

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, FEBRUARY 17, 2015 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, February 17, 2015, in the Station Branch of the Great Neck Library, 26 Great Neck Road, Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President  
Varda Solomon – Secretary  
Josie Pizer – Treasurer  
Joel Marcus – Assistant Treasurer  
Michael Fuller – Assistant Treasurer  
Robert Schaufeld

Absent with Prior Notice: Francine Ferrante Krupski – Vice President

Also Present: Christine Johnson – Interim Director  
Neil Zitofsky – Business Manager

Absent with Prior Notice: Marjorie Malcolm – Secretary to Board

## **CALL TO ORDER**

President DiCamillo called the public meeting to order at 7:34 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 regular meeting of January 20, 2015, as presented.

**VOTE:** Yes – 5 (DiCamillo, Fuller, Marcus, Pizer, Solomon); Abstention – 1(Schaufeld)  
*MOTION CARRIED*

## **TREASURER'S REPORT**

**Upon motion by Josie Pizer, seconded by Joel 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 Treasurer:

- February 27, 2015, Treasurer's Report;
- Warrant dated January 3, 2015 through February 6, 2015, the sums set against their respective names, amounting in the aggregate to \$384,370.83;

- Payroll Warrants for pay dates January 8, and January 22, 2015, which have been reviewed by the Treasurer, in the amounts of \$123,367.49 and \$119,901.06 respectively, for a total of \$243,268.55.

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

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

**Upon motion by Josie Pizer, seconded by Robert Schaufeld, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Payroll Changes of January 16, 2015 through February 6, 2015, as presented, and which have been reviewed by the Finance Committee.

Mr. Zitofsky confirmed that there were no changes to the Payroll Report during this period.

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

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Branch Committee**

Trustee Fuller stated that he will be scheduling a Branch Committee meeting in the month of March.

### **Building Advisory Committee (BAC)**

The BAC met on February 5 with Calgi to review the status on the Main Building Project. The Chair opened the meeting and after introductions, she turned the meeting over to Dominic Calgi. The BAC reviewed the status on the parking variance, fire sprinkler requirement, building permit application, asbestos abatement, trailers, VRD contract status, material testing status, and the building schedule. There was also an update from the Interim Director regarding the art appraisal. We are on the BZA calendar for March 18. The meeting starts at 10:00 a.m. but we do not know when we will be called. Both KGD and our attorney will be there. The next meeting of the BAC will be February 19 at Parkville.

### **Director Search Committee**

The Committee met on Wednesday, February 11 at 7:30 p.m. in the Parkville Branch Community Room. President DiCamillo chaired the meeting. Trustees Pizer, Solomon, Marcus, and Schaufeld, along with Interim Director Christine Johnson, as well as Nick Camastro and Linda Burghardt attended.

The only item on the agenda was a discussion concerning the interview process and expense reimbursement for the applicants. It was agreed there would be three selection rounds: Initial Skype Interview, Face-to-Face Interview (no more than five candidates) and Face-to-Face Interview (no more than three candidates; meet with the entire Great Neck Library staff. It was

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further discussed that the Committee would recommend that the Great Neck Library reimburse any prospective applicant who travels further than 50 miles to the interview. Applicants travelling more than 50 miles will be reimbursed at the IRS mileage, lowest roundtrip airfare, taxi cost, and one night hotel cost.

The Committee requested that the Interim Director contact Pro Libra and whether Pro Libra or the Great Neck Library would be responsible for the air travel arrangements. The recommendation for the reimbursement of travel expense is not to exceed \$12,000 for all interviews. We also discussed a relocation supplement and after a lively discussion, a recommendation was made to provide \$5,000 in relocation expenses.

### **Policy Committee**

There was a discussion whether the newly formed committees (Programming, Technology, etc.) were consistent with the library's current policy. President DiCamillo said these were temporary committees, and therefore were covered by the existing policy.

### **Interim Director's Report**

Text of written report below:

#### ***Trailer Permits***

On January 13 the Server Trailer was delivered and placed, according to the plan developed in Relocation, parallel to Bayview Avenue in the upper parking lot. On January 20, I received phone calls from the Village of Saddle Rock that residents were not happy with the view of the trailer. Based on a decision made at the January 20 Board Meeting, Cassone returned on February 5 and moved the trailer 90 degrees and approximately 15 feet south to run parallel to the DEC land at the request of Mayor Levy. On Wednesday, February 11, JHACs completed running the electrical conduit from the pole that they had installed on January 15 to the new trailer location. PSEG was there at the same time, by happenstance, and was able to confirm with JHACs that running power to the pole and meter should be a straightforward task. As soon as PSEG completes this switch, Verizon will come and connect the network using the same pole and conduit that JHACs installed.

After multiple delays, I was finally able to pick-up the permit for the two storage trailers on Tuesday, February 3. The storage trailers were delivered and placed in the lower level parking lot, also parallel to the DEC land on Monday, February 9. As this location is also not what was originally planned, I returned to the Town of North Hempstead on Wednesday, February 11 and filed the two amended permit requests and requested via email that the inspector come to site to approve the trailer placements.

The movers returned to the library on Saturday, February 7 to finish breaking down the under-mezzanine shelving that is being stored onsite in the trailers. They spent this past week loading the trailers and should be fully finished with their work by this afternoon. At this point, with the exception of the maintenance/server office corridor, the Main building is ready for demo.

#### ***Construction Update***

On Thursday, February 12, Calgi scheduled the first pre-construction team meeting. In addition to Charlie Wohlgemuth and myself, the attendees were Dominic Calgi, David Chen and Ken Sans from Calgi, Patrick Meany from KGD, John Paciulli of Insight Environmental, and Vinny Pacheco, Mark Foster and Amanda ? from VRD. Once construction begins, we will be meeting on a weekly basis Wednesday mornings at 10:30 a.m. The next scheduled meeting for this team is February 25. The main purpose of this meeting, besides introductions, was to review the contract terms regarding safety and billing and to discuss the staging for the asbestos abatement.

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Since Monday, February 9, VRD has had workers on site removing ceiling and flooring coverings and beginning demo of the front lobby entrance. The asbestos abatement vehicles from Brody Contracting arrived onsite on Tuesday, February 10. Unfortunately, they parked in the same place from where we had just moved the Server Trailer! Luckily we have yet to receive any complaints. During the week of February 16, preparatory work for the asbestos removal will begin. The actual abatement process is not scheduled to begin until the following week. I have attached a sample letter from Insight Environmental clarifying the safety of the work. The lower level corridor will be sealed off from the rest of the building so that, if necessary, maintenance and computer staff can access the area only when active abatement is not occurring. There is still a chance that we may be able to physically remove the server and staff prior to work beginning, but this will all hinge on PSEG and Verizon completing their connections, and getting CorStar onsite to disassemble the server room and assist with the relocation into the trailer. Dominic Calgi has been following up with PSEG, but has not yet received a firm date.

### ***Technical Services***

Attached is the Materials Processing Report for the month of January. An additional 427 items were discarded this month. We are still maintaining a public book sale area in the front entrance to Parkville, sending requested discarded titles to Better World Books, and boxing the remainder of items that are in good condition for pick-up by Big Brothers, Big Sisters. As we are beginning to run into the anticipated issue of overcrowded shelves at the branches, in particular at Station, we have created a Temporary Storage location in the backroom at Parkville. Items shelved here will show in the computer as Parkville Storage and can be retrieved by staff for patron use.

### ***Website Renovation Updates***

In January, I was able to spend a little more time working with our Web Designer, Shuqian Zhang, to bring our BAC webpage more up-to-date. There are still changes that need to be made, but I think that the Board will be pleased with the developments at <http://greatnecklibrary.org/libinfo/libreno.php>. There is graphical link to this page from the main page: Main Building Renovation Process & Progress Information.

Also on this page is a link to the Flickr site (<https://www.flickr.com/photos/131150979@N08/>) that was created by Cindy Simeti, our new Graphic Designer, showing photos to document Main's renovation project. Cindy is working with Pam Levin, our A/V Librarian to create a documentary film of the renovation project.

### ***Programming***

In January, I met with Debbie Feldman, our Programming Editorial Assistant, Cindy Simeti and Pam Levin to discuss Adult Programming for the months of April through June. We have three new community partners: the Village of Saddle Rock, Temple Beth El and Atria Cuttermill that are willing to host library programs on our behalf. Debbie has been working with these groups and we are scheduling various adult programming that will be held off-site at these venues. Press releases and newsletter publicity are being prepared jointly with these new partners.

At this meeting, we also discussed ways to broaden our interest and attendance by scheduling more programs that would appeal to younger audiences and various ethnic groups in the community. We are going to use our location at Station to partner with Starbucks and Planet Fitness to advertise to these non-traditional potential library user groups.

### ***Museum Passes***

We are currently reviewing our Museum Pass program to see if there is a need to change our offerings. I would like to upgrade our passes to the Long Island Children's Museum, one of our most popular tickets, from two attendees to four attendees to better serve our families using these passes. We are also exploring other local museum options and will prepare a report with our recommendations.

### ***Staff***

Library Staff continue to do an outstanding job in adapting to the enormous amount of change experienced in our institution over the last 4 months. Staff relocated to the branches are beginning to feel more at home, as are our patrons. As more and more patrons are discovering our branches, we are finding that for certain shifts, especially on the week-ends, we do not have a sufficient number of Staff scheduled. This is an issue that I will discuss in more detail with the Personnel Committee.

### ***Bookdrops***

Patrons are requesting that the Library maintain a bookdrop near the Main Building. We had continued to allow access to the bookdrop at Main, but now that work is actually beginning in this area, we will need to lock the bookdrop. I would recommend that we place a bookdrop on the cement pad that is just south of the Library lot at Main, but of course this would require maintenance of the pathway to the bookdrop as well as necessitate emptying and delivery of those materials.

We are also finding that the bookdrop at Station is not large enough to handle the increased number of returns at that branch. We need to investigate installing a larger, dual drop bookdrop at that site, and perhaps moving the smaller bookdrop either inside the lobby, where it previously was located, or to the Main Library site. As we no longer have a Relocation Committee, I would suggest that we discuss these issues at the next BAC meeting on February 19.

## **NEW BUSINESS**

### **Committee Assignments**

<b><u>BRANCH</u></b>	<b><u>FINANCE</u></b>	<b><u>PERSONNEL REORGANIZATION</u></b>
Marietta DiCamillo	Marietta DiCamillo	Marietta DiCamillo (Chair)
Francine Ferrante Krupski	Michael Fuller	Francine Ferrante Krupski
Michael Fuller (Chair)	Joel Marcus	Josie Pizer
Varda Solomon	Josie Pizer (Chair)	Christine Johnson
Christine Johnson	Christine Johnson	Deidre Goode
	Neil Zitofsky	Janet Fine
		Neil Zitofsky
<b><u>BUILDING ADVISORY (BAC)</u></b>		
Marietta DiCamillo (Chair)	<b><u>FUNDRAISING</u></b>	
Joel Marcus	Marietta DiCamillo	<b><u>POLICY &amp; BYLAWS</u></b>
Josie Pizer	Francine Ferrante Krupski (Chair)	Marietta DiCamillo
Varda Solomon	Michael Fuller	Francine Ferrante Krupski
Deidre Goode	Josie Pizer	Joel Marcus (Chair)
Christine Johnson	Joel Marcus	Robert Schaufeld
Neil Zitofsky	Robert Schaufeld	Christine Johnson
Pamela Levin	Varda Solomon	Neil Zitofsky
Charles Wohlgemuth	Christine Johnson	
Ralene Adler	Neil Zitofsky	<b><u>PROGRAMMING REVIEW (PRC)</u></b>
Mike Currie	Pamela Levin	Marietta DiCamillo
Don Dillon	Rebecca Gilliar	Joel Marcus
Allegra Goldberg	Norman Rutta	Josie Pizer
Leslie Kahn	Marianna Wohlgemuth	Varda Solomon (Chair)
Amy Levinson		Christine Johnson
Marianna Wohlgemuth		Additional Staff TBD

<u>BUILDING ADVISORY OUTREACH</u>	<u>LONG RANGE PLANNING</u>	<u>WEBSITE/TECHNOLOGY</u>
Joel Marcus	Marietta DiCamillo	Marietta DiCamillo
Josie Pizer (Chair)	Michael Fuller	Francine Ferrante Krupski
Christine Johnson	Robert Schaufeld	Michael Fuller
Michael Currie	Varda Solomon (Chair)	Robert Schaufeld (Chair)
Amy Levinson	Christine Johnson	Christine Johnson
Alice Merwin	John Aubrey	Janet Fine
Marianna Wohlgemuth	Justin Crossfox	Additional Staff TBD
<u>DIRECTOR SEARCH</u>	<u>NLS FUNDING</u>	
Marietta DiCamillo	Marietta DiCamillo (Chair)	
Francine Ferrante Krupski (Chair)	Janet Nina Esagoff	
Michael Fuller	Josie Pizer	
Joel Marcus	Christine Johnson	
Josie Pizer	Neil Zitofsky	
Robert Schaufeld	Marianna Wohlgemuth	
Varda Solomon		
Christine Johnson	<u>PERSONNEL</u>	
Nicholas Camastro	Marietta DiCamillo	
Janet Fine	Francine Ferrante Krupski	
Sandra Garrison	Josie Pizer (Chair)	
Deidre Goode	Varda Solomon	
Linda Burghardt	Christine Johnson	
Amy Levinson		

**Addition of Installation of Public Address System to Renovation Scope of Work**

Upon motion by Joel Marcus and seconded by Robert Schaufeld, and after discussion, it was,

**RESOLVED**, that the Great Neck Library Board of Trustees approve the installation of the speakers and technology required to enable the use of the Library’s Select Telecom telephone system to also function as a paging and public address system at a cost not to exceed \$12,000. This amount to be charged to the Main Building and Special Services fund.

The Business Manager explained that \$12,000 is in the Capital Fund Budget for items not covered by the bond, but the Board must vote on each item separately to allocate the money. There will be another motion at a future meeting for the induction loop system. The public address system is basically an upgrade to the phone system to include the public address system.

Trustee Pizer asked about the total amount that will be coming out of the Main Building and Special Services Fund for these items. Trustee Solomon suggested that these items might be purchased through grants. Trustee Fuller wanted to be sure that a generator would also be covered. A member of the public wanted to know if the new PA system would be available even if the phone system went down.

Public Comment: Maxine Marcus

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Pizer, Schaufeld, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

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**Approval of Travel and Relocation Expenses for Director Search Candidates**

**Upon motion by Robert Schaufeld and seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the coverage of aggregate travel expenses not to exceed \$12,000 for selected Director Search Candidates, traveling more than 50 miles to appear for a second and/or third interview as part of the Director Search process. Further, we approve an amount not to exceed \$5,000 in Relocation Expenses for the selected candidate. These amounts to be charged to the Recruiting & Training Expense line of the Administrative Expense budget.

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

*MOTION CARRIED UNANIMOUSLY*

**OPEN TIME**

Speaking: Naomi Penner

**DATE OF NEXT MEETING**

Budget Workshop – March 3, 2015 at Station

**ADJOURNMENT**

The meeting was adjourned at 8:27 p.m. on motion by Varda Solomon and seconded by Michael Fuller.

Respectfully submitted,

Varda Solomon  
Secretary, Board of Trustees