
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, MARCH 20, 2018 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, was held on Tuesday, March 20, 2018, at the Station Branch Library, 26 Great Neck Road, 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

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

Absent with Prior Notice: Rebecca Miller – Vice President

CALL TO ORDER

The meeting was called to order by President Schaufeld at 7:30 p.m.

MINUTES

Regular Board Meeting

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the February 27, 2018 Regular Board Meeting.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith)
MOTION CARRIED UNANIMOUSLY

Executive Session

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the March 6, 2018 Executive Session.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith)
MOTION CARRIED UNANIMOUSLY

First Budget Workshop

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the March 6, 2018 First Budget Workshop.

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

MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

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

- March 20, 2018, Treasurer's Report;
- Warrant dated March 5 through March 9, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$133,813.20.
- Payroll Warrants for pay dates February 1 and February 15, 2018, which have been reviewed by the Treasurer, (in the amounts of \$148,035.48 and \$156,128.32, respectively,) for a total of \$304,163.80.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of February 1 through February 28, 2018 as presented, which has been reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

President Schaufeld reported that the committee met on February 26, 2018. The space planner presented plans for the Parkville Branch which were very impressive. After some minor changes they should be ready to present to the Board. Plans for new furniture at the Lakeville Branch were also presented. Administration will review these plans and bring back to a future meeting for review. President Schaufeld added that there was discussion of a Ruth Klement memorial to be included as part of the landscaping project at the Main Library.

Main Building Committee

Vice President Rebecca Miller was not in attendance but minutes from the committee's March 8, 2018 meeting were included in the Board Packet.

Policy and By Laws Committee

Trustee Marcus reported that the committee will be meeting on March 27, 2018 and that they have a long list of items to cover.

Fundraising Committee

Trustee Yan reported the committee met on March 1, 2018. He shared that the committee agreed that soliciting funds for library programming and projects is important and necessary as the library should not rely solely on tax dollars to fund them. Trustee Yan stated that landscaping at the Main Library and the STEM lab for LEVELS are two projects with immediate need for funds. He added that the committee is currently deciding the best way to proceed with their fundraising efforts.

Public Comment: M. DiCamillo

Long Range Planning Committee

Trustee Marcus reported the committee will be meeting on April 30, 2018.

Grants

Assistant Director Tracy Geiser reported that she is still awaiting a response on the STEM and Will Eisner grants previously submitted. She added that they recently applied for a Greentree Good Neighbor Fund grant through the Manhasset Community Fund. The project they submitted was a memory project to enhance the library's local history room.

Staff Reports

Director Denise Corcoran stated that the Parkville Branch, with the addition of children's librarian, Kat Baumgartner, is increasing its presence in the Parkville community.

Ms. Corcoran shared that maintenance staff has been doing a great job at handling tasks in-house resulting in savings for the library.

Ms. Corcoran commended Donna Litke, programming coordinator, on the work she has been doing showcasing art work in the library through successful relationships with the artists. Trustee Smith recommended reaching out to local high schools to consider showcasing high school artists. Trustee Pizer requested that Ms. Roth's memoir program and senior art from Cumberland be looked into as well.

Ms. Corcoran announced that the branch head rotation is in its third month and thanked the branch heads for their great work and excellent patron service during this transition. She was particularly pleased with Justin Crossfox's report and feels the rotation has enhanced our services. Director Corcoran thanked Deidre Goode, who was in attendance, for coordinating with the branches on Children's Programs.

Ms. Corcoran indicated that she continues to keep a close eye on what is going in and coming out of the library collection.

Public Comment: M. DiCamillo

Director's Report

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

ADMINISTRATION:

- Marietta DiCamillo has been selected to fill the vacant position on the Nominating Committee.
- The Annual Report for Public and Association Libraries 2017 has been completed and submitted for Board approval.
- Information was prepared for Budget workshops which were held on Tuesday, March 6th and Monday, March 12th.
- Programming information is being sent to Public Access TV so that upcoming events can be posted to bulletin boards giving residents access to an additional platform for information.
- Interviews to fill the position of F/T Clerk have been completed.
- Periodicals are currently being RFID tagged.
- Christy Orquera, Librarian, and Christian Marra, Librarian Trainee, attended Library Advocacy Day in Albany on February 28th.
- Justin Crossfox, Branch Head, and Christy Orquera, Librarian, attended the Alaska Library Association Conference in Anchorage to present their program on March 9th titled *Creating a Veterans Resource Fair*.
- On March 13th, Tracy Geiser, Assistant Director, and I attended Webinar titled *State Aid for Library Construction: What It Is and How to Apply*. The Webinar covered information related to DASNY funds application requirements and process.
- I attended the Great Neck Board of Education meeting on March 5, 2018. There was a ceremony for students who received Board of Education Certificates of Commendation for contributing to the quality of life at the John L. Miller-Great Neck North High School. After the ceremony, many residents addressed the Board of Education with concerns about school safety.
- I contacted Alfredo G. Cavallaro, NYS Director of Facilities III, at Great Neck Public Schools to obtain information needed for the Public Assembly Permit for the Parkville branch. The information has since been sent.
- I met with a patron at Great Neck House to discuss a possible book donation.
- I met with several patrons to discuss library services.

MAIN:

- A painting by Gregoire Nicholas Finez has been displayed in the Community Room. Charlie Wohlgemuth and his team completed the installation saving the Great Neck Library the cost of outsourcing. Donna Litke identified the appropriate location for display.
- A Flag drop box donated by Darren Chen as part of an Eagle Scout project has been installed outside of the Main Library.
- Representatives from Addison repaired and replaced parts on the HVAC units at Main. The units had additional malfunctions during the storms. Representatives from Addison will be returning to address.
- Staff continues to work with Innovative and Biblioteca on configuration and testing of our self-check system.
- Our Network Consultant OSI Technologies has been working in conjunction with staff on analysis of our current systems and development of a five year plan.

BRANCHES:

- Staff at the Lakeville branch are working to reorganize materials and workspaces to better serve our patrons. Furniture replacement has been researched and costed.
- We are working with MDA Designgroup Architects & Planners on our Parkville and Station space planning projects.
- The Parkville Public Assembly Permit is pending.

Assistant Director's Report

Assistant Director Geiser reiterated Director Cocoran's comments regarding the Branch Head rotation and added that it is nice to see the support and cooperation between all of them.

Ms. Geiser also announced that she has now taken on the Technical Services Department and has been shadowing Arifa Shuja to learn their processes.

Text of Tracy Geiser's, Assistant Director, written report dated March 2018 below:

MAIN:

- On February 28th, representatives from Addison and OLA worked on the malfunctioning rooftop HVAC units. A few items were fixed and some were replaced. The units were working well until we had a power outage from the recent storm. Addison will be back again on either March 14th or 15th to work on them again.
- Our RFID company, Bibliotheca, is in need of an application from Innovative Interfaces that will help the self-checkout machines "read" our catalog. This one application will cover all four buildings as well as all involved computers. Once this application is installed we will be able to move forward with getting everything up and running. Noel Miranda has been working with Jennifer Green, Garry Horodyski, Innovative and myself on making sure that all functions are correct before going public. We are anticipating a small ribbon-cutting ceremony for this event. Two other options for the self-check stations that we are investigating are the possibility of adding:
 - a PIN number so that a patron's card if lost will remain safe to use at the self-check station;
 - being able to have an email account added through the self-check station for those wishing to receive library notifications.

BRANCHES:

- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches. On Monday, February 26th, during our Branch Committee meeting, Elisabeth Martin from MDA presented her plans for Parkville. Her ideas allow for a modern and easy flow to the branch. There will be better lighting, a brand new Children's room, and a larger program room, as well as few quiet study areas.
- I did collection counts at Parkville and Station that were sent over to MDA in order to budget correctly for shelving. Both branches collections will be completely brought back as well as having room to grow.
- On March 9th, 2018, Justin Crossfox, Branch Head and Christy Orquera, Reference Librarian, will be presenting their program, *Creating a Veterans Resource Fair* at the Alaska Library Association. (<http://akla.org/anchorage2018/event/creating-a-veterans-resource-fair/>)
- The architectural drawings for the Parkville Certificate of Occupancy have been sent in to the town and we had our inspection. We are currently waiting for the school district to send in the needed paperwork from their end in order to complete our application.
- On February 5th the Branch Head Librarians began their branch rotations. They have been working cooperatively in order to continue to provide great customer service and programming to the Great Neck community. Patrons who have inquired as to why this move has been done have been informed that this will allow the community the opportunity to meet and work with each of our Branch Heads. This move also gives our Branch Heads the opportunity to meet the whole Great Neck community as well as being able to bring their expertise to all. Each Head will have the chance to do different types of programming that they may not normally be able to do.

Public Comment: M. DiCamillo

OLD BUSINESS

None

NEW BUSINESS

(a) Sustainable Library Certification Program

Matthew Bollerman, Director, Hauppauge Public Library, was on hand to discuss the Sustainable Library Certification Program. Membership in this program provides libraries with the tools and expertise to realize sustainability goals ultimately ending in certification.

Public Comment: M. DiCamillo

(b) Posting of Vacancy for the Board of Trustees

President Schaufeld announced that the posting to fill the vacancy for the Board of Trustees has been updated with an extended deadline. Interested members should send a letter and resume to the attention of the Chair of the Nominating Committee by Friday, April 6, 2018.

(c) Acceptance of NYS Annual Report

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

RESOLVED, that the Great Neck Library Board of Trustees accept the New York State Great Neck Library 2017 Annual Report for Public and Association Libraries as presented.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith)
MOTION CARRIED UNANIMOUSLY

(d) Approval of Status API Implementation for RFID Self Check Machines

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

RESOLVED, that the Great Neck Library Board approve the purchase of one (1) license and API implementation to provide integration between Sierra and RFID from Innovative Interfaces, Inc. for a total amount of \$4,650.00; such funds to be taken from the Automated Library Fund.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith)
MOTION CARRIED UNANIMOUSLY

(e) Acceptance of Kanopy Video Streaming

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

RESOLVED, that the Great Neck Library Board of Trustees accept the addition of Kanopy video streaming to the digital collection at a total cost not to exceed \$8,000.00 per year; such funds to be taken from the E-Books/E-Audio Books – A/V expense line in the General Fund.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith)
MOTION CARRIED UNANIMOUSLY

(f) Approval of Additional Shelving

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of additional Estey shelving for the Mezzanine area of the Main Library from Library Interiors Inc. in the amount of \$6,026.40; such funds to be taken from the Main Building and Special Services Fund.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith)
MOTION CARRIED UNANIMOUSLY

(g) Proceed with RFP for Computer Servers

Upon motion by Trustee Smith, seconded 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 the purchase and installation of computer servers and RAID storage.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith)
MOTION CARRIED UNANIMOUSLY

Public Comment: M. DiCamillo

(h) Budget Surplus Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the transfer of \$750,000 into the Landscaping Fund; \$250,000 into the Automated Library Fund; \$500,000 into the Branch and Special Services Fund; and \$250,000 to the Bond Retirement Fund. Such transfers are to come from the 2015/16 and 2016/17 budget surplus in the General Fund.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith)
MOTION CARRIED UNANIMOUSLY

Public Comment: M. DiCamillo

(i) Transfer of Funds for the Landscaping Fund

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the transfer of \$1,800 from the Restricted Gift Fund to the Landscaping Fund for the Fund Balance – Patio Garden restricted Gift.

VOTE: Yes – 5 (Schaufeld, Yan, Pizer, Marcus, Smith)
MOTION CARRIED UNANIMOUSLY

(j) Appointment of Civil Engineer for Landscaping Project at Main

Upon Motion by Trustee Marcus, and after discussion, it was subsequently TABLED,

Moved, that the Great Neck Library Board of Trustees of the Great Neck Library approve the appointment of {blank} to provide civil engineering services associated with the landscaping project at the Main Library in the amount of {\$blank}; such funds to be taken from the Landscaping Fund.

Board Comment: Motion was TABLED for credentials and references to be discussed at the next meeting of the Main Building Committee.

Public Comment: M. DiCamillo

CORRESPONDENCE

None

OPEN TIME

None

DATES OF NEXT MEETINGS

April 11, 2018 – Budget Hearing and Adoption – Main Library

April 24, 2018 – Regular Board Meeting– Main Library

ADJOURNMENT

The meeting was adjourned at 8:50 p.m. on motion by Trustee Marcus and seconded by Trustee Yan.

Respectfully submitted,

Weihua Yan
Secretary, Board of Trustees