
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
WEDNESDAY, SEPTEMBER 12, 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 Wednesday, September 12, 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
Weihua Yan – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Barry Smith – Assistant Treasurer
Chelsea Sassouni - Trustee

Also Present: Denise Corcoran - Director
Tracy Van Dyne – Assistant Director

Absent with Prior Notice: Rebecca Miller – Vice President
Steven Kashkin – Business Manager

EXECUTIVE SESSION

Upon motion by Trustee Pizer, seconded by Trustee Yan it was,

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

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

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

RESOLVED, to exit executive session.

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

No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Schaufeld at 8:20 p.m.

SECRETARY’S REPORT ON INDEPENDENT NOMINATIONS

Trustee Yan read the following aloud:

Robert Schaufeld has filed a petition as an Independent Candidate for the October 29, 2018 Election for the remaining term of the Board of Trustees seat of Francine Ferrante Krupski. The petition has the required one hundred signatures which have been validated.

Chelsea Sassouni has filed a petition as an Independent Candidate for the October 29, 2018 Election for the Board of Trustees expiring seat of Joel Marcus. The petition has the required one hundred signatures which have been validated.

The October election ballot will contain the following:

Liman Mimi Hu for the expiring seat of Robert Schaufeld; Board of Trustees.

David Zielenziger and Chelsea Sassouni for the expiring seat of Joel Marcus; Board of Trustees.

Josie Pizer for the remaining term of the seat of Douglas Hwee; Board of Trustees.

Scott Sontag and Robert Schaufeld for the remaining term of the seat of Francine Ferrante Krupski; Board of Trustees.

Francine Ferrante Krupski for the expiring seat of Howard Esterces; Nominating Committee. William Gens for the expiring seat of Donald Panetta; Nominating Committee.

Alex Au for the remaining term of the seat of Samuel Gottlieb; Nominating Committee.

MINUTES

Regular Board Meeting

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the June 19, 2018 Regular Board meeting as presented.

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

MOTION CARRIED UNANIMOUSLY

Special Board Meetings

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 July 24, 2018 and August 21, 2018 Special Board meetings as presented.

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

MOTION CARRIED UNANIMOUSLY

TREASURER’S REPORT

Upon motion by Trustee Pizer, seconded by Trustee Smith 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, 2018, Treasurer’s Report;
- Warrant dated July 2, 2018 through July 8, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$247,402.63.

- Warrant dated August 6, 2018 through August 12, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$307,164.68.
- Warrant dated September 3, 2018 through September 9, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$59,985.52.
- Payroll Warrants for pay dates June 7 and June 21, 2018, which have been reviewed by the Treasurer, (in the amounts of \$149,571.82 and \$151,005.53, respectively,) for a total of \$300,577.35.
- Payroll Warrants for pay dates July 5 and July 19, 2018, which have been reviewed by the Treasurer, (in the amounts of \$186,785.21 and \$144,877.02, respectively,) for a total of \$331,662.23.
- Payroll Warrants for pay dates August 2, August 16 and August 30, 2018, which have been reviewed by the Treasurer, (in the amounts of \$153,587.89, \$148,017.17 and \$159,003.73, respectively,) for a total of \$460,608.79.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

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

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Schaufeld reported that the committee will be meeting on September 26th.

Main Building Committee

The committee's next meeting is scheduled for September 24th.

Policy and By Laws Committee

Trustee Marcus reported that the committee will be meeting on September 17th.

Fundraising Committee

Trustee Yan reported that the committee will be meeting sometime in November.

Long Range Planning Committee

Trustee Marcus reported the committee will be meeting in October.

Technology Committee

Trustee Yan reported that the committee met on September 5th. Topics discussed included server upgrades, PC cycles, RFID/book sorter and website upgrades. The goal of the committee is to keep the library innovative. He stated that the committee will be meeting again in October.

Grants

Adam Hinz, Youth Services Coordinator, reported that the Community Restoration Project Grant was voted on and approved by the County. They are currently waiting for the final agreement which may take up to eight weeks. This grant will be used for the creation of a STEM lab in the library.

Mr. Hinz announced that the Great Neck Library was awarded the Nassau County Hotel/Motel Tax Grant which he had initially applied for in 2016. The grant will be used to purchase recording studio items for the Levels Teen Center.

Trustee Pizer applauded Mr. Hinz on his work towards securing these grants for the library. Her praise was echoed by the entire board.

Director's Report

Director Denise Corcoran reported that staff has been making changes to better meet the community's needs, including the addition of many new titles to the collection. The children's room at Main has been reconfigured to provide parents a more comfortable space to interact with their children and extra children's programs have also been added to meet the high demand. Ms. Corcoran appreciated staff efforts in listening to and acting on patron requests. She announced that additional shelving has been added in the Main Library allowing more of the collection to be out on the floor. She thanked staff who has been working hard in shifting and organizing the books.

Trustee Smith commended Ms. Corcoran on the positive changes she has made to the book collection and programming since coming on board to better reflect the changing Great Neck community.

Trustee Schaufeld inquired as to where the STEM lab will be located. Ms. Corcoran responded that the reference office is being considered and that she has spoken with the department head regarding the possible relocation of staff who utilize that space.

Public Comments: N. Penner, D. Zielenziger

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

ADMINISTRATION & TRAINING

- With the support of Legislator Birnbaum, Great Neck Library will be receiving a \$50,000 grant to open a STEM lab at Main.
- Library staff and the Board of Trustees now have Great Neck Library photo ID badges to wear. This is a welcome safety measure and adds to better customer service for our patrons.
- The RFID sorter/return machine is fully operational. Patrons have the option of returning books and receiving a receipt without waiting on line at Circulation.
- Docuware migration is still in progress.
- We continue to interview candidates to fill current vacancies.
- Supervisory staff has been trained on documentation and record keeping.
- The Administration, Department Heads, and Branch Heads have been evaluating staffing schedules and models in order to provide the best experience for our patrons. In the upcoming months, we will be making changes to ensure better staff availability during high volume times.
- 3-D Printing classes are being taught by Adam Hinz and Jamie LaGasse for children, young adults, and adults.
- Changes have been made in the Children's room to create a more comfortable space for patrons to gather with their young children.
- We are currently testing a new process for Krayon Kiosk I-pad use in the Children's room.
- The outside book return bin at Main is now open 24hrs. a day to better serve our patrons.

- We have a book sale planned for Thursday, September 13th and Friday, September 14th.
- I continue to meet monthly with the Dept. Head’s president and the Staff Association president to ensure open lines of communication and good working collaboration.
- I have met and/or had phone conversations with our patrons to resolve issues and hear suggestions for better service.

Donations

I would like to acknowledge the following patrons for their donations:

- Melody Xiao Li donated six books written by Yu-an Chen

Patron D. Levy requested return of his GNSD Yearbook which was donated by a family member without permission. The book has been returned to him and another one acquired.

Staff Longevity Milestones

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

- ★ Pamela Levin - 30 years in July

Staff Trainings and Workshops

Entering periodicals for Circulation (trained by Arifa Shuja)	August 22 – 23	Alana Mutum Justin Crossfox Irene Winkler	Branch Heads
Your Library is Now your Business: What’s Next?	August 10 th	Deidre Goode	Children’s Services
MetLife – Website Training	August 9 th	Steven Kashkin	Business Office
LILRC: Hotspot (WiFi on the Go) for Library Lending – Farmingdale Public Library	July 20 th	Cindy Simeti	Programming
Symposium for Digitization –Bayard Cutting Arboretum - Gracious invitation extended by Great Neck Historical Society	June 26	Denise Corcoran	Administration
ALA Annual Conference	June 22-25	Denise Corcoran	Administration
2018 LILRC Annual Membership Meeting	June 19 th	Denise Corcoran Alana Mutum Christy Orquera	Administration
Leveraging the Power of Digital in your Book Club	June 15 th	Pam Levin	Media
OverDrive: Drive Digital Circulation by Selecting, Curating and Marketing for your Community	June 14 th	Pam Levin	Media
Libby, OverDrive’s New One=Tap Reading App	June 5 th	Pam Levin Kashmira Shah	Media

COMMUNITY & OUTREACH

- Monday, June 18th – Great Neck Board of Education Meeting
- Tuesday, June 26th- Symposium for Digitization joint attendance with GN Historical Society
- Monday, July 2nd-Meeting with GNPS
Tracy Van Dyne, Adam Hinz, Deidre Goode, and I met with Great Neck School Superintendent Dr. Teresa Prendergast, Assistant Superintendent Stephen Lando and Assistant Superintendent Kelly Newman to discuss collaboration between the Great Neck School District and the Great Neck Library.
- Thursday, July 5th – Great Neck Public Schools Board Meeting

LIBRARY PROGRAMS ATTENDED

- I attended the Great Neck Library Gallery opening for Lauren Bailey on July 11th. Senator Anthony D’Urso presented Lauren with a New York State Citation for her work.
- I attended the Levels production of “The Drowsy Chaperone” on Thursday, August 9th 8:00 pm. Congratulations to the cast, crew and staff for a wonderful production!

MAIN LIBRARY

- We continue to work to resolve HVAC-punch list items.
- Additional shelving has been installed under the mezzanine. The collection has been shifted and more items have been moved from the book room onto the public floor for browsing.
- Reference books have been shelved separately for easy access.
- All repairs to compact shelving have been completed.
- The American flag at Main has been replaced due to wear. The discarded flag has been placed in the flag drop box at the front of Main which was donated by Darren Chen in March 2018 as part of his Eagle Scout project.
- The concrete benches outside of the Children's area have been repainted. Patrons have been using them to enjoy reading outside.

BRANCHES

- The Great Neck School District approved renovation plans for the Parkville branch. We had a conference call with MDA Designs and the Great Neck School District's architectural firm to discuss plans for submission to the State Department of Education for approval.
- We received needed information about plumbing lines at the Station branch so that the next phase of Construction Documents for the renovation can move forward.

Assistant Director's Report

Assistant Director Tracy Van Dyne announced that the library is moving forward with virtual museum passes. This is exciting because it will allow more patrons to enjoy the benefits of the service. She reported that she, along with Denise Corcoran, has met with representatives of Baker & Taylor and Ingram regarding the purchase of "shelf ready" items which will get books on the floor quicker. This will also free up Technical Services staff to work on other important projects. Ms. Van Dyne added that the library's multilingual book collection is being expanded with the addition of many new titles at the Main Library and all branches.

Text of Tracy Van Dyne's, Assistant Director, written report dated September 2018 is below:

Main:

- The policy for the introduction of virtual museum passes has been brought to the Policy Committee and will have its third read at the BoT meeting on September 12, 2018. We are excited about the prospect of the virtual passes as it will allow more patrons have use of this wonderful service.
- In July, Denise Corcoran, Director; Deidre Goode, Head of Children's; Adam Heinz, Youth Services Coordinator and myself, met with the Great Neck School District Administration, Dr. Teresa Prendergast, Superintendent; Kelly Newman, Assistant Superintendent, Elementary Education and Dr. Stephen Lando, Assistant Superintendent, Secondary Education to discuss how we could better serve our communities collaboratively.
- The RFID sorter is up and running! All collections have been added to the system and are being sorted in to their correct bins.
- Our first book sale since returning back to Main has been scheduled. It will be held on Thursday, September 13 4pm-8pm and Friday, September 14 10am-4pm. This sale will be Travel Books ONLY with encyclopedia and stamp book sets available for Silent Auction from September 7-14.

Technical Services:

- I submit all orders from each department and upload their order records.
- I am continuing to go 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.
- The TS department has been diligently working on the thousands of books that have been ordered for the departments over the summer. We are working on streamlining processes to allow the department to run more efficiently.

- We are working with two of our largest book vendors, Baker & Taylor and Ingram, on completing intake forms to begin receiving “shelf-ready” items. This will assist the TS staff greatly with the heavy load of items that are now coming in.
- The TS department met with the Branch Heads and Reference department to discuss updating the allocation totals and adding new authors that are automatically ordered (AYAT – Automatically Yours). These tend to be popular authors for both Fiction and Non-Fiction.

Branches:

- The Branch Heads will begin their next rotation on September 4, 2018. The Branch Heads will be as follows:
 - Justin Crossfox - Parkville
 - Alana Mutum – Lakeville
 - Irene Winkler - Station
- The Branch Heads have been trained to process their own magazines allowing for timeliness. It will no longer be necessary to send them to Main to be added in to the system and tagged.
- The Branch Heads were trained on how to use Ingram, one of our large book vendors.
- In the month of June, the Branch Heads met with each department to work on program scheduling for the Fall newsletter.
- Branch Heads continue to schedule monthly staff meetings with their branch staff as to keep everyone updated.
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches. The plans for Parkville are being discussed with the school’s architect and can then move on to the State. The plans for Station are awaiting updated plumbing information from the landlord before moving forward. They need to be incorporated in to the new plans.
- Quotes for new furniture for the Lakeville branch are under discussion. 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 Amended Resolution for Wetlands Mapping for the Landscaping Project

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

RESOLVED, that the Great Neck Library Board take from the table the amended motion relating to the Wetlands Mapping for the Landscaping Project at the Main Library.

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

MOTION CARRIED UNANIMOUSLY

(b) Approval of the Amended Resolution for Wetlands Mapping for the Landscaping Project

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

RESOLVED, that the Great Neck Library Board approve a revision to the resolution dated June 9, 2018 for the hiring of the Ferrantello Group to locate the limits of the Wetlands flagging and update the survey as needed at a revised cost of \$1,850.00; such funds to be taken from the Landscaping Fund. Contract has been reviewed by Legal.

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

MOTION CARRIED UNANIMOUSLY

(c) Policy Manual Changes

- a. Revise Section 1200/Gifts – Second Read

NEW BUSINESS

(a) Open and Close Polls-Board Volunteer Needed

Trustee Marcus volunteered to open the polls and Trustee Miller was volunteered by Trustee Schaufeld to close the polls at the Parkville branch on October 29th.

Trustee Smith volunteered to open the polls and Trustee Yan volunteered to close the polls at the Main Library on October 29th.

(b) Acceptance of Revised Job Description for Administrative Assistant

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

MOVED, that the Great Neck Library Board accept the revised Administrative Assistant Job Description as attached.

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

RESOLVED, that the Great Neck Library Board accept the revised Administrative Assistant Job Description with amended job title Administrative Assistant to the Director which will be revised on the attached.

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

MOTION CARRIED UNANIMOUSLY

(c) Acceptance of Revised Job Description for Administrative Coordinator

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

MOVED, that the Great Neck Library Board accept the revised Administrative Coordinator Job Description as attached.

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

RESOLVED, that the Great Neck Library Board accept the revised Administrative Coordinator Job Description with amended job title Administrative Coordinator which will be revised on attached.

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

No – 1 (Pizer)

MOTION CARRIED

(d) Property Liability Insurance Renewal

Upon motion by Trustee Smith, seconded by Trustee Pizer 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, 2018 through September 1, 2019 with Utica Insurance Companies as presented by Edwards and Company, for a total of \$80,404.00 to be charged to the Property/Liability Insurance line of the operating budget.

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

MOTION CARRIED UNANIMOUSLY

(e) Approve Consultant for SEQRA for Parkville Branch

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of J.C. Broderick & Associates, Inc. for preparation of SEQRA review for the Parkville Branch at a cost not to exceed \$2,225.00 to be charged to the Branch and Special Services Fund of the operating budget.

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

MOTION CARRIED UNANIMOUSLY

(f) Approval of Book Sale for Deleted, Poor Condition and Damaged Books

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the sale of deleted, poor condition and damaged books. Any unsold deleted, poor condition and damaged books will be recycled.

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

MOTION CARRIED UNANIMOUSLY

Public Comments: N. Penner

(g) Unsold Books from Book Sale Authorized on June 19, 2018

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the Director to donate, at her discretion, any books not sold at the book sale authorized by Board per resolution dated June 19, 2018.

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

MOTION CARRIED UNANIMOUSLY

(h) Acceptance of Nassau County Hotel/Motel Tax Grant

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

RESOLVED, that the Great Neck Library Board of Trustees formally accept the Nassau County Hotel/Motel Tax Grant in the amount of \$20,000 to purchase recording studio items for the Levels Teen Center.

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

MOTION CARRIED UNANIMOUSLY

(i) Authorize Legal Proceedings regarding HVAC Issues

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

RESOLVED, that whereas the HVAC issues at the Main Library have not been resolved significantly, the Great Neck Library Board of Trustees authorize legal proceedings to commence

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

MOTION CARRIED UNANIMOUSLY

(j) Acceptance of H2MS Architects & Engineers Proposal

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

RESOLVED, that the Great Neck Library Board of Trustees accept H2Ms Architects & Engineers proposal in an amount not to exceed \$10,000; such funds to be taken from the Main Building and Special Services Fund. Contract pending Legal Review.

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

None

OPEN TIME

D. Zielenziger – FOIL requests

N. Penner – Telephone calls to Main Library

DATES OF NEXT MEETINGS

October 23, 2018 – Regular Board Meeting– Parkville Branch Library

October 29, 2018 – Annual Meeting/Election-Main Library and Parkville Branch

ADJOURNMENT

The meeting was adjourned at 9:20 p.m. on motion by Trustee Marcus and seconded by Trustee Pizer.

Respectfully submitted,

Weihua Yan

Secretary, Board of Trustees