

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 25, 2017 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, April 25, 2017, in the Multi -Purpose Room of 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
Douglas Hwee - Trustee

Also Present:

Kathy Giotsas – Executive Director
Tracy Geiser – Assistant Director
Steven Kashkin – Business Manager

EXECUTIVE SESSION

The Great Neck Library Board of Trustees met at 7:15 p.m. in the Multi Purpose Room. A motion to go into executive session for a personnel discussion was made by Trustee DiCamillo, seconded by Trustee Ferrante Krupski. The executive session ended at 7:55 p.m. upon motion by Trustee Fuller, seconded by Trustee Ferrante Krupski. No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Schaufeld at 8:00 p.m.

MINUTES

Regular Board Meeting

Upon motion by Michael Fuller, seconded by Francine Ferrante Krupski and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the March 21, 2017 Regular Board Meeting as presented.

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

Budget Hearing & Adoption Meeting

Upon motion by Michael Fuller, seconded by Rebecca Miller and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 4, 2017 Budget Hearing & Adoption Meeting as presented.

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

TREASURER'S REPORT

Upon motion by Marietta DiCamillo, 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:

- March 31, 2017, Treasurer's Report;
- Warrant dated April 10, 2017 through April 17, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$374,400.79.
- Payroll Warrants for pay dates March 2nd, March 16th and March 30th, 2017, which have been reviewed by the Treasurer, (in the amounts of \$141,682.35, \$142,280.70 and \$154,955.67, respectively,) for a total of \$438,918.71.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante Krupski, Miller, Hwee)
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 Changes report of March 1, 2017 through March 31, 2017, which have been reviewed by the Finance Committee.

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

REPORTS

Branch Committee

Trustee Fuller reported that the public meeting scheduled for May 23rd has been changed to Tuesday, June 6th at the Parkville Branch. All are welcome to attend.

In March, a meeting was held at the Station Branch where participants did a walk around and brainstormed ideas (large print section, STEM lab, etc.) for improvement.

Space planners will eventually be sought out to improve layout and to maximize space for the branches.

Main Building Committee

President Schaufeld reported that the Main Building Committee met on March 27th. A presentation was made for website improvements and proposals for document scanning systems were discussed.

A punch list of a few construction items remain for the Main Library. Trustee DiCamillo would like these items completed as soon as possible. Assistant Director Tracy Geiser was asked to expedite the locks, roof top unit in reference, metal carpet piece and the steel entry mat. An attorney's letter may be necessary if items are not rectified by the May Board meeting.

The next meeting is scheduled for Thursday, May 11th at the Main Library.

Policy Committee

Vice President Marcus reported that a committee meeting is scheduled for Wednesday, May 3rd at the Main Library.

Programming Committee

Trustee Ferrante-Krupski reported that a meeting was held on March 28th and new programs were discussed. Outreach and Publicity efforts have increased via email, posters and flyers. The next meeting is scheduled for Thursday, April 27th at the Main Library.

Trustee Hwee asked when the artwork will return to the Main Library. Trustee Ferrante Krupski noted that it is a follow up item being addressed at the meeting. Trustee DiCamillo asked that an updated list of artwork with current locations be provided at that meeting.

Fundraising Committee

Trustee Ferrante-Krupski reported that a meeting was held on March 26th. The April 6th meeting was cancelled and rescheduled for May 4th at the Main Library. Possible holiday fundraising ideas will be discussed.

Long Range Planning Committee

Vice President Marcus reported that the committee meeting scheduled for April 26th has been cancelled due to lack of quorum. A mission statement is needed for the committee.

Grants

Executive Director Giotsas reported that Marge Chodosch investigated a grant for newspaper digitization but we did not qualify for it. Alana Mutum has applied to a grant to start a New

American and English Language Learner collection at Lakeville along with a book club and a conversation group. Adam Hinz has applied for a Youth Program grant for a Children's Program at Parkville.

Staff Reports

Treasurer DiCamillo reiterated her request that staff attending outside workshops include a manner in which to implement what they have learned and express if the Library should consider incorporating it in their reports. Information and ideas learned should also be shared with colleagues.

She also requested that Levels high light weekend dates on their submitted statistics.

Numerous expressions of gratitude and appreciation are noted in staff reports. Supervisors are to be reminded that commendation letters for personnel files are permitted as well.

Public Comments: N. Penner, M. Wohlgemuth

Assistant Director's Report

Assistant Director Tracy Geiser reported that she and Facilities Manager Charles Wohlgemuth have been following up on the construction punch list items and also that boxes from the bookroom are almost complete with books being returned to shelves.

April 11th was National Library Worker's Day and Ruth Klement was honored posthumously. Her husband attended and accepted her award at the ceremony held on April 19th.

Text of the Assistant Director's written report dated April 17, 2017 below:

ADMINISTRATION:

The position of Administrative Assistant to the Administrative Coordinator has been filled. This candidate will begin her new position on Monday, May 1st.

The position of Full time Clerk has been filled. This candidate will begin on Monday, April 24th.

MAIN:

As part of the ongoing shelving project I would once again like to thank all of the clerks, shelvers and librarians who continue to shift, re-catalog, and shelve to get all of our items back on the shelves for our patrons. We are seeing the light at the end of the tunnel!

I would like to thank Ever Zelaya, Bogden Soldanski and Jose Rodriguez from our Maintenance staff for getting the new cage in the garage ready for Levels to begin using as storage.

On March 16, Pam Levin, Garry Horodyski, Arifa Shuja and I met with Erin Horne from Midwest to discuss our beginning HOOPLA. HOOPLA went live on Monday, March 20th with a good patron response. Staff was trained via webinar on March 29th after having to reschedule from an earlier date.

On March 17, I assisted Charlie Wohlgemuth with changing the air filters throughout the building as well as in the rooftop units.

On March 17, Ricardo Gonzalez from Security USA began his weekend shift with us. He will work Fridays and Saturdays until midnight which are our late Levels evenings.

On April 9th, with the assistance of Kamran from Swiss Commerce and Garry Horodyski, the staff converted from Rackspace email/calendar to Google mail/calendar.

BRANCHES:

At the March 22nd Branch Committee meeting, the committee along with community members discussed possible ideas for the renovation of Station branch. Ideas mentioned: STEM lab, glass enclosed tutoring area, more shelving, program room with a sink, to name a few.

The next Branch Committee meeting will be held on Tuesday, May 23rd at 7:00pm at the Parkville Branch. Community members are invited to discuss ideas for the Parkville renovation.

National Library Worker's Day was celebrated on Tuesday, April 11th this year. Kathy Giotsas and I nominated Ruth-Maria Klement to honor her commitment to the Lakeville Branch. The ceremony was to be held on Tuesday, April 11th but was rescheduled by Elaine Philips, NYS Senators office to Wednesday, April 19th. I will be joined by Kathy Giotsas, Donna Litke and Joseph Klement, Ruth's husband to accept this nomination.

Executive Director's Report

Executive Director Giotsas reported that RFID should start installation in the next few weeks. SPOT wireless printing is live at the Main Library and expected to be live at all branches the first week of May.

Text of the Executive Director's written report dated April 20, 2017 below:

ADMINISTRATION

During the month of March we interviewed to fill new and vacant positions. I have been meeting with the Board President to go over the to-do-list and make sure we are on track.

I have been working on the New York State Library Statistical report for submission. There are several stats that we need to collect but our stats do not match the collected stats needed for the report. I am working with the departments that give stats for the report to create a template for next year's information. All the financials for the report were submitted by Steve and referred to Neil if he had any questions. I hope to submit the report by the end of April.

Steve and I met with the Real Estate agent of Lakeville Branch Library. He gave us some proposed numbers for the renewal of the Lakeville Branch. After speaking to Board President I was advised to forward the information to the attorney so he can begin negotiations for the lease.

I met with the Program/Outreach Coordinator to go over the programs that are being implemented and the budgetary needs of the department. I also had the attorney review the wavier for the yoga/exercise class.

We are still working on the History Room. Margie has provided me with a list of items needed and Tracy will be getting quotes for the items.

BUILDING

The security guard has been working well and some of the issues that we had with the teens running around in the lower level has decreased.

We are still working on the punch list and many of the things have been resolved. Some of the things that have yet to be resolved are the keys to the building, the carpeting by the stairway and the noise of the roof top unit in Reference. KG&D has been by to inspect the situation and is planning on sending a professional to test noise levels. They are still waiting to have the unit inspected by the manufacturer.

The reshelving of the books has been going as planned. We still have some boxes of the 600's which will be put on the shelves. We are also still waiting for shelving to be installed in the children's department and Media. We expect their installation in the next month at which time we will shelve more materials in the public area. We are also creating a storage area in the Children's Department to house all the toys which will give us more storage space in the book room.

PERSONNEL

We have chosen two candidates for the two part time positions in Levels. The candidates will be meeting the Levels kids on Friday, April 21st. On the following Monday we will have names for the Personnel Committee to approve for hire.

Carol Natalizio has been hired for the position of Administrative Assistant. Carol will begin on May 1st, 2017. Holly will be training her for all duties in her job description.

We have also hired a new clerk Hai-Ngee Tan who will be replacing one of the full time clerks who is retiring. We met with Pear and went over some of the features that Accudata has in their system that can benefit the library. Some of the features are listed below:

- Customizable annual review forms that can be delivered and completed electronically
- Personnel files scanned, stored and searchable electronically
- Customizable levels of viewing documents (ex. Managers can only see the documents of their staff)

We are also looking at other products for maintaining electronic records.

TECHNOLOGY

SPOT will be available at the Main Library on April 24th. There will be two networks one for printing which will require a barcode number or a guest pass code. We will review how the SPOT works for one week then we will deploy it to all the branches.

Hoopla has been working well and we have gotten positive feedback from patrons.

OLD BUSINESS

None

NEW BUSINESS

(a) Records Destruction per Retention Policy

Upon motion by Douglas Hwee, seconded 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:

- **General**
 - Accident Forms (Public): 2008-2011, Accident Forms (Staff): 2007-2010 and Incidents Forms: 2008-2010 (1.12)
- **Miscellaneous**
 - FOIL requests applications 2011 through 2015 (7.2)

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

(b) Appointment of Administrative Assistant

Upon motion by Francine Ferrante Krupski, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Carol Natalizio to the position of Administrative Assistant for a three year term with a six month probationary period and annual reviews to assess performance and salary increases, effective May 1, 2017, at an annual salary of \$50,000.00.

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

Public Comment: N. Penner

(c) Approval of Additional Storage for Children’s Department

Upon motion by Rebecca Miller, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the installation of a door by VP Quality Contracting under the main staircase to allow for additional storage for the Children’s Department, at a cost of \$1450.00; such funds to be taken from the Main Building and Special Services Fund.

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

(d) Approval of Additional Museum Pass Subscriptions

Upon motion by Joel Marcus, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of additional Museum Pass Subscriptions for the Cradle of Aviation, Cold Spring Harbor Fish Hatchery and the Vanderbilt Museum in the amount of \$1,650.00; such funds to be taken from the Carter Restricted Gift Fund.

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

Public Comment: M. Wohlgemuth

(e) Award Additional Monies-T. Geiser

Upon motion by Francine Ferrante Krupski, seconded by Rebecca Miller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees award Tracy Geiser \$5,000.00 for her service above and beyond her job scope. Monies to be charged to the General Fund.

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

Public Comment: N. Penner

(f) Amend Contract for Assistant Director

Upon motion by Marietta DiCamillo, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the amendment to the contract signed by Tracy Geiser, Assistant Director, to increase her annual salary from \$90,000 per year to \$95,000 per year effective May 1, 2017.

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

(g) Transfer of Funds for the Ann Hyde Memorial Children’s Garden

Upon motion by Rebecca Miller, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the transfer of \$655,259.40 for the Ann Hyde Memorial Children’s Garden from the Library’s Restricted Gift Fund to the Landscaping Fund.

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

(h) Approval of Online Reservation System for Museum Passes

Upon motion by Douglas Hwee, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of an online reservation system for Museum Passes from Plymouth Rocket, in an amount not to exceed \$425.00 per annum; such funds to be taken from the Computer Software Account of the Great Neck Library.

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

Public Comments: M. Wohlgemuth, N. Penner, N. Camastro

Board Comment: A policy for reservation times, along with fines and limitations, should be discussed at the upcoming Policy/By Laws Committee meeting.

(i) Approval of Book Drop for the Main Library

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 purchase of a DualDrop 60 Series Book and AV drop from Brodart in the amount of \$6,150.70 to be charged to the Main Building and Special Services Fund.

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

(j) Award Additional Monies – J. Lee

Upon motion by Francine Ferrante Krupski, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees award Jill Lee \$2,500.00 for her service above and beyond her job scope. Monies to be charged to the General Fund.

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

(k) Approval of Receptacles for the Theatre Room of the Main Library

Upon motion by Douglas Hwee, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the installation of receptacles by JHACS Electric for the Theatre Room at the Main library as per their April 25, 2017 quotation at a cost of \$1725.00; such funds to be taken from the Main Building and Special Services Fund.

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

CORRESPONDENCE

None

OPEN TIME

Naomi Penner – Board Meetings

Marianna Wohlgemuth – Broadcasting of Board Meetings

N. Camastro – Expired/Inactive Records

DATE OF NEXT MEETING

May 15, 2017-Regular Board Meeting – Lakeville Branch

ADJOURNMENT

The meeting was adjourned at 9:13 p.m. on motion by Trustee Marcus and seconded by Trustee DiCamillo.

Respectfully submitted,

Michael Fuller
Secretary, Board of Trustees