
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JANUARY 16, 2018 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, January 16, 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
Joel Marcus – Vice President
Michael Fuller – Secretary
Marietta DiCamillo – Treasurer
Josie Pizer - Trustee

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

Absent with Prior Notice: Rebecca Miller – Assistant Treasurer

CALL TO ORDER

The meeting was called to order by President Schaufeld at 7:34 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 December 20, 2017 Regular Board Meeting as presented.

VOTE: Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Pizer)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Trustee DiCamillo, seconded by Trustee Pizer 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:

- January 16, 2017, Treasurer's Report;
- Warrant dated January 5 through January 7, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$110,596.22.
- Payroll Warrants for pay dates December 7 and December 21, 2017, which have been reviewed by the Treasurer, (in the amounts of \$138,041.65 and \$150,305.95, respectively,) for a total of \$288,347.60.

VOTE: Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, 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 December 1 through December 31, 2017 as presented, which has been reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Director Search Committee

President Schaufeld stated that Trustee Miller will provide report of this committee at the next board meeting.

Branch Committee

Trustee Fuller reported that the committee meeting scheduled for January 8, 2018 was rescheduled to January 22, 2018 and that it will take place at the Parkville branch. He stated that the space planners will be present to discuss improvements to the Station and Parkville Branches.

Trustee Fuller added that the creation of a permanent memorial honoring the late Ruth Klement will also be addressed at this meeting.

Main Building Committee

President Schaufeld reported that the committee received recommendations for new IT consultants and general contractors for the landscaping project. He added that the RFID project is nearing completion.

Policy and By Laws Committee

Vice President Marcus reported that the January 4, 2018 was cancelled due to the inclement weather and will be rescheduled in February.

Programming Committee

President Schaufeld reported the Committee has no meetings scheduled yet and that a new Chair will be appointed at the Annual Re-Organization Meeting.

Fundraising Committee

President Schaufeld reported the Committee has no meetings scheduled yet and that a new Chair will be appointed at the Annual Re-Organization Meeting.

Long Range Planning Committee

Vice President Marcus reported the committee last met in November 2017 and that the next meeting is expected to be scheduled in March.

Grants

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

Ms. Geiser added that the RFID has been submitted and that she is now awaiting the refund.

Staff Reports

Interim Director Tracy Geiser stated that Addison is expected on January 17, 2018 to inspect the rooftop units and ensure they are working properly.

Interim Assistant Director's Report

Text of the Interim Assistant Director, Irina Zaionts, written report dated January 4, 2018 below:

- In December my focus was on training Irene Winkler, the new **Station Branch** librarian.
- I provided extensive training on using Baker and Taylor including signing in and changing passwords, setting up and managing carts, selecting new books for Main and Station branches and transferring carts to Tech Services Department. I also showed Irene how to use the main functions on Time Sage, including applying for time off on the part of the employees, correcting information in employee time sheets and determining substitute employee availability.
- On December 11 we had an event in memory of Ruth Klement at the **Lakeville Branch**. The event was well attended by the Great Neck Library employees, Board members and patrons. Many appreciative affectionate words were expressed for the untimely passing of a beloved Lakeville branch librarian. I helped Alana Mutum to set up before and clean up.

- About a week ago we found out that Justin Crossfox and Christie Orquera were invited to the Alaska Library Conference in March to make a presentation about the Veterans' Fair program which was a great success at the **Parkville Branch** this fall.

Interim Director's Report

Interim Director Tracy Geiser announced that the RFID submission was delayed due to Innovative's slow response time.

Text of the Interim Director's written report dated January 9, 2018 below:

ADMINISTRATION:

- Our new Station Branch Head, Irene Winkler began on December 4th. I have received nothing but wonderful comments about her already from both staff and patrons alike. I think that she will really bring Station to life. She is already claiming Station as her own by rearranging collections to become more patron friendly. Irina, Steve and I have been over to the branch to help in getting Irene acclimated.
- An applicant has been accepted to become the new full time Librarian for the Parkville Children's department. She will begin on January 22nd 2018. I know that the Parkville Branch will welcome her with open arms. We are looking forward to being able to expand our programming and other services with this new addition.
- An applicant has been accepted to become the new full time Circulation Manager. She will begin on January 22nd 2018. This staff member will run the day to day operations of Circulation at Main as well as assist the Branch Managers.
- Our new Administrative Assistant, Gina Chase began on January 2nd. Gina is the assistant to the Director and the Administrative Coordinator. Once Gina acclimates to her position this will allow Holly Coscetta to move forward with her Administrative Coordinator position which includes HR duties.

MAIN:

- 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. NLS will host a meeting on January 9th regarding virtual museum passes. Wanda Lei will attend this meeting and report back on the possibilities of the Great Neck Library beginning this service for our patrons.
- Representatives from VRD, Calgi and KG&D are continuing to work on the malfunctioning HVAC unit located above the Reference office. Numerous meetings have been held. A representative from the HVAC company, Addison, was supposed to arrive on January 9th but the weather has pushed this date off. We are working on rescheduling a new date.
- All necessary information has been sent in to Innovative to move forward on getting our self-check machines running. The bills from Innovative have been sent in to begin the process of requesting our grant monies.
- Panic buttons have been approved and ordered for the departments in the Main building through Telstar.
- The Maintenance staff has been working to keep the building safe during our inclement weather season. Thank you Ever, Jose, Bogden and Charlie.

BRANCHES:

- MDA Designgroup Architects & Planners have been invited to the rescheduled January 22nd Branch Committee to be held at the Parkville branch. MDA was chosen to become our space planners to renovate the Parkville and Station branches. I am very excited to begin this project from the start.

- Wonderful news! Justin Crossfox, Parkville Branch Head and Christy Orquera, Librarian, have been picked by the Alaska Library Association to present their Veteran's Fair program in March. This is a rare opportunity and we are very proud of and excited for them.
- The architectural drawings for the Parkville Certificate of Occupancy have been sent in to the town and we are awaiting the approval.
- A heartfelt memorial service was held at the Lakeville Branch on December 11, 2017 for our late and beloved Branch Head, Ruth Klement. The Branch Committee is currently discussing a fitting permanent tribute for Ruth.

OLD BUSINESS

None

NEW BUSINESS

(a) Appointment of Library Director

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

RESOLVED, that the Great Neck Library Board of Trustees authorize President Robert Schaufeld to execute an agreement by the Great Neck Library and Denise Corcoran, the Director to be of the Great Neck Library beginning February 1, 2018, at a salary of \$155,000.00 with full benefits.

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

MOTION CARRIED

Board Comment: Trustee DiCamillo expressed her happiness with the appointment of Ms. Corcoran as Library Director and added her appreciation to Tracy Geiser for the remarkable job she did during the transition.

(b) Acceptance of Board of Trustees Resignation

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

RESOLVED, that the Great Neck Library Board of Trustees accept the resignation of Francine Ferrante Krupski from the Board of Trustees.

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

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee DiCamillo stated the Trustee Ferrante-Krupski served on the Board for eight years and that she has been a great asset.

Trustee Fuller added that she will be missed.

(c) Acceptance of Nominating Committee Resignation

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

RESOLVED, that the Great Neck Library Board of Trustees accept the resignation of Sam Gottlieb from the Nominating Committee.

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

MOTION CARRIED UNANIMOUSLY

(d) Acceptance of Revised Administrative Coordinator Job Description

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

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

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

MOTION CARRIED UNANIMOUSLY

(e) Appointment of Circulation Manager

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Jennifer Green to the position of Circulation Manager with a six month probationary period, effective January 22, 2018, at an annual salary of \$66,600.00.

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

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee DiCamillo stated that she is thrilled with the appointment of Ms. Green to the position of Circulation Manager and offered her heartfelt congratulations.

Public Comment: N. Penner

(f) Appointment of Full-Time Librarian, Children's - Parkville

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Kathryn Baumgartner to the position of Full-Time Librarian in Children's at the Parkville branch with a six month probationary period, effective January 22, 2018, at an annual salary of \$54,325.

VOTE: Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Pizer)
MOTION CARRIED UNANIMOUSLY

(g) Authorize a Needs Assessment for Computers and Laptops

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the administration to prepare a needs assessment for computers and laptops.

VOTE: Yes – 4 (Schaufeld, Marcus, Fuller, Pizer)
Opposed – 1 (DiCamillo)
MOTION CARRIED

Board Comment: Trustee DiCamillo recommended that administration work in conjunction with the newly hired IT consultant in preparing this assessment.

(h) Approve Migration Costs for DocuWare

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

RESOLVED, that the Great Neck Library Board of Trustees approve the migration costs for DocuWare through Atlantic Tomorrow's Office, in the amount of \$4,500; such funds to be taken from the Automated Library Fund.

VOTE: Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Pizer)
MOTION CARRIED UNANIMOUSLY

(i) Approve Purchase of Disc Repair / Cleaning Machines

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of an ECO-Pro 2 Disc Repair System from Elm USA, in the amount of \$ 1,214.95; such funds to be taken from the Equipment, Furniture and Fixture Expense Account.

VOTE: Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Pizer)
MOTION CARRIED UNANIMOUSLY

(j) Approve Monies for Web Designer

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

RESOLVED, that the Great Neck Library Board of Trustees approve an annual stipend of \$5,000.00 for a period of three months for Cindy Simeti for the purpose of web site design and maintenance, effective February 1, 2018. A memorandum of agreement is to be executed to memorialize such agreement pending review by counsel.

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

MOTION CARRIED UNANIMOUSLY

(k) Approval of Computer Hardware and Software Consultant

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 hiring of OSI Technologies to maintain the hardware and software systems and processes of the Great Neck Library. The cost will be \$2,500.00 to evaluate our hardware and software systems and to prepare a maintenance plan plus \$995.00 per month for maintenance and technical support for our computer network; such funds to be taken from the Computer/Network Consultant Expense Line. Agreement to be reviewed by counsel.

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

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee DiCamillo requested that Administration work with OSI Technologies regarding the needs assessment.

(l) Approval of RFP for General Contractor for Landscaping Services at the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees award the construction contract for landscaping services of the Great Neck Library Main Building to Rockwell Developers, LLC, for the base bid of \$125,000; such funds to be taken from the Landscaping Fund. Agreement to be reviewed by counsel.

VOTE: Yes – 4 (Marcus, Fuller, DiCamillo, Pizer)

Abstention – 1 (Schaufeld)

MOTION CARRIED

Board Comment: President Schaufeld announced that Rockwell Developers, LLC is his client and that he abstained from conversations regarding them and voting on their selection. He added that he will be abstaining from voting on all future items related to them.

(m) Approve Purchase of Dell Laptops for Levels

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of five (5) Dell Inspiron I5 7000; in the amount of \$4,649.95 per the attached estimates; such funds to be taken from the Automated Library Fund.

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

MOTION CARRIED UNANIMOUSLY

(n) Approve Purchase of Apple iPads and Laptops for Levels

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of two (2) iMac 21.5” 4K Core i5 3.0GHz / 8GB / 1TB; five (5) iPad Pro 10.5” Retina Display 256GB and; five (5) MacBook Pro 13” TouchBar 3.3GHz Core i5 / 8GB / 256GB; in the amount of \$15,089.12 per the attached estimates; such funds to be taken from the Automated Library Fund.

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

MOTION CARRIED UNANIMOUSLY

(o) Approve Distribution of Board and Committee Meetings Calendar to former Trustees

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

RESOLVED, that the Great Neck Library Board of Trustees approve the distribution of the Board of Trustee and Committee monthly meeting dates and library programs to former Trustees after they have been presented to the active Trustees and only upon written request from the former Trustee.

VOTE: Yes – 4 (Schaufeld, Marcus, DiCamillo, Pizer)

Abstention – 1 (Fuller)

MOTION CARRIED

CORRESPONDENCE

E. Conovitz letter – Patron was in attendance and spoke on her letter regarding Senior Citizen and Disabled Parking at the Main Library.

OPEN TIME

N. Penner – Library pre-recorded phone message

D. Corcoran – Newly appointed Director, Ms. Corcoran, expressed her joy over joining the Great Neck library. She stated that she is looking forward to many great things and welcomes input from staff and patrons alike.

DATE OF NEXT MEETING

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

February 27, 2018 – Regular Board Meeting– Main Library

ADJOURNMENT

The meeting was adjourned at 8:25 p.m. on motion by Trustee Marcus and seconded by Trustee DiCamillo.

Respectfully submitted,

Michael Fuller
Secretary, Board of Trustees