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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, DECEMBER 20, 2017 AT 8 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Wednesday, December 20, 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  
Joel Marcus – Vice President  
Michael Fuller – Secretary  
Marietta DiCamillo – Treasurer  
Francine Ferrante-Krupski – Assistant Treasurer  
Rebecca Miller – Assistant Treasurer  
Josie Pizer - Trustee

Also Present:

Tracy Geiser – Interim Director  
Irina Zaionts – Interim Assistant Director  
Steven Kashkin – Business Manager

## **EXECUTIVE SESSION**

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

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

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

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

**RESOLVED**, to exit executive session.

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

No action was taken in executive session.

## **CALL TO ORDER**

The meeting was called to order by President Schaufeld at 8:04 p.m.

## MINUTES

### Regular Board Meeting

Upon motion by Trustee Fuller, seconded by Trustee DiCamillo and after discussion, it was,

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the November 14, 2017 Regular Board Meeting as presented.

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

### Special Board Meetings

Upon motion by Trustee Fuller, seconded by Trustee DiCamillo and after discussion, it was,

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the November 7, 2017 and December 4, 2017 Special Board Meetings as presented.

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

## TREASURER'S REPORT

Upon motion by Trustee DiCamillo, seconded by Trustee 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 Finance Committee:

- December 14, 2017, Treasurer's Report;
- Warrant dated December 5 through December 10, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$654,436.50.
- Payroll Warrants for pay dates November 9 and November 22, 2017, which have been reviewed by the Treasurer, (in the amounts of \$150,459.61 and \$142,806.74, respectively,) for a total of \$293,266.35.

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

## **PAYROLL CHANGES**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Payroll Change report of November 1 through November 30, 2017 as presented, which has been reviewed by the Finance Committee.

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Pizer)

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Director Search Committee**

Trustee Miller reported that the committee worked hard over the past few months and a candidate has been selected. Discussions are currently in progress. Trustee DiCamillo thanked Trustee Miller for her hard work spearheading the committee. Trustee Miller thanked the Director Search Committee members for their time and input.

*Public Comment: D. Hwee*

### **Branch Committee**

Trustee Fuller reported that a committee meeting is scheduled for January 8, 2018 with the space planners to discuss improvements to the Station and Parkville Branches. Irene Winkler has started her position as Branch Head Librarian at the Station Branch and positive feedback has been received.

Trustee Fuller expressed thanks and appreciation to Alana Mutum, Branch Head Librarian at Lakeville, on a job well done on the memorial tribute for Ruth Klement held on December 11<sup>th</sup>. Trustee DiCamillo requested something be done in honor of Ms. Klement. Per Trustee Fuller, this request will be addressed at the January meeting.

*Public Comment: N. Penner*

### **Main Building Committee**

President Schaufeld reported that the committee met on December 4<sup>th</sup> with the Architect and Building Professionals. Outstanding issues are in process of being resolved.

Facilities Manager, Charles Wohlgemuth, stated Addison is expected to be on premises for a few days in January and will get the A/C units operating properly. The duct work in the Reference office is now in place and the roof drains are being monitored by the Maintenance Staff.

Trustee DiCamillo requested that a written recommendation be obtained from Mr. Calgi regarding the roof drains, the exact date of professional cleaning and if further cleaning is

advised. Trustee Pizer asked if KG&D had an opinion on this item and Mr. Wohlgemuth responded they advised that we work with VRD to resolve and if action is not taken by them we will handle differently.

Trustee Marcus asked Mr. Wohlgemuth to look into the automatic doors and the frequency of their opening and closing.

### **Policy and By Laws Committee**

Vice President Marcus reported that a meeting is scheduled for January 4, 2018.

### **Programming Committee**

Trustee Ferrante-Krupski reported the Committee will meet again in 2018 to discuss Spring programming.

### **Fundraising Committee**

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

### **Long Range Planning Committee**

Vice President Marcus reported the committee met in November and will meet again in February 2018.

Trustee Pizer requested the November 15<sup>th</sup> Meeting Minutes be revised to include that the 2013 Long Range Plan was written by staff and submitted to the Board of Trustees for their approval. Going forward, she felt that public focus group may be needed.

### **Grants**

Interim Director Tracy Geiser reported that Adam Hinz still awaits a response on the STEM grant previously submitted.

### **Staff Reports**

Trustee Pizer asked Interim Director Tracy Geiser to look into the Statistics Report again, namely Reserves and ILL. Ms. Geiser will meet with Trustee Pizer to follow up on her questions.

### **Interim Assistant Director's Report**

Interim Assistant Director Irina Zaiants reported that the memorial for Ruth Klement was well attended, the ESL program at Station is quite popular and that a coloring program at Parkville is receiving good attendance.

Text of the Interim Director's written report dated December 6, 2017 below:

#### Station Branch

At the beginning of November Tracy, Holly and I conducted interviews for the position of Station Branch Head. We decided to hire Irene Winkler, an adult services librarian from Bryant Library in Roslyn. Irene has 10 years of experience as a librarian, including young adult services and her particular strengths are people skills and reader advisory services. She started work at the Station Branch on December 4<sup>th</sup>. Since Kathleen Cotter's last day at work was November 18<sup>th</sup>, I acted as a branch librarian at Station for two weeks starting on November 20<sup>th</sup>. During that time I supervised clerical and professional staff, coordinated work schedules and organized reference materials. Since the 4<sup>th</sup> of December I've been training Irene to use Sage Time, Baker and Taylor and some other functions.

#### Lakeville Branch

Alana Mutum continues to reorganize space at Lakeville with the purpose of making it more efficient. At this point, all the Persian language books have been transferred back to Main, and Alana was able to rearrange a number of book collections. She consolidated the Lakeville magazine collection, and a couple of magazine sections were replaced with shelving for books. Lakeville is preparing to hold an evening in Ruth Klement's memory.

Parkville branch was having problems with TelStar alarm system, which have since been resolved.

I am continuing to collect information for our newspaper digitization project and to oversee our electronic resources. I recently attended the roundtable discussion of databases at NLS. At this stage, our database package is fully up to date, and I do not think it necessary that the library subscribe to any additional resources.

### **Interim Director's Report**

Interim Director Tracy Geiser reported that museum passes have been distributed between the Main Library and the Parkville Branch and that the reservation system is going well.

Gina Chase, newly hired Administrative Assistant, was in attendance and was introduced to the Board of Trustees. She will begin her position on January 2<sup>nd</sup>.

Text of the Interim Director's written report dated December 15, 2017 below:

#### ADMINISTRATION:

- As of November 18, Kathleen Cotter, Station Branch Head has retired. We wish her the best of luck and relaxation.
- I would like to welcome Irene Winkler, our new Head of Station Branch Librarian. Irene comes from Bryant Library in Roslyn and in her short time has made a wonderful impression on the staff and community.
- Applications for the position of full time Librarian, for the Children's department of Parkville have been accepted and we are now scheduling interviews. We hope to have this position in place in January.
- Applications for the position of full time Circulation Manager have been accepted and we are currently interviewing.
- January 2<sup>nd</sup> will see a new Administrative Assistant, Gina Chase. Gina will be the assistant to the Director and the Administrative Coordinator. We are looking forward to her joining us in the Administration department.

#### MAIN:

- The "Not My Child" Opioid Addiction and Overdose workshop hosted by UPTC: United Parent Teach Council was held on Tuesday, November 1 at Great Neck Main. We had a fantastic turnout with over 200 people in attendance. We look forward to partnering more often with UPTC in the future.

- Our November Full Staff training pertained to Libby which is a new Overdrive format. Patrons who currently have an account with Overdrive will keep the original format. This new format is for new account users. Please see our Media department for more information.
- Beginning December 1, the museum passes were divided up between the Main building and Parkville branch. All passes reserved through Parkville must be picked up and returned there and the same for Main. There has been a positive response to this change.
- Representatives from VRD, Calgi and KG&D are continuing to work on the malfunctioning HVAC unit located above the Reference office. Ductwork has been repaired above the Reference office.
- The conveyor belt for the sorting system has been installed. We are currently working on the licensing from Innovative to get the self-check machines up and running.
- After our Active Shooter training last month, I asked Charlie Wohlgemuth to check in to panic buttons for the departments in the Main building. The branches already have active panic buttons that go straight to Central Station. We are currently receiving quotes for this service.
- Congratulations to our architect, KG&D and to the Great Neck Library who won the High Honor Award for Recognition of Architectural Excellence for the Great Neck Main building. (Copy of certificate attached.)

#### BRANCHES:

- Interviews for a space planner for Station and Parkville were completed on November 7. We have chosen MDA Designgroup Architects & Planners to renovate two of our three branches. We have invited them to our January 8<sup>th</sup>, 2018 Branch Committee meeting to begin the process.
- Parkville branch held a Veteran's Fair on Saturday, November 4 that was run by Branch Head, Justin Crossfox and Librarian, Christy Orquera. There was a wonderful turnout and I would like to thank everyone who attended as well as all of our vendors who came out and shared information.
- The architectural drawings for the Parkville Public Assembly Permit have been sent in to the town by our hired architect, Paul DaSilva.
- Each branch has now been fitted with a charging station for patron use.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **(a) Extension of PC Wizard for a One Month Period**

**Upon motion by Trustee Miller, seconded by Trustee Pizer 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 January 1, 2018 for the fixed sum of \$6,000 to be charged against the General Fund.

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

Opposed – 1 (Ferrante-Krupski)

**MOTION CARRIED**

*Public Comment: D. Hwee*

### **(b) Acceptance of Gift – 2 Paintings**

**Upon motion by Trustee Marcus, seconded by Trustee Ferrante-Krupski and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the donation of two paintings titled Under The Sea Painting #14 and Under The Sea Painting #20 from Ms. Sylvia Harnick and that an acknowledgment and thank you letter be issued to Ms. Harnick.

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
*MOTION CARRIED UNANIMOUSLY*

### **(c) Acceptance of Gift – Pipa Magazine**

**Upon motion by Trustee Pizer, seconded by Trustee DiCamillo and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the donation of a One Year Subscription to PIPA Magazine from Carol Peng and that an acknowledgment and thank you letter be issued to Ms. Peng.

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
*MOTION CARRIED UNANIMOUSLY*

### **(d) Appointment of Administrative Assistant**

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

**RESOLVED**, that the Great Neck Library Board approve the appointment of Gina Correa-Chase to the position of Administrative Assistant for a one year term with a six month probationary period and annual reviews to assess performance and salary increases, effective January 2, 2018, at an annual salary of \$48,000.00.

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
*MOTION CARRIED UNANIMOUSLY*

*Public Comment: N. Penner*

### **(e) Renewal of Business Manager’s Contract**

**Upon motion by Trustee Miller, seconded by Trustee DiCamillo and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees renew Steven Kashkin's contract for a three (3) year period as Business Manager with an initial salary of \$95,000. With annual reviews and increases to be determined by the Board of Trustees.

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
*MOTION CARRIED UNANIMOUSLY*

### **(f) Purchase of Panic Buttons for the Main Library**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase and installation of panic buttons for eight departments in the Main Library from Telstar Security in the amount of \$2,295.00, to be charged to the Main Building and Special Services Fund.

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
*MOTION CARRIED UNANIMOUSLY*

*Public Comment: N. Penner*

### **(g) Aida Snow Restricted Gift Transfer**

**Upon Motion by Trustee Pizer, second by Trustee DiCamillo, and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees approve the transfer of \$25,000 from the Restricted Gift Fund to the General Fund for the Aida Snow Restricted Gift. These funds were previously used between the years 2007 and 2013 and there are no funds remaining. The original expenses were not moved from the General Fund to offset the restricted gift.

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
*MOTION CARRIED UNANIMOUSLY*

### **(h) Award Additional Monies**

#### **a. Geiser**

**Upon Motion by Trustee Marcus, second by Trustee Ferrante-Krupski, and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees award Tracy Geiser \$10,000.00 for her service above and beyond her job scope as her tireless efforts and exemplary skills enabled us to successfully move forward during difficult times. Monies to be charged to the General Fund.



**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
**MOTION CARRIED UNANIMOUSLY**

*Board Comment: Trustee DiCamillo commented that there are two resolutions of this manner on this evening's agenda. She expressed her appreciation to Tracy Geiser and Holly Coscetta and thanked them both for performing above and beyond their job functions. "They picked up the ball and ran with it, performing multiple positions during the year and providing the Community and the Board with exceptional service."*

**b. Coscetta**

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

RESOLVED, that the Great Neck Library Board of Trustees award Holly Coscetta \$10,000.00 for her service above and beyond her job scope as her tireless efforts and exemplary skills enabled us to successfully move forward during difficult times. . Monies to be charged to the General Fund.

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
**MOTION CARRIED UNANIMOUSLY**

**(i) Legal Representation Retainer Agreement**

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

RESOLVED, that the Great Neck Library Board of Trustees extend the services of the firm of Bee, Ready, Fishbein, Hatter & Donovan, LLP, as general counsel at a new discounted uniform hourly rate of \$250 for the time of any attorney and \$175 for the time of any unadmitted law clerk, pending a formal RFP. The funds for this service will be taken from the Legal Fees – General line of the operating budget.

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
**MOTION CARRIED UNANIMOUSLY**

**(j) Proceed with RFP for Legal Services**

**Upon Motion by Trustee DiCamillo, second by Trustee Marcus, and after discussion, it was,**

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

**VOTE:** Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)  
**MOTION CARRIED UNANIMOUSLY**

## **CORRESPONDENCE**

None

## **OPEN TIME**

N. Penner – Director  
S. Burke – Book Drop, Traffic Stations  
M. Wohlgemuth – Collection

## **DATE OF NEXT MEETING**

January 16, 2018 – Regular Board Meeting– Main Library  
January 30, 2018 – Annual Re-Organization Meeting– Main Library

## **ADJOURNMENT**

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

Respectfully submitted,

Michael Fuller  
Secretary, Board of Trustees