
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JUNE 19, 2018 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, June 19, 2018, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President
Rebecca Miller – Vice President
Weihua Yan – Secretary
Joel Marcus – Assistant Treasurer
Barry Smith – Assistant Treasurer

Also Present: Denise Corcoran - Director
Tracy Van Dyne – Assistant Director
Steven Kashkin – Business Manager

Absent with Prior Notice: Josie Pizer - Treasurer

EXECUTIVE SESSION

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

RESOLVED, to enter into executive session for a discussion on personnel matters.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Marcus, Smith)

MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Smith, seconded by Trustee Schaufeld it was,

RESOLVED, to exit executive session.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Marcus, Smith)

MOTION CARRIED UNANIMOUSLY

No action was taken in executive session.

CALL TO ORDER

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

MINUTES

Regular Board Meeting

Upon motion by Trustee Yan, seconded by Trustee Smith and after discussion, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the May 14, 2018 Regular Board meeting as presented.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Marcus, Smith)

MOTION CARRIED UNANIMOUSLY

APPOINTMENT TO THE BOARD OF TRUSTEES

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

RESOLVED, that the Great Neck Library Board appoint Chelsea Sassouni to the Board of Trustees to complete the balance of Francine Ferrante Krupski's term which will expire January 2019.

VOTE: Yes – 5 (Schaufeld, Miller, Yan, Marcus, Smith)

MOTION CARRIED UNANIMOUSLY

PRESENTATION OF COMMUNITY SERVICE AWARDS FOR LEVELS

Adam Hinz, Youth Services Coordinator, presented Community Service Awards to Julian Malater, Kevin Want and Jamie Fleshel for their outstanding volunteer efforts in Levels. Julian taught a six week intro to Java course to ten year olds. Kevin served as teaching assistant to the Java course. Jamie helped immensely in the Homework Helpers programs by being readily available to assist kids.

Mr. Hinz thanked the Board and library administration for supporting these programs. Denise Corcoran, Director, thanked the parents of the award recipients for allowing their children to volunteer.

TREASURER'S REPORT

Upon motion by Trustee Smith, 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:

- May 31, 2018, Treasurer's Report;
- Warrant dated June 4 through June 10, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$136,897.89.
- Payroll Warrants for pay dates May 10 and May 24, 2018, which have been reviewed by the President on behalf of the Treasurer, (in the amounts of \$158,063.03 and \$149,494.12, respectively,) for a total of \$307,557.15.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

Upon motion by Trustee Smith, seconded by Trustee Marcus and after discussion, it was,

MOVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of May 1 through May 30, 2018 as presented, which has been reviewed by the Finance Committee.

After discussion, the motion was amended. **Upon motion by Trustee Smith, seconded by Trustee Marcus, and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of May 1 through May 31, 2018 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

President Schaufeld reported that the committee has recommended renovation plans for Parkville which will be voted on at this Board meeting. At its next meeting a presentation will be made on the revised plans for Station.

Main Building Committee

Vice President Rebecca Miller reported that there is a lot of progress regarding landscaping including a couple of items on tonight's agenda. The committee's next meeting is scheduled for July 9th.

Policy and By Laws Committee

Trustee Marcus reported that the committee met on June 7th and that there are several policy items on tonight's agenda.

Fundraising Committee

Trustee Yan reported that the committee will be meeting on June 28th. He hopes that they will continue to explore initiatives previously discussed. Trustee Yan added that he reached out to Rebecca Gilliar of the Friends of the Great Neck Library group but has not yet spoken to her.

Long Range Planning Committee

Trustee Marcus reported the committee met in May. He stated that the committee is currently working on the library's mission statement.

Grants

Director Denise Corcoran reported that additional paperwork was submitted for the STEM grant. She added that just today she received an email from DASNY so hopefully more information on the status of the RFID will be available soon.

Director's Report

Director Denise Corcoran announced that the process of how books are ordered has changed. She stated that book selections are being made to represent the entire community and that shelves will soon be filling with new material. Ms. Corcoran said that staff has been working on programming and shared that a program added on 3D printing for Jr. Levels filled up in a matter of two minutes. She added that they are thinking ahead and are already planning next year's programs for Women's History and Black History months as well as others. Ms. Corcoran reported that the RFID and sorters are working and being used by patrons and staff. She concluded that staff training has increased to better serve our patrons.

Trustee Smith commended Ms. Corcoran and staff on the changes being made to the book collection that reflect the demographics of the Great Neck community.

Text of Denise Corcoran's, Director, written report dated June 2018 below:

ADMINISTRATION

- Changes have been instituted to our book purchasing procedures after evaluation. Librarians in the Children's Department have been trained to make selections and create order carts with our book vendors Baker & Taylor and Ingram. Arifa Shuja, Technical Services Librarian worked to train staff. All of our Librarians in the Children's Department have been assigned sections and all have book selection responsibilities. The Librarians have embraced the changes. Our patrons will soon see new books filling the shelves.
- Changes have been made to the Non-fiction collection in the Children's room. Staff is working to ensure that selections from all Dewey numbers are available for browsing and borrowing.
- Levels will now have a circulating collection. Jamie LaGasse met with teens in Levels to discuss their requests for the collection. Courtney Greenblatt worked together with Jamie to make selections.
- In addition to Summer Reading for Children and Teens, we are adding Summer Reading for Adults.
- Progress was made during a telephone conference with Innovative and Bibliotheca to resolve problematic sort criteria rules for the sorter. Tracy, Garry, and I worked with the two groups during the conference. Testing was done to identify specific rules. We have another telephone conference planned with Bibliotheca on Monday, June 18th to review criteria rules.
- Two-factor authentication is now in use. Additional measures are being explored to ensure the security of our network system.
- Docuware migration is still in process.
- Our 3D printers have arrived! Our first 3D Printing program is planned for Jr. Levels. The program covers the basics of 3D printing and design. It is a 3 session series on 7/5, 7/12, and 7/19.

Staff Longevity Milestones

I would like to recognize and congratulate our staff for reaching the following longevity milestones:

- ★ Charles Wohlgemuth- 5 years in June

Community Outreach and Collaboration

- Friday, May 11th-Senator Phillips' Library Worker Appreciation Ceremony
Jonathan Aubrey who was a Great Neck native and librarian was honored posthumously for his work at the Great Neck Library. I attended the ceremony with Tracy Van Dyne and David Aubrey, who accepted the award.
- Sunday, June 10th—Great Neck Street Festival
Along with Adam Hinz and Jamie LaGasse, I spoke with community members and gave information about programs and library events. The feedback was very positive. Many community members expressed support of the library.
- Wednesday, June 13th- Great Neck Historical Society Annual Meeting
I attended the meeting with Robert Schaufeld. Discussion items included: preservation of the Stepping Stones Lighthouse, preservation of the Grist Mill, Heritage Recognition Plaques for historic sites, and collaboration with the Great Neck Library for a book talk event concerning a new book about F. Scott Fitzgerald.

- Thursday, June 14th-Meeting with Great Neck Park District
Jason Marra, Superintendent of Great Neck Park District, and Manny Falzon, Recreation Programmer, met with Donna Litke, Pam Levin and I to discuss programming. For the fall, we will work to schedule concerts and movies at times that do not conflict. We will also work to ensure that we do not duplicate programs on the same day. Plans have been made to continue working together and a tentative meeting in October has been arranged.

Library Programs Attended

- Levels production of “Clue, the Musical” on Friday, June 1st 8:00 pm. Congratulations to the cast, crew and staff for a wonderful production!

Staff Trainings and Workshops

Long Island Library Conference	May 3 rd	Jamie Lagasse	Levels
Databases Roundtable at NLS	May 8 th	Irina Zaionts	Reference Dept.
Business Information: 2018	May 10 th	Margery Chodosch, Lisa Crandall	Reference Dept.
Suicide Prevention Training, Well Life Network	May 18 th	Denise Corcoran, Adam Hinz, Jamie Lagasse, Barry Weil, Courtney Greenblatt, Jonelle Robinson, Mike Meehan	Administration / Young Adult / Levels
Libraries Transforming Communities	May 23 rd	Donna Litke	Programming
Cooking Up Library Programs that Teens and Tweens will Love – Nassau	May 23 rd	Courtney Greenblatt	Young Adult
New Voices in Mystery Webinar	May 25 th	Barbara Buckley	Reference
Bibliotheca Training	June 5 th	Denise Corcoran, Tracy Van Dyne, Justin Crossfox, Alana Mutum, Irene Winkler,	Administration / Branch Heads
Ingram Book Ordering (trained by Arifa Shuja)	June – various dates	Jacqueline Quinn, Lisa Stowe, Judy Axler, Justin Crossfox, Alana Mutum, Irene Winkler, Sandra Garrison, Gabriel Kane, Judy Snow	Children’s Dept.

MAIN LIBRARY

- We continue to work to resolve HVAC-punch list items.
- The Bookroom project is in progress.

BRANCHES

- We are working with MDA Designgroup Architects & Planners on our Parkville and Station space planning projects. The Design Documents for Parkville have been submitted to the Great Neck School District Board of Education for approval. If approved, we can move to the next phase of preparing documents to submit to the NYSED.
- Lakeville now has a collection of Persian books to meet the needs of our patrons.
- The Parkville Public Assembly Permit is pending.

Assistant Director’s Report

Assistant Director Tracy Van Dyne announced that books are being ordered in large quantities. She shared that a Levels collection of books is being added with the assistance of Jamie Lagasse, Director of Levels. Ms. Van Dyne stated that a Persian book collection has been added to the Lakeville Branch and that a Chinese book collection has been added to the Station Branch. She encouraged everyone to place their votes for the Best Dressed Giraffe, a contest held by the Children’s Department based on the Summer Reading Club theme: Libraries Rock.

Text of Tracy Van Dyne’s, Assistant Director, written report dated June 2018 below:

MAIN:

- On a daily basis I have been submitting collection orders that each department requests as well as uploading the order records. I am also going through each deletion request. I have requested that many of the items be reordered if they are considered to be in unacceptable shape but are frequently used by the community. Items considered for deletion are those that are beyond repair, have unidentifiable markings or stains or are obsolete in their information.
- A vast majority of the travel books have been updated and all older versions have been sent to the Technical Services Department to prepare for a future book sale. A list will be furnished beforehand.
- Staff is working on updating our exam books as well so patrons will see many new updated items on the shelves soon.
- For the month of May, the Technical Services department has completed uploading over 5000 records for our new movie steaming service, Kanopy. Kanopy is currently available to our patrons for use.
- Our patrons can look forward to many new additions in our Children's collection at Main and the branches! The Children's Department has been trained in the use of Baker & Taylor and Ingram to order for the Children book collections. Beginning in our new fiscal year (July 2018), each librarian will be paired up with a collection in which they will become acquainted and will order for.
- Levels Manager, Jamie LaGasse and YA Librarian, Courtney Greenblatt are working together to form a small book collection that will be housed in the Levels department. This will allow teens the opportunity to check out items after library hours.
- The policy for the introduction of virtual museum passes has been brought to the Policy Committee and will have its final read at the BoT meeting on June 19, 2018. Once this final read is approved, we can begin the process of converting over our passes to virtual. We are excited about the prospect of the virtual passes as it will allow more patrons have use of this wonderful service.
- I will be working with Children's Librarian, Christian Marra, on Harry Potter Fest to be held on June 18, 2018 at the Main building. Being a Children's/Teen Librarian and a Potterhead I am looking forward to this program.

BRANCHES:

- Each Branch has been working on revamping their collections to make them more accessible to our patrons. Some collections have been shifted and many have new items ordered for them.
- The Branch Heads have begun setting up monthly staff meetings to ensure that everyone is kept up-to-date on what is going on at the Library as a whole.
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches.
- The architectural drawings for the Parkville Certificate of Occupancy have been sent in to the town. The inspector is coming on June 14th to reinspect the building. We are hoping that this will be our final approval.
- The Branch Heads and Department Managers have planned some exciting summer programs for our patrons. I would like to thank everyone who contributed as I know that amount of meetings and time it took to complete this. The Branch Head and program staff have already scheduled meetings to begin working on our Fall newsletter.
- All buildings are participating in our *Best Dressed Giraffe Contest* to kick off the Children's Summer Reading Club this year. Be sure to vote for your favorite best dressed giraffe!
- The Branch Heads have scheduled training with our Business Manager to be retrained on our scheduling software at the end of the month.
- The Branch Heads have worked with Arifa Shuja on training for Ingram to begin ordering for our branches. Patrons can look forward to many new items at their local branch!
- The Branch Committee is working with Elisabeth Martin from MDA Designgroup to obtain quotes for new furniture for the Lakeville branch. We are looking to replace the tables, chairs, computer chairs, Circulation desk chairs and to add some additional storage seating in the Children's area as well as repaint the walls.

OLD BUSINESS

(a) Motion to Take from the Table Sale of Oudated Travel, Stamp Books and Encyclopedias

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

RESOLVED, that the Great Neck Library Board take from the table the motion relating to the sale of outdated Travel, Stamp Books and Encyclopedias.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(b) Approval of Sale of Outdated Travel, Stamp Books and Encyclopedias

Upon motion by Trustee Marcus, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board authorize the sale of outdated Travel, Stamp Books and Encyclopedias.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(c) Policy Manual Changes

- a. Revise Section 200-40/Board Committees – Third Read & Vote

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

RESOLVED, that the Great Neck Library Board accept the changes to Section 200-40 (Board Committee) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

- b. Revise Section 400-20/Bank Accounts – Third Read & Vote

Upon motion by Trustee Sassouni, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board accept the changes to Section 400-20 (Bank Accounts) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

- c. Revise Section 700-40/Loan Periods and Limitations – Third Read & Vote

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

RESOLVED, that the Great Neck Library Board accept the changes to Section 700-40 (Loan Periods and Limitations) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

- d. New Section 400-58/Capital Asset Policy – Third Read & Vote

Upon motion by Trustee Smith, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board accept the changes to Section 400-58 (Capital Asset Policy) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

- e. New Section 500-76/Unaccompanied Adults in Children’s Area – Third Read & Vote

Upon motion by Trustee Sassouni, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board accept the changes to Section 500-76 (Unaccompanied Adults in Children’s Area) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

(a) Policy Manual Changes

- a. Revise Section 1200/Gifts – First Read
- b. Revise Section 200-50/Committees of the Board – First Read

*Board Comment: Revise Section 200-50/Committees of the Board – First Read was **TABLED** for a rewrite.*

(b) Group Dental Insurance

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

RESOLVED, that the Great Neck Library Board authorize the cancellation of the Delta Dental Plan effective June 30, 2018 and the acceptance of the dental plan offered by Met Life for a period of one year, effective July 1, 2018.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

(c) Amend Additional Monies Resolution for Web Maintenance

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

RESOLVED, that the Great Neck Library Board approve a revision to the resolution dated January 16, 2018 for the annual stipend from \$5,000.00 to \$15,000.00 for Cindy Simeiti for the purpose of web site design and maintenance for a period of six months, effective July 1, 2018. A memorandum of agreement is to be executed to memorialize such agreement pending review by counsel.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

(d) Approve Additional Monies for Interim Circulation Manager

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

RESOLVED, that the Great Neck Library Board of Trustees approve an annual stipend of \$10,000.00 for Nicholas Camastro as Interim Circulation Manager effective June 20, 2018. A memorandum of agreement is to be executed to memorialize such agreement.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(e) 2018 Year End Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the year-end line-item changes to the 2018 Operating Budget as detailed in the 2018 Budget Transfer Worksheet, a copy of which is to be appended to the minutes of the meeting, as well as to the copies of the 2018 Budget maintained on file for the public at all branches.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(f) 2018 Engagement Letter for Auditor

Upon motion by Trustee Smith, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to execute the letter of engagement with R.S. Abrams & Co., LLP, as dated May 17, 2018, for the performance of an audit of the Library's financial statements, as well as preparation of the Library's Federal Form 990, for the fiscal year ended June 30, 2018 at a cost not to exceed \$15,000 to be charged to the Audit Fees expense line in the General Fund.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(g) Renewal of Central Alarm and Monitoring Maintenance Fees

Upon motion by Trustee Yan, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the maintenance contract from A+ Technology and Security for the Central Alarm and Monitoring Installation in the amount of \$650.00 per year for the Main Building; such funds to be taken from the Main Building and Special Services Fund. Contract pending Legal Review.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(h) Renewal of Maintenance Contract for Surveillance at the Main Library

Upon motion by Trustee Marcus, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the annual maintenance and support contract from A+ Technology and Security for the surveillance system at the Main Library in the amount of \$3,789.00 per year; such funds to be taken from the Main Building and Special Services Fund. Contract pending Legal Review.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

(i) Approval of Website Hosting Provider

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

RESOLVED, that the Great Neck Library Board of Trustees approve a contract with Swiss Commerce to provide website hosting services in the amount of \$299.00 per month; such funds to be taken from the Computer/Network Consultant Expense Line in the General Fund. Contract pending Legal Review.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

(j) Proceed with RFP for Website Redesign and Maintenance

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

RESOLVED, that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for the website redesign and maintenance.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

(k) Acceptance of Security Company

Upon motion by Trustee Yan, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees renew the contract with Security USA at the rate of \$22.00 per hour for security at the Main Library for a total of 14 hours per week on Friday and Saturday evenings; such funds to be taken from Service Contracts expense line in the General Fund. Contract pending Legal Review.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

(l) Approve OCLC WorldShare ILL Subscription

Upon motion by Trustee Sassouni, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve a one (1) year subscription to OCLC WorldShare ILL in the amount of \$2,076.00 per year, subject to an annual review; such funds to be taken from the Books - Adult expense line in the General Fund.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith, Sassouni)
Abstained – 1 (Miller)

MOTION CARRIED

(m) Approve Wetlands Mapping for Landscaping Project

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of the Ferrantello Group to locate the limits of the Wetlands flagging and update the survey as needed at a cost of \$1,200.00; such funds to be taken from the Landscaping Fund. Contract pending Legal Review.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(n) Approve Geotechnical Investigation for Landscaping Project

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of the Whitestone Associates Inc. to provide Geotechnical investigation services at a cost not to exceed \$6,700.00; such funds to be taken from the Landscaping Fund. Contract pending Legal Review.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(o) Approval of Parkville Lease Extension

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the Director to notify the Great Neck Union Free School District that the Great Neck Library is exercising its right to extend the lease for the Parkville Branch for an additional term of ten years from November 1, 2018 through October 31, 2028, pursuant to the terms of the option contained in the current lease agreement.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(p) Approve Final Renovation Plan for Parkville

Upon motion by Trustee Yan, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Design Development Documents for the renovation of the Parkville Branch Library by MDA Designgroup, and authorize MDA to proceed with the next steps for construction approval, subject to approval by the Great Neck School District Board of Education.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(q) Approval of Additional Shelving

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of additional shelving throughout various locations in the Main Library from Creative Library Concepts in the amount of \$37,868.14; such funds to be taken from the Main Building and Special Services Fund.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(r) Approve Purchase of New Computers

Upon motion by Trustee Smith, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of 19 new computers, 6 receipt printers, 6 network printers and 6 barcode scanners in the amount of \$23,338.00; such funds to be taken from the Computer Hardware – PCs expense account in the General Fund.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(s) NYLA Sustainable Library Certification Program

Upon motion by Trustee Sassouni, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the membership to NYLA's Sustainable Libraries Certification Program (SLCP) in the amount of \$918.00; such funds to be taken from the Membership Dues expense line in the General Fund.

VOTE: Yes – 5 (Schaufeld, Yan, Marcus, Smith, Sassouni)

Abstained – 1 (Miller)

MOTION CARRIED

CORRESPONDENCE

E. Walk letter – Patron was not in attendance

OPEN TIME

None

DATES OF NEXT MEETINGS

July 24, 2018 – Special Board Meeting– Station Branch Library

ADJOURNMENT

The meeting was adjourned at 9:05 p.m. on motion by Trustee Marcus and seconded by Trustee Miller.

Respectfully submitted,

Weihua Yan
Secretary, Board of Trustees