

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, MARCH 22, 2016 AT 7:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, including an executive session, was held on Tuesday, March 22, 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 (arrived at 7:10 p.m.)
Robert Schaufeld - Trustee

Also Present: Kathy Giotsas – Executive Director
Neil Zitofsky – Business Manager

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:02 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 February 23, 2016 Regular Board Meeting, February 29, 2016 Special Board Meeting, the March 8, 2016 and the March 15, 2016 Budget Workshops Meetings as presented.

VOTE: Yes – 6 (DiCamillo, Krupski, Solomon, Pizer, Marcus, Schaufeld)
MOTION CARRIED

TREASURER'S REPORT

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 following financial reports which have been reviewed by the Treasurer:

- March 22, 2016, Treasurer's Report;

- Warrant dated February 13, 2016 through March 11, 2016; including payroll account check numbers 33009-33012 and 50419-50422; paid check numbers 51009-51035; checks to be paid numbers 51036-51112 their sums set against their respective names, amounting in the aggregate to \$766,049.82;
- Payroll Warrants for pay dates February 4 and February 18, 2016, which have been reviewed by the Treasurer, in the amounts of \$121,716.73 and \$126,959.32 respectively, for a total of \$248,676.05.

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

MOTION CARRIED

PAYROLL CHANGES

Upon motion by Josie Pizer, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Revised Payroll Changes reports of February 11, 2016 through March 11, 2016 as presented, which have been reviewed by the Finance Committee.

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

MOTION CARRIED

REPORTS

Branch Committee

No Report. Trustee Fuller was not yet in attendance.

Building Advisory Committee (BAC)

As per President DiCamillo, committee meetings have been ongoing. Construction Change Orders will be presented for approval this evening. All items have been vetted through the Building Advisory Committee.

Policy Committee

Trustee Marcus reported that a meeting of the Policy & By Laws Committee took place on February 29, 2016. The selection of the Nominating Committee was discussed and is an issue. Library closing due to inclement weather was also discussed and a decision to follow the action of the Great Neck School District was reached. The next committee meeting will be held in May.

Programming Committee

Trustee Solomon reported that a meeting of the Programming Committee was held yesterday, March 21st. Events and programs for the Main Branch re-opening were discussed and a budget will be needed. The Finance Committee will be approached for such budget.

Website/Technology Committee

Trustee Schaufeld reported that at the March 7th committee meeting, there was a presentation on RFID. The next meeting will be held on March 23rd and there will be a presentation by Crestron and Mr. Kiswani's report/proposal will be discussed.

Staff Reports

President DiCamillo called for questions regarding the Staff Reports. Trustee Pizer had sent her questions via email and they were distributed to the Board members and the public in attendance. [attached].

Executive Director's Report

Executive Director Kathy Giotsas reported that she attended Innovative Users Group last week where she saw interesting items related to RFID.

Text of the Executive Director's written report dated March 17, 2016 below:

ADMINISTRATION

The staff has been meeting regularly to discuss the needs of the new building and evaluating past and present procedures/practices. Many of the patrons have enjoyed the floating collection. We are also looking at what we should keep in hardcopy and what online services we should continue. We will be looking to integrate some of our reference collection with the regular non-fiction collection.

As we look to move in the new building we will be looking at staffing. I will set up meetings with Circulation, Reference and the Children's Department to discuss staffing levels for the main library as well as the branches. We will have tentative schedules by the end of March. Once we get into the new building we will reevaluated the staffing levels.

BUILDING

We are currently working on putting together an RFP for the security system and getting Board approval for going out to bid. We have a list of state approved contractors that will provide fair pricing and can move on the project quickly.

We have also put together an RFP for a landscape architect and will be looking to go out to bid in March after board approval.

This past month we have been developing a plan on outfitting the meeting rooms in the new building. We are meeting with technology businesses to get their input on various media that we can install in the new building and also get price ranges. Once we get this information we will be working with the Technology Committee, BAC and the Board to develop an RFP to present to the board. We are looking to create meeting spaces that are equipped to meet the present and future needs of the community.

FINANCE

This past month after several weeks of issues with Paychex we decided to drop them as our payroll/time and attendance system. We have received some refunds from them in the beginning due to malfunctions on their part but Neil is looking to get additional refunds for services that created more work for the business office staff.

PERSONNEL

After interviewing several candidates for the position of Assistant Director, we offered the position to Elissa Johnson. Unfortunately, she turned the position down. We have decided to hold off on filling the position for the moment.

Our interviews for the IT Director are going very well and we have two strong candidates. We will have a candidate to present at the March Board meeting. Both candidates have a BS in Computer Science and an MLS. There background will help the library reach the next level in technology.

Jayne Alexander, the Branch Librarian of Parkville has submitted her letter of retirement. Her last day of work will be April 29th, 2016. We have posted the position for Branch Librarian both internally and externally and hope to get several qualified candidates.

RELOCATION

There was a Department Head and a Relocation Staff meeting where we discussed weeding. All departments were asked to go through their collections, both fiction and non-fiction and weed. They were asked to weed the nonfiction with the CREW method and the fiction would be weeded through statistical lists that Wanda would provide to each department. The staff is doing very well and has increased its numbers in removing old and duplicate books that are no longer needed. The Lakeville Branch Library is also reviewing things that are being weeded and swapping out worn out children's books for ones that are in better condition. We will be meeting with the movers in March and April to discuss the move back into the new building and work out the logistics. We are expecting to weed some of the materials as it comes out of storage.

We have been taking inventory of everything in the IT trailer and materials. Charlie has also taken an inventory of what is in the Lakeville basement. We will be taking an inventory of what is in the trailers outside the library once the weather gets warmer. We have a list but we will need to evaluate what we will keep and what we will be repurposing.

Corstar is already under contract to move IT back into the new building. We have met with Corstar to discuss move back into the new building and we expect the transition to go much smoother since we will not be facing the obstacles we had in the original move. The wiring will be in place and new racks will be installed to move the servers. It is expected that we will be down no more than one day but it could be as little as a half a day. We also spoke to Corstar about the servers regarding their capacity and need for replacement. We were informed that the library bought top of the line servers five years ago and should last us another five years. We will be reviewing all of our IT when the new IT Director comes on board.

We are also going through our inventory lists (art, furniture, equipment, etc.) to find out there exact location and evaluate the need of keeping the items or find other options for the items.

WEBSITE/TECHNOLOGY

We have a consultant to evaluating our network. He will give us his recommendations at the end of his evaluation of all three branches and the main library. The new website is up and we are continuously evaluating it and taking suggestions and comments from patrons and staff.

Trustee Fuller arrived at this point.

OLD BUSINESS

Amendment of Junior Accountant's Contract

Upon motion by Francine Ferrante Krupski, seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend the February 23, 2016 resolution adjusting Li Wen Lee's contract for a three (3) year period as Junior Accountant with a \$2000 annual salary increase.

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

Comment: President DiCamillo requested future resolutions include salary information.

Acceptance of Revised Posting/Description for Assistant Director

Upon motion by Varda Solomon, seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the revised Assistant Director Job Posting with salary range of \$90,000 to \$100,000. [copy appended]

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

GNL Re-Organization -2nd Discussion

A hardcopy of Executive Director Kathy Giotsas Powerpoint presentation was distributed to the public and discussed. [Attached]. This new structure will provide more accountability, a smoother flow between the branches, reallocation of and creation of new positions.

Public Comment: Karen Rubin, Naomi Penner, Nick Camastro

NEW BUSINESS

Retirement of Jayne Alexander

President DiCamillo postponed this agenda item until the next Board Meeting as Ms. Alexander was not present to receive recognition.

GNL Gala and Committee

President DiCamillo appointed a committee to assist with the invitation-only gala and the open-house events for the grand re-opening of the Main branch. The committee will consist of: President DiCamillo, Trustee Pizer, Trustee Marcus, Trustee Schaufeld, Executive Director Giotsas and staff members Deidre Goode, Pam Levin, Marge Chodosch, Nick Camastro, and Adam Hinz. President DiCamillo explained that she was limiting the number of trustees on the committee since a full-board committee requires a quorum. However, other trustees were encouraged to attend meetings as members of the public.

Public Comment: Karen Rubin, Naomi Penner

Construction Change Orders

Concrete Infills and Reinforcement at Lower Level Front Entrance

Upon motion by Joel Marcus, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order number 34 (VRD RCO # 52R-1) for Concrete Infills and Reinforcement at Lower Level of Front

Entrance, in the amount of \$15,493.88; such funds to be taken from the contingency line in the construction budget.

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

Additional Steel Framing at Front Entry Way

Upon motion by Michael Fuller, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order number 35 (VRD RCO # 55) for additional Steel Framing at Front Entry Way, in the amount of \$4,195.16; such funds to be taken from the contingency line in the construction budget.

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

Balance Amount for Upper Level Plywood and J Bead Trim at Fin Tub enclosures and Lower Level Plywood filler pieces at Fin Tube enclosures

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

RESOLVED, that the Great Neck Library Board of Trustees approve the balance amount for Change Order number 28 (VRD RCO #48R2 and 53) for the Upper Level Plywood and J Bead Trim at Fin Tube enclosures and Lower Level Plywood filler pieces at Fin Tub enclosures, in the amount of \$3,455.00; such funds to be taken from the contingency line in the construction budget.

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

Fourteen (14) New Glass Mounted End Panels

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order number 37 (VRD RCO # 73) for Fourteen (14) New Glass Mounted End Panels, in the amount of \$5,403.55; such funds to be taken from the contingency line in the construction budget.

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

Owner Requested Changes Regarding Countertop and Millwork

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order number 36 (VRD RCO # 63R3 and 71R1) for Owner Requested Changes Regarding Countertop and Millwork, in the amount of \$18,101.23; such funds to be taken from the contingency line in the construction budget.

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

Wood Floor Prep

Upon motion by Varda Solomon, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order number 38 (VRD RCO # 68R1) to level the existing flooring in the Gallery Area, in the amount of \$9,985.80; such funds to be taken from the contingency line in the construction budget.

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

Public Comment: Karen Rubin

Paint Ceiling Clouds

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order number 39 (VRD RCO # 70R1) to paint twenty-four (24) ceiling clouds in levels, in the amount of \$3,254.00; such funds to be taken from the contingency line in the construction budget.

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

Ceramic Tile Floor Prep at Lobby

Upon motion by Joel Marcus, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order number 40 (VRD RCO # 72R1) for Ceramic Tile Floor Prep at Lobby, in the amount of \$8,415.00; such funds to be taken from the contingency line in the construction budget.

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

Motorized Blackout Shades for the Community Room

Upon motion by Francine Ferrante Krupski, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Change Order number 41 (VRD RCO # 74) for Motorized Blackout Shades in the Community Room, in the amount of \$3,175.26; such funds to be taken from the contingency line in the construction budget.

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

No items.

OPEN TIME

Business Manager Neil Zitofsky updated the group on the dollar amount of all authorized Construction Change Orders to date.

Public Comments: Karen Rubin, Naomi Penner

Trustee Solomon asked for follow up on the energy refunds. Executive Director Kathy Giotsas will follow up on this item.

DATE OF NEXT MEETING

April 12, 2016 – Budget Hearing & Adoption Meeting– Parkville Branch

The Board of Trustees entered into brief intermission at 8 p.m.

EXECUTIVE SESSION

A motion to go into Executive Session to discuss personnel matters was made by Trustee Marcus and seconded by Trustee Pizer. The Board reconvened in executive session at 8:05 p.m. in the Community Room for a personnel discussion. The Board came out of executive session at 8:45 p.m. upon motion of Trustee Pizer and seconded by Trustee Schaufeld. No action was taken in executive session.

ADJOURNMENT

The meeting was adjourned at 8:46 p.m. on motion by Trustee Ferrante Krupski and seconded by Trustee Schaufeld.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees