

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, NOVEMBER 14, 2017 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, November 14, 2017, 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
Francine Ferrante-Krupski – Assistant Treasurer
Rebecca Miller – Assistant Treasurer
Josie Pizer - Trustee

Also Present:

Tracy Geiser – Interim Director
Irina Zaionts – Interim Assistant Director
Steven Kashkin – Business Manager
Jennifer St. Denis-R.S. Abrams & Co., LLP

CALL TO ORDER

The meeting was called to order by President Schaufeld at 7:57 p.m.

SECRETARY'S REPORT ON ELECTION RESULTS

Secretary Michael Fuller reported the October 31, 2017 election results.

Polls were opened by Trustee Ferrante-Krupski at the Main Library and Business Manager Steven Kashkin at the Parkville Branch. Trustee DiCamillo closed Parkville while Trustee Fuller closed the Main Library. Final Counts including, proxies and challenge ballots were as follows:

Board of Trustees-Four Year Term Ending January 2022 to fill seat currently held by Marietta DiCamillo; **Weihua Yan-235 Votes**

Board of Trustees-Four Year Term Ending January 2022 to fill seat currently held by Michael Fuller; **Dr. Barry Smith-130 Votes**

Nominating Committee-Three Year Term Ending January 2021 to fill seat currently held by Marie Franzoni; **Cheng Carey Ye-230 Votes; Josie Pizer – 5 Votes were received by Proxies Cast prior to her withdrawal from Race/Ballot**

Nominating Committee-Three Year Term Ending January 2021 to fill seat currently held by Omer Soykan; **Sam Gottlieb -125 Votes**

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 October 24, 2017 Regular Board Meeting as presented.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Marietta DiCamillo, seconded by Francine Ferrante Krupski 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:

- November 14, 2017, Treasurer's Report;
- Warrant dated November 1 through November 5, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$145,295.55.
- Payroll Warrants for pay dates October 12 and October 26, 2017, which have been reviewed by the Treasurer, (in the amounts of \$147,527.79 and \$152,938.89, respectively,) for a total of \$300,466.68.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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 Payroll Change report of October 1 through October 31, 2017 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 6(Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller)
Abstention – 1 (Pizer)
MOTION CARRIED

PRESENTATION OF JUNE 2017 AUDITED STATEMENTS BY R.S. ABRAMS & CO., LLP

Jennifer St. Denis of R.S. Abrams & Co., LLP distributed bound copies and discussed the annual audit report. She noted that library was issued an “unmodified opinion”, the best opinion you can receive.

She identified two areas in which the Library’s internal controls could be improved: 1) implement a Capital Asset Policy and 2) Personnel Records, specifically an I9 and W4 were needed and have since been rectified. Most of the prior year recommendations have been implemented and no material weaknesses were identified during the audit.

Treasurer DiCamillo requested that a partner in the firm sign the Management Letter and also attend the upcoming December Finance Committee meeting to go over the report in more detail. Business Manager Steven Kashkin will make the arrangements.

REPORTS

Director Search Committee

Trustee Miller reported that the committee has met several times and has begun the interview process.

Branch Committee

Trustee Fuller reported that a Special Meeting was held on November 7th to interview space planners for the Station and Parkville Branches. The Committee reached a consensus for MDA Designgroup and their approval is on this evening’s agenda. A future Branch Committee Meeting will be scheduled in December.

Main Building Committee

President Schaufeld reported that the committee met on November 2nd and a document scanner, a flag box and a new cleaning service were discussed. The approval for these items is on this evening’s agenda.

Policy and By Laws Committee

Vice President Marcus reported that a meeting will be scheduled for December.

Programming Committee

Trustee Ferrante-Krupski reported the Committee will meet again in 2018 to discuss 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 the committee met on September 11th and will meet again on November 15th. The Library's Mission Statement is being assessed.

Donna Litke and Adam Hinz conducted a survey with staff and were thanked for all their hard work. Vice President Marcus found the results of this survey disappointing and it will be discussed further at tomorrow evening's meeting.

Grants

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

Interim Assistant Director Irina Zaiants reported that she continues looking into digitization of newspapers through newspapers.com and the issue of publishers granting permission for scanning. Trustee DiCamillo inquired about the use of the document scanning system for this purpose but the publisher's permission would still be an issue. President Schaufeld suggested that Peter Fishbein look over the newspapers.com agreement and after much discussion the item of digitization was remanded to the Main Building Committee.

Staff Reports

Trustee Pizer asked Interim Director Tracy Geiser to look into the Statistics Report, namely Reserves and ILL as well as New Registration and Re-Registration for Library Cards.

Interim Assistant Director's Report

Interim Assistant Director Irina Zaiants reported that expenditures for databases were decreasing but the Library's available resources were increasing.

Text of the Interim Director's written report dated November 3, 2017 below:

The month of October was fairly productive. I visited the branches a couple of times and determined that, on the whole, the branches are doing well, but there are always items that could use improvements and adjustments. Charlie was able to work with Kabro Associates to have broken and stained ceiling tiles replaced at Station. Renovations of Parkville and Station branches are in the early stages of planning. Hopefully, the meeting with space planners on November 7th will give us a better idea of what to expect. Alana shared with me her plans to rearrange the Lakeville Branch to include a small kiddie play space.

There have been a number of complaints from the Reference Department about inconsistencies in Encore, our public catalog. I got in touch with Innovative Interfaces, and it was determined that our version of Encore was outdated and does not work well with the version of Sierra (ILS) we are using. Encore has been upgraded to 4.6SP2 which works much better with Sierra 3.1, and inconsistencies in Encore have disappeared.

On the 1st of November, the library, together with the Great Neck School District, is going to host an Opioid Addiction and Overdose Conference. I put together some informational materials for a display and will help Donna Litke set up.

I am continuing to work on the newspaper digitization project. I have gotten in touch with Newspapers.com, a business unit of Ancestry.com, which has partnered with libraries and archives all over the country to digitize their newspaper holdings, through a program that carries very little cost to the institution. I am now reviewing the agreement template supplied by them and putting together a list of questions to ask them before we sign it.

Interim Director's Report

Interim Director Tracy Geiser reported that Kathleen Cotter is retiring from the Station Branch on November 18th. Irene Winkler will begin the position of Branch Head Librarian at Station on December 4th. Ms. Winkler was in attendance and was introduced and welcomed by all in the room.

Interim Director Tracy Geiser also reported that a patron purge of records three years and older with no usage or fines took place in October. She pointed out that this was reflected on the Circulation Report included in the Board packet. Trustee Miller suggested that a Library Card drive be held.

Trustee Marcus inquired about Museum Passes and Interim Director Geiser stated that they are being divided amongst the Main Library and Parkville Branch for a start date on December 1st.

Text of the Interim Director's written report dated November 6, 2017 below:

ADMINISTRATION:

- Kathleen Cotter, Head of Station Branch, will be retiring as of November 18, 2017. Kathleen has been with the Great Neck Library for the past 17 years. We wish her health and happiness as she embarks on her retirement.
- With Kathleen Cotter's impending retirement, we are currently interviewing for the new Branch Head of the Station branch.
- 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 billed patrons have stayed in the system. The October circulation statistics will reflect this large change for the November BOT meeting.
- 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.
- October 30, 2017 BOARD OF TRUSTEES Four-year term ending January 2022 to fill seat currently held by Marietta DiCamillo: Weihua Yan (Nominating Committee Candidate) 235 Votes. Four-year term ending January 2022 to fill seat currently held by Michael Fuller: Dr. Barry Smith (Nominating Committee Candidate) 130 Votes. NOMINATING COMMITTEE Three-year term ending January 2021 to fill seat currently held by Marie Franzoni: Cheng Carey Ye (Nominating Committee Candidate) 230 Votes, Josie Pizer (Independent Candidate) 5 Votes * *= Votes Received from Proxies Cast Prior J. Pizer Withdrawal from Race/Ballot. Three-year term ending January 2021 to fill seat currently held by Omer Soykan: Sam Gottlieb (Nominating Committee Candidate) 125 Votes. Total Votes Cast =249, Quorum Met

MAIN:

- Before we knew it, October 30 arrived and we celebrated our one year anniversary of the opening of the Main building. Thank you again to all of the staff and to the BOT who worked diligently to make our beautiful new building happen.
- Beginning December 1, the museum passes will be 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.
- Representatives from VRD, Calgi and KG&D are continuing to work on the malfunctioning HVAC unit located above the Reference office. On October 19, a representative from Addison was in to assess the malfunctioning air conditioning unit.
- Our new fulltime Librarian, Christy Orquera will be receiving her Archival certificate and will take over the running of the Local History Room. She has been working diligently on the room in the meantime making sure that it is presentable for the public to begin using.
- The conveyor belt for the sorting system will be installed on Wednesday, October 8. We are currently waiting on the licensing from Innovative to get the self-check machines up and running.
- 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. We are currently receiving quotes for this service.

BRANCHES:

- Paul deSilva Architects was awarded the opportunity to draw up plans of Parkville so that we can receive our Certificate of Occupancy. The plans are now in with the town. The architect is waiting for the school district to send over the layout of the emergency lighting.
- The Spaceplanner RFP's for Station and Parkville were due in September. We will be interviewing three companies on November 7, 2017.

OLD BUSINESS

(a) Policy Manual Changes

Revise Section 700-40/Loan Periods & Limitations-Third Read & Vote

Upon motion by Joel Marcus, seconded by Marietta DiCamillo, and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees revise Section 700-40 (Loan Periods and Limitations) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

New Section 800-25/Use of Photocopying Machines and Scanners -Third Read & Vote

Upon motion by Josie Pizer, seconded by Rebecca Miller, and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees adopt Section 800-25 (Use of Photocopying Machines and Scanners) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

Public Comment: M. Wohlgemuth, N. Penner

Revise Section 400-10/Reserve and Restricted Funds -Third Read & Vote

Upon motion by Joel Marcus, seconded by Marietta DiCamillo, and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees revise Section 400-10 (Reserve and Restricted Funds) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

(a) Approval of June 2017 Audited Statements by R.S. Abrams & Co., LLP

Upon Motion by Rebecca Miller, second by Michael Fuller, and after discussion, it was

RESOLVED, that the Great Neck Library Board of Trustees accept the audited Financial Statements and the Auditor’s Report for the fiscal year ended June 30, 2017.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

(b) Directors and Officers Insurance Renewal

Upon Motion by Michael Fuller, second by Rebecca Miller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees renew its Directors & Officers & Employment Practices Liability, and Flood policies for the period November 25, 2017 through November 24, 2018 with Philadelphia Insurance Company and American Bankers Insurance Company as presented by Edwards and Company, for a total of \$9,361 to be charged to the Property/Liability Insurance line of the operating budget.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

Board Comment: In the future, respectively list all accounts/funds for this item.

(c) Acceptance of New Cleaning Company for the Main Library and the Branches

Upon Motion by Rebecca Miller, second by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept Commercial Building Maintenance Corporation, quotation dated October 6, 2017, to clean the Main Library and the Branches, in the monthly combined amount of \$7545.00, to be charged to the General Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

(d) Records Destruction per Retention Policy

Upon Motion by Josie Pizer, second by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of the following records from the Director's Office in accordance with the Record Retention Schedule 400-30:

- **Election**
 - Voted Ballot: 2014, 2015, 2016 (2.3)
 - Application for Proxy: 2014, 2015, 2016 (2.4)
 - Intermediate Records used to compile final election results: 2014, 2015, 2016 (2.6)

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

(e) Purchase of Fence Cage for Artwork Storage at the Main Library

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 a fence cage for artwork storage at the Main Library from Liberty Fence in the amount of \$3,750.00, to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

(f) Award RFP for Space Planner for the Station Branch

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

RESOLVED, that the Great Neck Library Board of Trustees award the RFP to MDA Designgroup International, per the attached quotation, to provide planning and design services

for the Station Branch in an amount not to exceed \$50,000; to be charged to the Branch and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

(g) Award RFP for Space Planner for the Parkville Branch

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

RESOLVED, that the Great Neck Library Board of Trustees award the RFP to MDA Designgroup International, per the attached quotation, to provide planning and design services for the Parkville Branch in an amount not to exceed \$65,000; to be charged to the Branch and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

(h) Approval of Purchase of Docuware Scanning Software & Cloud Storage for HR

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

MOVED, that the Great Neck Library Board of Trustees approve the purchase of Docuware Document Management Solution Software & Cloud Storage from Atlantic DMS which will be used to improve the GNL operational efficiencies through implementation of a document management system. The subscription is for a 3 year period at a cost of \$12,960 per year. Costs for the first year are to be charged to the Automated Library Fund with subsequent year costs to be charged to the General Fund.

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of Docuware Document Management Solution Software & Cloud Storage from Atlantic DMS which will be used to improve the GNL operational efficiencies through implementation of a document management system. The subscription is for a 3 year period at a cost of \$12,960 per year. Costs for the first year are to be charged to the Automated Library Fund with subsequent year costs to be charged to the Computer Software Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)
MOTION CARRIED UNANIMOUSLY

(i) Grant Permission for a Flag Box at the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees grant permission for the placement of a Flag Box at the Main Library. [correspondence is attached]

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)

MOTION CARRIED UNANIMOUSLY

(j) Approval of Circulation Manager Job Posting and Description

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Circulation Manager Job Posting and Description as attached.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)

MOTION CARRIED UNANIMOUSLY

(k) Appointment of Branch Head Librarian for Station

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Irene Winkler to the position of Branch Head Librarian of Station effective December 4, 2017, at an annual salary of \$75,000.00. [Job Description/Posting attached]

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Krupski, Miller, Pizer)

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

None

OPEN TIME

N. Penner – Programming, Board Minutes, Long Range Planning Survey Results

M. Wohlgemuth – Digitization, Long Range Planning Survey Results

J. Clausen - Long Range Planning Survey Results

DATE OF NEXT MEETING

December 20, 2017 – Regular Board Meeting– Main Library

ADJOURNMENT

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

Respectfully submitted,

Michael Fuller
Secretary, Board of Trustees