

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JUNE 16, 2015 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, June 16, 2015, in the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, NY 11040.

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President
Francine Ferrante Krupski – Vice President (arrived at 7:40 pm)
Varda Solomon – Secretary
Josie Pizer – Treasurer (arrived at 7:35 pm)
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Robert Schaufeld

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

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:30 p.m.

MINUTES

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the May 19, 2015 regular Board Meeting as presented.

VOTE: Yes – 5 (DiCamillo, Solomon, Marcus, Fuller, Schaufeld)
MOTION CARRIED UNANIMOUSLY

Introduction of New Library Director

President DiCamillo introduced Ekaterini (Kathy) Giotsas as the New Library Director of the Great Neck Library. Kathy will start her new position on August 3, 2015.

[Treasurer Josie Pizer arrived]

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:

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- June 16, 2015, Treasurer's Report;
 - Warrant dated May 9, 2015 through June 5, 2015, the sums set against their respective names, amounting in the aggregate to \$308,658.41;
 - Payroll Warrants for pay dates May 14, 2015, and May 28, 2015, which have been reviewed by the Treasurer, in the amounts of \$119,647.43 and \$123,840.41 respectively, for a total of \$243,487.84.

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

[Vice President Francine Ferrante Krupski arrived]

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 of May 9, 2015 through June 1, 2015 as presented, which have been reviewed by the Finance Committee.

Trustee Pizer pointed out that there were additional changes through June 10th and that the Finance Committee had not had the opportunity to review them. Neil Zitofsky presented the revised payroll changes through June 10th. Trustee Solomon moved to amend the original motion, seconded by Trustee Fuller.

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 of May 9, 2015 through June 10, 2015 as presented, which have been reviewed by the Board of Trustees.

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

REPORTS

Branch Committee

Trustee Fuller reported.

Lakeville Branch- awaiting new carpet installation.

Station Branch – Parking lot has been repaved. Odors in the branch and cleanliness of the lobby were discussed. Follow up was requested with the landlord. If necessary, obtain a legal letter.

Public Comment: Karen Rubin

Building Advisory Committee (BAC)

President DiCamillo passed around photos from Flickr showing the interior demolition and construction of the Main Library. A BAC committee meeting is scheduled for Thursday, June 18th where an updated building schedule is expected.

Grants

Ms. Johnson reported that while our contractors are/may be certified for applicable grants, we will need to check if potential sub-contractors are/will also be certified.

Suggestions were made to look into grants for the interior furniture for the Main Library and also for solar panels.

Director Search Committee

President DiCamillo thanked the entire Director Search Committee of Board and Staff members for a “fabulous job”. Nick Camastro thanked the Board of Trustees for allowing staff to be part of the committee and the process.

Long Range Planning

Committee Chair Varda Solomon reported that the committee is awaiting the start of the new Library Director to begin meeting.

Policy Committee

Trustee Marcus reported that the Policy Committee met on June 15th and policy changes will be announced under New Business for their first of three required readings.

Programming Committee

Committee Chair Varda Solomon hi-lighted a few items from her submitted written report.

The introductory/closing remarks for library programs were finalized. The Human Library event was mentioned with updates. A resolution to purchase additional museum passes will be read this evening. For the Town Hall, it was decided to be held in a general space and the possibility of a professional moderator, which would involve a fee, was being considered. She also hopes to have an RFP for July on the Rebranding project.

Text of written report for June 3rd Committee meeting submitted by Varda Solomon, below:

The Programming Committee had its June meeting at the Parkville Branch. The following members of the committee were present: Jonathan Aubrey, Margery Chodosch, Marietta DiCamillo, Debbie Feldman, Chris Johnson, Pam Levin, Joel Marcus and Varda Solomon, Absent: Deidre Goode and Josie Pizer.

The following topics were discussed.

1. Standardized introduction/closing for programs – was reviewed, revised and is ready to roll. Kudos to MC for pulling this all together.
2. Human library event – CJ provided an update. The event is tentatively planned for October 25th when certain key people will be available. There was discussion about a suitable place for this event.

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3. Right-sizing museum passes – The committee reviewed a great summary of Annual Museum Pass Usage prepared by Wanda Lei. We discussed increasing the number of passes at some museums and adding others. After much discussion, it was decided that CJ and JA will make the final recommendation for the Board’s approval. Another discussion focused on reserve policies for the passes. JA will research reserve policies at other libraries and report back to the committee.
 4. HD Simulcast Programs from the Met. PL will contact Regina Gil at the Art Center to explore a partnership
 5. Speakers Bureau from Nassau County Bar Association – committee liked this very much and we all wanted it to include our favorite topics.
 6. Town Hall – DF presented two alternative formats for us to discuss: a traditional town hall at a general space such as the Village of Great Neck Plaza’s Village Hall or a non-traditional town hall in which the discussion would be held at Great Neck’s Gold Coast Art Center in conjunction with an art exhibition. The committee felt that the latter might be confusing and might make it more challenging to include all segments of the community. The discussion raised many other questions, such as the possibility of a professional moderator, the size of the meeting space, and ways to assure that there is wide community representation. DF will continue working on this proposal.
 7. Rebranding – CJ and PL provided information about 7 individuals/companies that provided various services. A lively discussion followed about the direction we would like to take and the objectives we would like to achieve. The immediate next step is that each committee member should look at the 7 websites. We will plan to meet in July to start developing an RFP, and this activity will be continued with our new director.
 8. Procedural matters
 - a. Since some of our discussion has focused on YA activities, a request has been sent to the Board President to include Courtney Greenblatt on the committee.
 - b. In order to accommodate the schedule of all committee members, we will try to move the July meeting to a night other than Wednesday.

Website/Technology Committee

Trustee Schaufeld reported that the committee’s next scheduled meeting will be on June 30th at 7:30 pm at Station Branch.

Staff Reports

Trustee Josie Pizer had the following comments/requests on the following staff reports:

Children’s -while the submitted report was thorough, she requested the number of attendees at each school visit.

Circulation & Computers -Is the number of patrons, 227, signed up for the email alerts the same as last month? If yes, need to make a concerted effort to gather more email addresses. Also, she called attention to the scanning and printing numbers at the branches as they seemed off. Trustee Pizer would also like to see the possibility of lending laptops for in house use and a self-checkout option.

Reference- Courtney Greenblatt's report: What are the trends in YA and how can we implement them? Jonathan Aubrey's report: Interesting concept to host small library fairs.

Trustee Varda Solomon called attention to the Statistic report prepared by Cindy Simeti. It now includes residents, non-residents, costs and fees for each program. Vice President Krupski requested that programs be evaluated to see if cost effective to present.

Programming Committee-President DiCamillo went on record to appoint Courtney Greenblatt to the Programming Committee and also asked the Technology Committee to look into Ransomware.

Public Comment: Karen Rubin, Naomi Penner, Marianna Wohlgemuth, Tina Domitrz

Interim Director's Report

Interim Director Christine Johnson stated that she is encouraging library staff to attend local conferences for more input and ideas.

Text of the Interim Director's written report dated June 12, 2015 below:

Construction Update

Construction is in full swing at the Main Library. There were some discussions regarding a possible domestic substitute for the Ornilux glass because of the 14 week lead time needed to secure the glass from Germany. However, after review at the bi-weekly construction meeting followed by a review at the BAC meeting, it was determined that we shall secure the originally chosen glass. The committees felt that the striping in the substitute was too apparent to the human eye and would affect the aesthetics of the building.

On Wednesday, June 10, a subgroup composed of Holly Coscetta, Janet Fine, Pam Levin, Alice Merwin, and I met with Susan Davidson from KG&D to review the furniture options and choices. Susan is arranging to have a variety of sample chairs delivered to the Parkville Branch for Staff and the BAC to examine and test. I asked Susan to clarify financially, from her budget, which furnishings are being provided. She will get back to us with that information.

On Friday, June 12, 2015, we were notified by Pam at the Water Authority that the check given to the Nassau County Department of Health for the plan review fee for the required backflow prevention device needed as part of the Sprinkler System was in the wrong amount, instead of \$485, the fee is actually only \$275. Charlie delivered a replacement check to the Water Authority today to help expedite the release of this plan approval.

Technical Services

The monthly statistical reports prepared by Wanda Lei are attached. Our new Senior Cataloger, Arifa Shuja is progressing nicely in managing the Technical Services Department and learning our policies and procedures for acquisitions, cataloging and materials processing.

Programming

Our Staff Programming committee, comprised of Debbie Feldman, Cindy Simeti, Pam Levin, Marge Chodosch and I, continues to meet on a regular basis and has begun some preliminary planning for October through December. However, as our new Director is starting in August, we have decided to wait for her input before planning any additional programs. We also continue to meet and finalize the process and plans for the Human Library Event that is scheduled for October 25. In addition, we are planning to have some Snoopy-themed events tied in with ALA's Library Card Sign-Up month in September which has Snoopy as the spokes-beagle this year. Another new idea that we are floating out for patron feedback is an English Language Conversation group. With assistance from many of our Staff members, and even a member of the public, we have prepared a multi-lingual announcement for the Summer Newsletter inviting new learners of English to contact the Library if s/he is interested in joining an informal English discussion group that will be moderated by a rotation of Reference Librarians.

Bookdrop at Great Neck House

The manufacturer advised that the book drop is on back-order. We expect to have it delivered in early to mid-July. Charlie has arranged to have a concrete pad poured next week at a cost of \$500. The Park District is pleased that the color of the drop will be bronze which better complements the property than the silver coating.

Grants

On June 11, we were notified by NLS that all NYS Library Construction Grants awarded effective with the 2015-2016 grant cycle must comply with the states M/WBE policy (see attached). Our contractor, VRD is M/WBE-certified by the State. I have asked Ken Sans at Calgi to find out which subcontractors on our project are already M/WBE-certified to help expedite our grant application that will be filed in August. I am attending the NLS information session on Monday, June 15 to obtain more information.

Thank you for your attention to this report.

OLD BUSINESS

Take from the Table the Acceptance of NYS Great Neck Library Annual Report-

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

RESOLVED, that the Board of Trustees take from the table the motion relating to the New York State Great Neck Library 2014 Annual report for public and association libraries.

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

Acceptance of NYS Great Neck Library Annual Report-

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

RESOLVED, that the Great Neck Library Board of Trustees accept the New York State Great Neck Library 2014 Annual report for public and association libraries revised as amended.

President DiCamillo thanked Trustee Solomon for her thorough review of the document.
Public comment: Karen Rubin

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

NEW BUSINESS

2015 Year End Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the line item changes to the 2015 Operating Budget as detailed in the 2015 Budget Reallocation Analysis, a copy of which is to be appended to the minutes of this meeting, as well as to the copies of the 2015 Budget maintained on file for the public at all branches.

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

Abstention – 1 (Solomon)

MOTION CARRIED

New Member is Joining the Programming Committee.

President DiCamillo announced that Courtney Greenblatt, the Library's Young Adult Librarian, will be added to the 2015 Programming Committee.

Amend Contract for Holly Coscetta

Upon motion by Francine Ferrante Krupski and seconded by Robert Schaufeld and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the amendment to the contract signed by Holly Coscetta, Administrative Assistant to the Director, and Secretary to the Library Board, to increase the annual salary from \$52,000 per year to \$55,000 per year effective as of July 1, 2015.

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

MOTION CARRIED UNANIMOUSLY

Amend Contract for Jill Lee

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

RESOLVED, that the Great Neck Library Board approve the amendment to the contract signed by Jill Lee, Junior Accountant, to increase the annual salary from \$39,000 per year to \$44,500 per year effective as of July 1, 2015.

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

MOTION CARRIED UNANIMOUSLY

Add New Museum Pass Subscriptions

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

RESOLVED, that the Great Neck Library Board of Trustees approve the increase the Annual Museum Pass budget as funded by the Carter Restricted Gift Fund by an amount not to exceed \$10,000 to allow the purchase of the following additional Museum Passes: a second pass to the Intrepid Sea, Air & Space Museum; a third pass to the Nassau County Museum of Art ; and, to purchase new subscriptions as follows: Brooklyn Botanic Garden, the Cradle of Aviation, The Frick Collection, MOMA/PS1, Museum of the City of New York, the Nassau County Firefighters Museum, NY Historical Society, Old Bethpage Village Restoration, and the Vanderbilt Museum & Planetarium.

Public Comment: Naomi Penner, Karen Rubin

Staff Comment: Nick Camastro was present and volunteered to do Circulation Statistics

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

LILINK Subscription

Upon motion by Joel Marcus and seconded by Josie Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase and installation of the LILINK Software at an estimated cost not to exceed \$50,000 for three years per the attached recommendation, this amount to be charged against the Computer Software fund.

After discussion, Trustee Ferrante Krupski moved to amend the original motion, seconded by Varda Solomon

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase and installation of the LILINK Software at an estimated cost not to exceed \$50,000 for three years per the attached recommendation, this amount to be charged against the Automated Library Fund for the first year and incorporated into the Operating Budget for years two and three.

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

Public Comment: Naomi Penner

Acceptance of Interim Assistant Director Job Posting & Description

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Interim Assistant Director Job Posting as per the attached Job Description.

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

Acceptance of Interim Director of Levels Job Posting & Description

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Interim Director of Levels Job Posting as per the attached Job Description.

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

Public Comment: Tina Domitrz, Karen Rubin

Policy Manual Revisions-First Reading

Gift Policy

SECTION 1200: GIFTS

All gifts offered to the Library and accepted by it shall become the sole property of the Library. Unless indicated otherwise by written agreement, the Library will have the rights of displaying, using, or lending the same, or of selling or disposing of said gifts. For any cash gift of substantial value, i.e. **\$250** or more, the gift will be formally accepted by the Board at a public meeting. For any cash gift to the Library, the Director's office will send a letter of thanks to the donor.

For any other gift determined to be of substantial value, the gift will be formally accepted by the Board at a public meeting and a letter should be forwarded to the donor indicating a description and the conditions of the Library's acceptance of the gift stated above. The Library Director and the Board of Trustees shall use discretion in accepting any such gift.

Any appraisal of a gift to the Library is the responsibility of the donor. The acceptance of a gift which has been appraised by a third, disinterested party does not in any way imply an endorsement of the appraisal by the Library

Notwithstanding the value of the gift, all gifts shall be reported to the Public at the next scheduled Board of Trustees Meeting.

Extending Terms of Board Officers

200-30: Board Officers, Election and Responsibilities

Article IX of the Bylaws states specific duties and responsibilities of Board Officers. In addition, the following shall also be expected of officers:

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| President | - shall confer with the Director in preparation of agendas for all Board meetings; |
| | - shall, with the Director, inform new Trustees of their duties and responsibilities and the operations of the Library; |
| | - shall appoint special Board Committees, from volunteer Trustees as necessary, and establish the scope and purpose in the charge of each committee; |
| Treasurer(s) | - shall confer with the Director in preparation of monthly financial reports, budget reporting and investments; |
| Secretary | - shall review monthly minutes of all Board meetings prior to submission to the Board; |
| | - shall review official minutes of the Board annually for correct and up-to-date records; |
| | - shall be responsible for maintaining the Board’s policy manual with approved policy established by resolution in the minutes. |

Officers must be elected by the Board at the Re-organization Meeting of the Library Association. Effective with the 1994 election of Officers:

1. The President, Vice President, Secretary and Treasurer shall be elected for one year terms.
2. No trustee should be elected to the same office for more than two (2) consecutive years, unless the Board determines that due to exigent circumstances it is in the best interest of the Library to maintain certain officers in their respective positions. Should this be the case, the Board may re-elect a trustee or trustees to the same office. The foregoing Board Policy to allow a *fourth* term will expire by January *2017*. Rev. 9/16/14

Revised 10/24/95; 3/27/01; 2/26/02; 9/16/14

OPEN TIME

Speaking: Naomi Penner, Michael Fuller

DATE OF NEXT MEETING

Regular Board of Trustees Meeting – July 28, 2015 at Parkville Branch.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m. on motion by Joel Marcus and seconded by Robert Schaufeld.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees