

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JANUARY 19, 2016 AT 7:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, January 19, 2016, in the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, NY 11040. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President
Francine Ferrante Krupski – Vice President
Varda Solomon – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Robert Schaufeld - Trustee

Also Present: Kathy Giotsas – Executive Director

Absent with Prior Notice: Neil Zitofsky – Business Manager

EXECUTIVE SESSION

The Board met in executive session at 6:30 p.m. in the Community Room for a discussion of the Board appointed applicants to the Nominating Committee. The Board came out of executive session at 7:00 p.m.

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:09 p.m.

MINUTES

Upon motion by Varda Solomon, seconded by Josie Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the December 15, 2015 Regular Board Meeting as presented.

VOTE: Yes – 6 (DiCamillo, Krupski, Solomon, Marcus, Fuller, Schaufeld)

ABSTAIN: 1 (Pizer)

MOTION CARRIED

Discussion:

President DiCamillo requested her statement in tribute to Janet Fine on the occasion of her retirement be inserted into the final minutes.

Trustee Pizer requested to listen to the recording of the December 15, 2015 Regular Board Meeting.

TREASURER'S REPORT

Upon motion by Josie Pizer, seconded by Michael Fuller 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 Treasurer:

- January 19, 2016, Treasurer's Report;
- Warrant dated December 5, 2015 through January 8, 2016, the sums set against their respective names, amounting in the aggregate to \$2,065,964.01;
- Payroll Warrants for pay dates December 10 and December 24, 2015, which have been reviewed by the Treasurer, in the amounts of \$128,707.91 and \$134,150.31 respectively, for a total of \$262,858.22.

Trustee Pizer questioned if the totals included certain unsigned, unapproved checks. President DiCamillo stated that, in the future, the resolution must contain the check numbers. It was determined that the unsigned, unapproved checks were included in the totals and the resolution was amended to exclude the unapproved check numbers.

Upon motion by Josie Pizer, seconded by Michael Fuller 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 Treasurer:

- January 19, 2016, Treasurer's Report;
- Warrant dated December 5, 2015 through January 8, 2016, the sums set against their respective names, amounting in the aggregate to \$2,065,964.01;
- Payroll Warrants for pay dates December 10 and December 24, 2015, which have been reviewed by the Treasurer, in the amounts of \$128,707.91 and \$134,150.31 respectively, for a total of \$262,858.22 with the exception of two Corstar checks #50778 and #50779 and NLS check #50807 pending review.

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

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Revised Payroll Changes reports of December 16, 2015 through January 12, 2016 as presented, which have been reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

Discussion: Trustee Pizer pointed out that there is an increased amount of spending. President DiCamillo asked her to follow up on this item.

REPORTS

Branch Committee

Per Trustee Fuller a meeting took place on January 11th and all seems to be running smoothly at the Branches. Branch Heads were asked to submit their needs for discussion.

The carpeting at Lakeville Branch shows a lot of wear and tear, and replacement or steam cleaning was discussed at the committee meeting. Executive Director Giotsas feels that it needs to be replaced. Trustee Fuller will take up this issue, along with worn and broken chairs, after the Main building opens.

The Parkville Branch needs an AV cart. Cost is approximately \$200 but it was requested that Charles Wohlgemuth, Head of Maintenance, check first to see if one is available from storage.

For all Branches a chair inventory is needed. Chairs should be counted and categorized by condition.

Building Advisory Committee (BAC)

President DiCamillo reported that a walk-through for the Board and the BAC committee took place this past Sunday, January 17th at noon and that the Newsletter Outreach Committee reconvened and is working on a document. Trustee Pizer reported that herself, Joel Marcus, Marianna Wohlgemuth, Pam Levin and Cindy Simeti were present at the meeting, along with Executive Director Giotsas sitting in, and document revisions are being worked on.

Policy Committee

Trustee Marcus reported that a meeting of the Policy & By Laws Committee will be set up for March when Vice President Ferrante Krupski returns.

Programming Committee

Trustee Solomon reported that the Programming Committee met on January 7th and the meeting minutes have been distributed. Items discussed at the meeting included the Chinese New Year Program, outside programs, upcoming programs, publicity, Young Adult programs, statistics and what we can learn from them. The discussion was interesting. There was no decision to come up with a policy when to cancel programs with low turnouts since the committee felt that some time may be needed for programs to catch on and find their audience.

Trustee Solomon also mentioned that planning must be started for special programs for the Main Library re-opening, and she suggested that Trustee Pizer may want to take this up with her Outreach Committee. Trustee Pizer agreed and this item will be taken up.

Trustee Solomon noted that staff participation at Programming Committee meetings is important. A future meeting will be set once staff availability is determined.

Website/Technology Committee

Trustee Schaufeld reported that polling for a February meeting date took place and the next Website/Technology committee meeting will be held on February 10th at the Station Branch.

Staff Reports

Trustee Pizer expressed concern on many follow up items that have not been done. Executive Director Giotsas will sit with committee minute takers and request for them to extract items and make a to do list to attach to the minutes.

Vice President Ferrante Krupski asked about the YA report.

Executive Director's Report

Executive Director Kathy Giotsas reported that she is working with staff for the move back to the Main building. President DiCamillo explained that the Board will convene a committee to handle this.

Executive Director Giotsas has held meetings with the IT, Catalog and Circulation Department staff to ensure that all is running smoothly. Certain individuals have been appointed to coordinate until permanent hires are in place. Nick Camastro will handle Circulation, Arifa Shuja will handle Cataloging and Shuqian Zhang will oversee the IT department. Presently, the IT Department is reporting their absences directly to the Director's Office.

President DiCamillo requested the names of the Relocation Committee members and asked that a meeting be set before next month's Board of Trustees meeting. Executive Director Giotsas believes that former Interim Director, Christine Johnson, may be available to assist with the return to the Main Building. The Board of Trustees felt that Mrs. Johnson should be compensated and a formal discussion will need to occur. Executive Director Giotsas will reach out to Christine Johnson.

Text of the Executive Director's written report dated January 13, 2016 below:

Administration

The year finished well but there is still much to do. We are still in the processes of implementing the Paychex HR module. I have met with the HR representatives and am starting to implement some of the changes that they have suggested.

This month we saw the departure of Janet Fine who was in charge of the IT and Circulation Department. For the time being Nick Camastro, Senior Library Clerk has been asked to oversee the circulation department. We will have regular meetings to go over any issues that may arise until we fill in some of our vacancies.

The Computer Department will be reporting to the Executive Director. It is important that the department runs smoothly in the absences of a supervisor. We will have meeting on a regular basis. The Executive Director will be providing the report for the monthly Board Meeting until the IT position is filled.

The Technical Services Department is running well without Chris Johnson. There is still much to do but the Department does need some assistance with management of staff. The Executive Director will be meeting regularly with the department to address any problems.

Technology

This past month we did see a glitch with LILink but are resolved the problem with Innovative Interface. We are also seeing an increase of people signing up for Wowbrary. We are having some issues with the system collecting all the new acquisitions for the Wowbrary newsletter but hope to have it resolved in January.

We will be going live with the new Library website in the middle of January. The new website is much cleaner and is readable. We will be putting a feedback area on the website.

Personnel

We have reposted the Interim Assistant Director position as Assistant Director and we have also posted the position on the American Library Association JobList. So far we have gotten several promising candidates. We will be making a choice for the new Assistant Director by the end of January. We have also put together a job description for Director of IT. The position will be posted in January on the American Library Association JobList website and other local library job lists. It will be critical for us to find someone who has an MLS and a computer science degree or substantial computer skills in programing and networks.

Community Outreach

We are looking at ways to bring in more of the community and so far Levels is doing a great job with the 3D printing program that they held this month. The Children's Department also had some great programs in December. We do plan on continuing our partnerships with the community such as the schools system, Temple Israel, Temple Emanuel, and The Atrium,

Building Maintenance

We will be replacing the floor tiles in the bathroom at Parkville as well as the faucet. There were issues with the flooring that needed to be fixed which was handled by the landlord. We also received a request to replace or clean a portion of the carpeting at Lakeville. After examining the carpeting we decided that it has met its life expectancy and should be replaced. We will be getting price quotes and presenting it to the finance committee for approval.

Since Walbaums has left the Station Branch Best Market will be opening on January 29th. We will see if the condition of the parking has an effect on the library's usage. We will also see if the smells of produce affect the smell of the building. As for the roof leak, we have had several severe rain storms and we have not had any leaks. We hope that the roof problems have been resolved.

OLD BUSINESS

Policy Manual Revision: Board Committees-Third Reading & Vote

200-40: Board Committees

Standing Board Committees are formed following the Annual Re-organization

Meeting in January, by appointment by the President from volunteer Trustees. The President is a member of all committees. In selecting the Trustees to serve on each of the library committees, other than the Nominating Committee, the President shall appoint as one of the four members a member of the Finance Committee. Committees gather information and make recommendations, preferably in writing, to the Board as a whole. A Committee may only act on behalf of the Board pursuant to a Board Resolution made in public session. **All standing committees will meet a minimum of four (4) times a year except for the Nominating Committee which will meet as needed.** In addition to the following standing committees, special committees may be formed as needed: (Rev 6/21/11)

Nominating Committee – Article VII, Section E of the Bylaws states that at the Annual Re-organization Meeting immediately following the Annual Meeting the Board shall elect to the Nominating Committee two persons from the Board or the general membership of the Association to serve for one year or until their successors are elected. No Trustee may serve on the Nominating Committee in the year that such Trustee's term expires. Any Board elected member of the Nominating Committee who seeks or shall accept nomination to the Board of Trustees or Nominating Committee shall be deemed to have resigned from or vacated his/her office on the Nominating Committee. The Board President shall advise the chairperson of the Nominating Committee to convene the Committee when required by the Bylaws. (Rev 2/27/01; 1/22/02; 2/26/02; 12/17/02)

Personnel & Salary Negotiations – This Committee shall negotiate with the Staff Association and Department Heads Association for an employment contract, and review other Staff Association and Department Heads Association requests during the year. The Committee is empowered to proceed with negotiations within parameters established by the Board as a whole. If negotiations go beyond a year, the Committee remains the same unless a vacancy occurs. The Committee also negotiates the Director's contract and recommends to the Board other management contracts. (Rev. 10/24/95; 10/23/01; 5/19/11)

Finance Committee – This Committee is composed of the President, the Treasurer, and two Assistant Treasurer(s). See 400-5, Investment Policy, for legal and financial restrictions, meetings, etc. (Rev 5/19/11)

Each of the following standing committees shall be appointed by the President and composed of a chairperson, two members and the current President of the Board: (5/19/11)

Long Range Planning – Long Range Planning is a responsibility of the Board as a whole. The Steering Committee consists of four Trustees who discuss with the Director proposed changes or plans for improvements at the four libraries. If action is required, information is supplied and recommendations made to the entire Board. (5/19/11)

~~NLS Representative – A representative to NLS should be appointed by the President.~~

Policy/Bylaws Committee – This Committee reviews the Board's Policy Manual and presents new or revised policies to be adopted by the Board as a whole. (5/19/11)

Branch Committee – This Committee reviews issues regarding the Branches and make recommendations to the Board as a whole. (5/19/11)

Revised 10/24/95; 10/23/01; 2/26/02; 5/19/11; 6/21/11

Upon motion by Joel Marcus, seconded by Robert Schaufeld, and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees accept the changes as outlined to Section 200-40 (Board Committees) and that these changes be incorporated in the Board Policy Manual accordingly.

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

Discussion: It was asked that Executive Director Kathy Giotsas send the Request for Proposal to the Long Range Planning Committee and to the Board of Trustees for review.

NEW BUSINESS

Approve/ Ratify the Approval of One (1) Construction Change Order Request

Upon motion by Robert Schaufeld, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve / ratify the approval of the following Change Order Request in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, for Change Order #49 for the Levels installation of data drops and power addition, as submitted by VRD, in an amount not to exceed \$11,676.65 such funds to be taken from the Levels Fund solicited by Lisa Currie in the amount of \$11,072.12 and the remaining \$604.53 funds to be taken from the contingency line in the construction budget.

President DiCamillo did not believe the full amount in the Levels Fund was solicited by Lisa Currie and the resolution was revised.

Upon motion by Robert Schaufeld, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve / ratify the approval of the following Change Order Request in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, for Change Order #49 for the Levels installation of data drops and power addition, as submitted by VRD, in an amount not to exceed \$11,676.65 such funds to be taken from the Levels Fund solicited online and by general Levels donations.

Discussion: Trustee Solomon brought up the subject of plaques for donations and the Board of Trustee will address this subject in the future.

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

NEW BUSINESS

The Board of Trustees acknowledged receiving a letter of appreciation from Joan Wheeler for the book drop that was installed at Great Neck House. Mrs. Wheeler was not present at the meeting.

OPEN TIME

No items.

DATE OF NEXT MEETING

Regular Board of Trustees Meeting – February 23, 2016 at Station Branch.

ADJOURNMENT

The meeting was adjourned at 7:43 p.m. on motion by Varda Solomon and seconded by Joel Marcus.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees