**

- The new museum pass reservation system is just about complete. Plymouth Rock has set up our reservation page and staff is now being trained. We will go live beginning September 5<sup>th</sup>. We are planning on setting up patron training sessions.
- We now have a new walk off mat installed at the Main doors. It is replacing the slippery steel mat.
- The RFP for a General Contractor for our Landscaping project has gone out. Proposals are due in by September 8<sup>th</sup>.
- The Main building is now wired for a burglar alarm and we are connected to Central Station.
- SPOT is up and running at Main and Lakeville. PC Wizard is working out the kinks at the Station and Lakeville branches.
- There are a few punch list items that are still not 100% complete. Representatives from VRD, Calgi and KG&D are continuing to work on the malfunctioning HVAC unit located above the Reference office. VRD will also be in to correct the two water leaks in the vestibule and at the Circulation desk.

- The furniture for the Local History Room and Children's Room will be installed on September 8<sup>th</sup> and 9<sup>th</sup>.
- RFID tagging is complete as well as the running of the data and electric cables for the gates. The gates are currently being installed at the Main building. After Main is complete the branches will be done then on to the installation and training of the staff on the self-check out machines.
- Using our 2017 Budget Aid Grant monies, we will be purchasing a new microfilm/fiche reader for the Reference Department. Margie Chodosch and Irina Zaionts are continuing to look in to digitization grants to convert our newspapers in to microfiche.
- Our catalog Sierra, was recently upgraded to version 3.1 but version 3.2 is now out and we are awaiting our scheduled upgrade date. It will be done early in the morning before the library opens.
- Roma Landscaping planted and mulched the front of the building on August 22<sup>nd</sup>. This is a short term solution before our actual landscaping project comes in to play.
- The library will have a table at the AutoFest in Great Neck this year on Sunday, October 15 from 12-5pm.
- Meet the Candidates Night has been changed from Tuesday, October 10 to Wednesday, October 18 to be held at the Main building from 7:30-9pm.

**BRANCHES:**

- I am working with Charlie Wohlgemuth on obtaining quotes from architects to draw up plans of Parkville so that we can receive our Certificate of Occupancy from the Town. We currently have 2 quotes and are waiting on 1 more.
- The Space Planner RFP's for Station and Parkville branches have gone out. Steve Kashkin is currently working on the comparison sheets from the architects. These will be presented at the next Branch Committee meeting.

**OLD BUSINESS**

**(a) Policy Manual Changes**

**a. Revise Section 800-40/Displays-Third Read & Vote**

**Upon Motion by Michael Fuller, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the changes to Section 800-40 (Displays) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

**MOTION CARRIED UNANIMOUSLY**

**b. Revise Section 700-60/DVD Circulation Policy & Regulations-Third Read & Vote**

**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 changes to Section 700-60 (DVD Circulation Policy & Regulations) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

*Public Comment: N. Penner*

**c. Revise Section 700-45/Overdue Notices, Fines-Third Read & Vote**

**Upon Motion by Rebecca Miller, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the changes to Section 700-45 (Overdue Notices and Fines) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

**d. Revise Section 700-20/Borrowing Privileges-Third Read & Vote**

**Upon Motion by Rebecca Miller, seconded by Francine Ferrante Krupski, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the changes to Section 700-20 (Borrowing Privileges) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

**e. Revise Section 500-60/Access to Records-Third Read & Vote**

**Upon Motion by Francine Ferrante Krupski, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees Library accept the changes to Section 500-60 (Access to Records) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

**f. Revise Section 400-30/Record Retention Policy-Third Read & Vote**

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

**RESOLVED**, that the Great Neck Library Board of Trustees Library accept the changes to Section 400-30 (Record Retention Policy) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

**g. New Section 400-35/Patron Record Retention Policy-Third Read & Vote**

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

**RESOLVED**, that the Great Neck Library Board of Trustees Library accept the new Section 400-35 (Patron Record Retention Policy) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

**h. New Section 600-16/Book Sale Policy-Third Read & Vote**

**Upon Motion by Michael Fuller, seconded by Rebecca Miller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees Library accept the new Section 600-16 (Book Sale Policy) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

**i. Revise Section 1400-40/Closing Policy-Third Read & Vote**

**Upon Motion by Marietta DiCamillo, seconded by Francine Ferrante Krupski, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees Library accept the changes to Section 1400-40 (Closing Policy) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]



**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
**MOTION CARRIED UNANIMOUSLY**

**j. Revise Section 1300-60/Other Government Agencies-Third Read & Vote**

**Upon Motion by Rebecca Miller, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees Library accept the changes to Section 1300-60 (Other Government Agencies) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
**MOTION CARRIED UNANIMOUSLY**

**k. Revise Section 500-30/Rules & Regulations for Use of the Library-Third Read & Vote**

**Upon Motion by Francine Ferrante Krupski, seconded by Rebecca Miller, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees Library accept the changes to Section 500-30 (Rules & Regulations for Use of the Library) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
**MOTION CARRIED UNANIMOUSLY**

**l. Revise Section 300-40/Organizational Chart-Third Read & Vote**

**Upon Motion by Michael Fuller, seconded by Rebecca Miller, and after discussion, it was,**

**MOVED,** that the Great Neck Library Board of Trustees Library accept the changes to Section 300-40 (Organizational Chart) and that it be incorporated in the Board Policy Manual accordingly.

**Upon motion by Marietta DiCamillo and seconded by Michael Fuller the Board unanimously voted to table the motion. MOTION TABLED**

## **NEW BUSINESS**

### **(a) Property Liability Insurance Renewal**

**Upon Motion by Marietta DiCamillo, second by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees renew its property/liability insurance Commercial Package, Automobile and Umbrella policies for the period September 1, 2017 through August 31, 2018 with Utica Insurance Companies as presented by Edwards and Company, for a total of \$80,418.00 to be charged to the Property/Liability Insurance line of the operating budget.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Trustee DiCamillo requested these insurance policies to be bid out next year.*

### **(b) Approval of Job Posting for Library Director**

**Upon Motion by Rebecca Miller, second by Marietta DiCamillo, and after discussion, it was,**

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

**VOTE:** Yes – 4 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski)

Recuse – 1 (Miller)

*MOTION CARRIED*

### **(c) Advertisement for Library Director**

**Upon Motion by Francine Ferrante Krupski, second by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the placement of the Director Search advertisement, as approved in the preceding resolution, in the following publications: ALA and Library Journal, as well as free listings in St John's University, CW Post, Queens College, Metro New York, New York Library Association, LILRC and Nassau and Suffolk Listserv at a total cost not to exceed \$3,000 for all sites listed. Such funds to be taken from the Recruitment & Training budget line.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

#### **(d) Appointment of Interim Assistant Director**

**Upon Motion by Marietta DiCamillo, second Francine Ferrante Krupski, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board authorize the appointment of Irina Zaionts as Interim Assistant Director at an annual salary of \$80,000.00, effective October 1, 2017. A memorandum of agreement is to be executed to memorialize such agreement pending review by counsel.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

#### **(e) Approve Purchase of ViewScan III-7**

**Upon Motion by Marietta DiCamillo, second by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the purchase of a ViewScan III-7 for the Great Neck Library in the amount of \$ 8385.95 from Precision Microproducts of America such funds to be taken from the Main Building and Special Services Fund.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)  
*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Per Trustee DiCamillo these funds will come from the awarded Bullet Grant.*

#### **(f) Opening & Closing of the Polls for the October 2017 Election**

Steve Kashkin volunteered to open the polls and Treasurer DiCamillo volunteered to close the polls at the Parkville branch on October 30th.

Trustee Ferrante Krupski volunteered to open the polls and Secretary Fuller volunteered to close the polls at the Main Library on October 30th.

#### **(g) Policy Manual Changes**

- a. Revise Section 700-40/Loan Periods and Limitations – First Read
- b. New Section # 800-25/Use of Photocopying Machines and Scanners – First Read
- c. Revise Section #400-10/Reserve and Restricted Funds – First Read

#### **(h) Approve/Ratify the Approval of Ferrantello Group to Produce a CAD File**

**Upon Motion by Rebecca Miller, second by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library ratify the approval for the expenditure of \$500.00 to Ferrantello Group to produce a CAD file of the final site survey as per their proposal dated June 1, 2017. The survey is required by Bayview Landscape Architecture. This expenditure is to be charged to the Landscaping fund.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

### **(i) Acceptance of Donation to the Landscaping Fund**

**Upon Motion by Michael Fuller, second by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the donation of \$1,000.00 from 218 Lakeville Acquisition LLC for the Landscaping Fund and that an acknowledgment and thank you letter be issued.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

### **(j) Approval of Architect to Secure Public Assembly Permit for Parkville**

**Upon Motion by Michael Fuller , second by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck approve the hiring of Paul de Silva Architect at a cost of \$6,000.00 to provide drawings of the Parkville Branch that are needed to secure the Public Assembly Permit; such funds to be taken from the Branch and Special Services fund.

**VOTE:** Yes – 5 (Schaufeld, Fuller, DiCamillo, Ferrante-Krupski, Miller)

*MOTION CARRIED UNANIMOUSLY*

### **CORRESPONDENCE**

D. Chan Letter – patron was present and presented his request to the Board of Trustees.

The Board requested this item be checked with insurance and legal.

N. Penner Letter- patron was in attendance earlier but left prior to Open Time.

K. Rubin Letter – patron was not present

H. Andres Letter– patron was not present

GN Historical Society Letter – patron was present and spoke on a plaque for the Local History

Room acknowledging staff that contributed to its existence and set up.

J. Schwartz Letter– patron was not present

**OPEN TIME**

D. Hwee – Board Issue; RFID Tagging; AED Training  
V. Feinman – Benches; Phone

**DATE OF NEXT MEETING**

October 24, 2017 – Regular Board Meeting– Parkville Branch  
October 30, 2017 – Annual Meeting/Election–Main Library & Parkville Branch

**ADJOURNMENT**

The meeting was adjourned at 9:00 p.m. on motion by Trustee DiCamillo and seconded by Trustee Fuller.

Respectfully submitted,

Michael Fuller  
Secretary, Board of Trustees