

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, OCTOBER 24, 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, October 24, 2017, at the Parkville Branch, 10 Campbell Avenue, New Hyde Park, NY 11040. [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

Also Present:

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

EXECUTIVE SESSION

Upon motion by Trustee Marcus, seconded by Trustee DiCamillo it was,

RESOLVED, to enter into executive session for a Board Matters discussion.

VOTE: Yes – 6 (Schaufeld, Marcus, 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 – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

CALL TO ORDER

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

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 September 12, 2017 Regular Board Meeting as presented.

VOTE: Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

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 following financial reports which have been reviewed by the Finance Committee:

- October 24, 2017, Treasurer's Report;
- Warrant dated September 18, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$284,892.52.
- Warrant dated October 3, 2017 through October 13, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$236,863.70.
- Payroll Warrants for pay dates September 14 and September 28, 2017, which have been reviewed by the Treasurer, (in the amounts of \$134,685.58 and \$145,092.74, respectively,) for a total of \$279,778.32.

VOTE: Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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 Payroll Change report of September 1 through September 30, 2017 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

REPORTS

Director Search Committee

Trustee Miller reported that the next meeting is set for October 25th at Main and applicants will be reviewed.

Branch Committee

Trustee Fuller reported the Committee met on October 16th at the Station Branch for the purpose of reviewing RFPs of three (3) Space Planners. Further detail is needed and appointments will be set for interviews so one may be chosen to oversee changes to the Station and Parkville Branches.

Trustee Fuller further reported that the committee discussed and agreed on an amount of \$25,000.00 to upgrade furniture at the Lakeville Branch. A tribute for Ruth Klement was also discussed.

The Next Branch Committee Meeting is scheduled for November 28th at the Lakeville Branch.

Main Building Committee

President Schaufeld reported the next meeting is scheduled for Thursday, November 2nd, at Main.

Policy Committee

Vice President Marcus reported that a meeting is set for November 30th at Main.

Programming Committee

Trustee Ferrante-Krupski reported the Committee met on October 3rd and will meet again to discuss spring 2018 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 that a meeting is set for November 15th.

Grants

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

Interim Assistant Director Irina Zaients reported that she is looking into digitization of newspapers through newspapers.com but believes publishers will need to grant permission for scanning.

Staff Reports

No Comments.

Interim Director's Report

Interim Director Tracy Geiser welcomed Interim Assistant Director Irina Zaiants and explained that Irina will be looking over the Branches and their needs, amongst other projects.

Interim Director Geiser reported that Museum Passes will be designated between the Parkville Branch and the Main Library to alleviate conflict caused by the floating and reservations systems. Trustee DiCamillo asked if they could rotate between all branches but after discussion Trustee Fuller and Interim Director Geiser felt it would only serve to further complicate the situation.

Charlie Wohlgemuth was in attendance and spoke on his meetings with VRD, JNS, Addison, OLA and SRS regarding the rooftop cooling units. Problems have been identified and reprogramming and corrections for timing need to be made. Mr. Wohlgemuth requested an extension of another year's warranty from Addison since the units have not worked properly since installation. The Addison representatives will look into this request.

Trustee DiCamillo requested that Charlie Segal, Calgi & KG&D be invited to a Main Building Committee meeting to open items, etc. Holly Coscetta will arrange.

Text of the Interim Director's written report dated October 16, 2017 below:

ADMINISTRATION:

- Irina Zaiants, Reference Librarian, has come on board as our Interim Assistant Director. Irina will work with the branches and any other projects that I hand over. She began her position on October 2.
- Kathleen Cotter, Head of Station Branch, will be retiring as of November 13, 2017. We wish her health and happiness as she embarks on her retirement.
- We have recently hired four Circulation clerks who will work between the branches. Nick is currently training our new hires.
- We have hired Christy Orquera as our full time Reference Librarian. In the short time she has been here Christy has been a tremendous asset to the GN library and community.
- We are currently accepting applications for the position of part time Librarian for the Children's Department. I hope that we will be able to fill this position quickly as it will help to expand our customer service and programming.
- On October 2, with Nick Camastro, a patron purge was performed. This removed all resident patrons and out of district patrons who have not renewed their cards in the last three years. All patrons who owe money have stayed in the system.
- Holly Coscetta has been working around the clock preparing for the upcoming Meet the Candidates Night on 10/18 and the Election on 10/30.
- Our November Staff meeting will be a training done by Pam Levin on our new software, Libby. Libby will eventually be used to replace OverDrive's current app.
- Steve, Jill and Holly have been attending NYS Retirement workshops this month to learn about the new changes that will be in our future.

MAIN:

- October 30 is almost here and it will officially be our first year in our brand new Main building! I would like to thank the BOT and the Staff who worked tirelessly towards this goal and our patrons who waited patiently for opening day and all of the trials that came with it.

- We went live on September 5 with the new museum pass reservation system. There are still kinks to work out but we hope to have everything running smoothly soon enough. This is one of the projects that I have passed on to Irina and she will begin working to set up patron training sessions.
- Representatives from VRD, Calgi and KG&D are continuing to work on the malfunctioning HVAC unit located above the Reference office. On October 19, Addison will be in to work on the malfunctioning air conditioning unit.
- The furniture for the Local History and Children's Rooms have been installed. This has allowed the Children's department to bring items up from storage. Without Jonathan Aubrey, the Local History Room has been delayed but Margie Chodosch, Donna Litke and Pam Levin have been working to try to put it together. Our new fulltime Librarian, Christy Orquera is going to school for her Archival certificate and will be taking over the running of the Local History Room.
- 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 as well as the software needed. After Main is complete the branches will be done then on to the installation and training of the staff on the self-check machines. The conveyor belt that is used for sorting will be delivered on October 17.
- We received our 2017 Bullet Aid Grant monies, which we used to purchase a new microfilm/fiche reader for the Reference Department and the art hanging system that had currently been installed in the rest of the library. Margie Chodosch and Irina Zaioints are continuing to look in to digitization grants to convert our newspapers in to microfiche.
- The library was represented at the AutoFest in Great Neck this year on Sunday, October 15. Adam Hinz and Gabby Volano represented.
- The RFP responses for a Landscaping General Contractor were due in in September and will be discussed at the November 2 Main Committee meeting.
- After our Active Shooter training this 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.
- I purchased a charging station for the Children's and Reference departments for those patrons who have forgotten their chargers. These are multi chargers that are to be used at the Reference desk. I will be ordering one for each of the branches as well.
- Donna Litke has been attending different programming workshops courtesy of NLS. These workshops have been a wonderful asset with inspiring Donna's wonderful programming for our community.

BRANCHES:

- Paul de Silva Architects was awarded the opportunity to draw up plans of Parkville so that we can receive our Certificate of Occupancy from the Town. We hope to hear from them soon with the updated plans so we can move forward with this.
- The space planner RFP's for Station and Parkville were due in September. They will be discussed at the Branch Committee meeting on October 16.

OLD BUSINESS

(a) Policy Manual Changes

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

NEW BUSINESS

(a) Retirement of Kathleen Cotter-Head of Station Branch

Kathleen Cotter, Head of the Station Branch is retiring on November 18, 2017 after 17 years of service. Her last day will be November 18, 2017.

(b) Acceptance of Credit Card Readers for Main and the Branches

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

Moved, that the Great Neck Library Board of Trustees authorize the use of CPN (Pivotal Payments) for the use of credit card readers at all 4 locations.

After discussion, the motion was amended. **Upon Motion by Francine Ferrante Krupski, second by Michael Fuller, and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees authorize the use of CPN (Pivotal Payments) at the cost of 2.5¢ per transaction and 10¢ transaction fee for the use of credit card readers at all 4 locations.

VOTE: Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

(c) Snow Removal Contract

Upon Motion by Rebecca Miller, second by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the renewal of the snow removal contract for the season November 1, 2017 through April 30, 2018 with EPG Construction Corp at a base price of \$9,998, plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulation over eight (8) inches, to be charged to the Snow Removal budget line.

VOTE: Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

(d) Approval of RFP for IT Consultant

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

RESOLVED, that the Great Neck Library Board approve the Request for Proposal (RFP) for hiring an IT Consultant as presented. [copy appended]

VOTE: Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

(e) Approve Purchase of Software Licenses for RFID Self Check Out

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of Five (5) Software Licenses for the RFID Self Check Out Machines at the Main Library and the Branches from Innovative Interfaces, Inc. in the amount of \$ 4,732.00; such funds to be taken from the Automated Library Fund.

VOTE: Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

(f) Approve Purchase of Roadside Assistance for Library Van

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of Roadside Assistance for the Library Van from Forward Thinking in the amount of \$ 161.00; such funds to be taken from the Van Maintenance Expense Line in the General Fund.

VOTE: Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

(g) Approval of Travel & Relocation Expenses for Director Search Candidates

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 approve the coverage of aggregate travel expenses not to exceed \$15,000 for selected director search candidates, traveling more than 50 miles to appear for an interview as part of the director search process. Further, we approve an amount not to exceed \$5,000 in relocation expenses for the selected candidate. These amounts are to be charged to the Recruiting and Training Expense line of the operating budget.

VOTE: Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee DiCamillo asked Business Manager Steven Kashkin to see if a transfer of funds will be needed.

(h) Board of Trustees Appointment

Upon Motion by Joel Marcus, second by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees appoint Josie Pizer to fill a vacancy due to the removal of a Trustee. She will serve until January 2019, successor will be elected at the October 2018 Annual Meeting to serve the remaining term expiring 2021.

VOTE: Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Miller)

Abstain – 1 (Ferrante-Krupski)

MOTION CARRIED UNANIMOUSLY

(i) Authorize Branch Committee to Interview Space Planners for Station & 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 Library authorize the Branch Committee to interview Space Planners for Station Branch and Parkville Branch.

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

MOTION CARRIED UNANIMOUSLY

(i) Transfer of Funds from the Main Building & Special Services Fund to the Branch & Special Services Fund for Lakeville Furniture

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the transfer of \$25,000 from the Main Building & Special Services Fund to the Branch & Special Services Fund for the purpose of furniture for the Lakeville Branch.

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

None

OPEN TIME

N. Penner – Fines, Copy Fees

M. Wohlgemuth – Public Scanners, Deleted Items

DATE OF NEXT MEETING

October 30, 2017 – Annual Meeting/Election–Main Library & Parkville Branch
November 14, 2017 – Regular Board Meeting– Main Library

ADJOURNMENT

The meeting was adjourned at 8:45 p.m. on motion by Trustee Marcus and seconded by Trustee Ferrante-Krupski.

Respectfully submitted,

Michael Fuller
Secretary, Board of Trustees