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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, NOVEMBER 15, 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, November 15, 2016, in the Multi-Purpose Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [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  
Tracy Geiser – Assistant Director  
Neil Zitofsky – Business Manager  
Marianne Van Duyne – R.S. Abrams & Co., LLP

## **EXECUTIVE SESSION**

The Board met in executive session at 7:00 p.m. in the Multi-Purpose Room for a discussion of personnel matters. The Board came out of executive session at 7:35 p.m.

## **CALL TO ORDER**

The meeting was called to order by President DiCamillo at 7:41 p.m.

## **ACTING SECRETARY'S REPORT ON ELECTION RESULTS**

Temporary Secretary Robert Schaufeld reported the October 31, 2016 election results. Polls were opened by Trustee Marcus at the Station Branch and President DiCamillo closed Parkville while Trustee Schaufeld closed the Station Branch. Final Counts including, proxies and challenge ballots were as follows:

Board of Trustees-Four Year Term Ending January 2021 to fill seat currently held by Josie Pizer; **Rebecca Miller-303Votes**

Board of Trustees-Four Year Term Ending January 2021 to fill seat currently held by Varda Solomon; **Varda Solomon-219 Votes, Douglas (Gee-Kang) Hwee – 280 Votes**

Nominating Committee-Three Year Term Ending January 2020 to fill seat currently held by Michael Katz; **Patrick McDonnell-323 Votes**

By-Laws-Revised Changes of Section A, Article VIII (Proposal 1) – **336 Yes/65 No**

By-Laws-Removal of Section E, Article VII (Proposal 2) – **337 Yes/57 No**

## **MINUTES**

### **Regular Board Meeting**

**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 October 18, 2016 Regular Board Meeting as presented.

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

*MOTION CARRIED*

### **Special Board Session**

**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 Minutes of the October 26, 2016, Special Board Meeting as presented.

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

*MOTION CARRIED*

### **Relocation Committee**

**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 October 10, 2016, October 17, 2016, October 24, 2016 and November 1, 2016 Relocation Committee Meetings as presented.

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

- November 15, 2016, Treasurer's Report;
- Warrant dated October 8 through November 4, 2016, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$838,300.38.
- Payroll Warrants for pay dates October 13 and October 22, 2016, which have been reviewed by the Treasurer, (in the amounts of \$122,850.02 and \$142,379.83, respectively,) for a total of \$265,229.85.

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

*MOTION CARRIED*

## **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 October 8 through November 14, 2016 as presented, which have been reviewed by the Finance Committee.

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

*MOTION CARRIED*

## **REPORTS**

### **Branch Committee**

Trustee Fuller reported that the committee met on November 2, 2016. Overall concepts and the needs of the Branches were discussed for the Station and Parkville Branches. A professional consultant will likely be hired to update and reconfigure these two branches for their best use.

The Lakeville Branch is not under consideration for redesign at this time as the lease expires May of 2017. The landlord will need to be contacted regarding the lease and any additional space that may be available for possible expansion.

The next committee meeting is set for December 5<sup>th</sup> at the Station Branch and the Public is invited to attend.

*Public Comment: Naomi Penner*

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

President DiCamillo reported that the Gala and Opening Day events that were held in October went extremely well.

There is an existing punch list for the Main Library and the next meeting with the construction professionals will be held on November 22<sup>nd</sup>.

### **Gala Committee**

Trustee Schaufeld reported both the Gala and the Opening Day with Ribbon Cutting were a success. He thanked everyone for their hard work and the committee's work has now come to an end.

### **Relocation Committee**

Vice President Krupski reported that Committee held its last meeting on November 1<sup>st</sup> and we are now back in the Main Library. Executive Director Kathy Giotsas was asked to follow up on some remaining items such as computers, items from storage, etc.

### **Policy Committee**

Trustee Marcus reported that the committee met on November 7<sup>th</sup> and items are on this evening's agenda. Policies for food and book sales are still being worked on. Trustee Marcus expects the next committee meeting to be held in early 2017.

### **Programming Committee**

Trustee Solomon reported that the next meeting will be held on November 29<sup>th</sup> at the Main Library.

### **Technology Committee**

Trustee Schaufeld reported that the new phone system is presently being installed. Levels audio system is on this evening's agenda for a vote and the network firewalls have been installed.

Executive Director Giotsas stated that the contract for the Community Room/AV equipment has been executed.

Trustee Pizer reminded all about the open item with the computers that still needs to be addressed.

### **Landscaping Committee**

Trustee Schaufeld reported that presentation boards have been prepared and he will schedule a committee meeting in December.

### **Staff Reports**

Trustee Solomon questioned the canceled programs that appear on the Program Statistics. She also asked for more information about LILRC statistics in the Reference Department Report, and why the statistics are for the month of September as opposed to October.

Trustee Pizer requested a date when the History Room will be set up and operational. President DiCamillo asked as to the whereabouts of GNL postcards that were scanned and archived by Jonathan Aubrey.

Executive Director Kathy Giotsas will investigate LILRC and all questions related to the History Room and furnish answers via email to the Trustees.

*Comment (Follow Up): The LILRC statistics are photographs that were scanned and placed on a server with the state. It is part of a historical project that was funded by a national organization. The Long Island Library Association provides us with the statistics and they are always a month behind as this is the way they collect their stats.*

### **Assistant Director's Report**

Assistant Director Tracy Geiser has been collaborating on the Main Library punch list with Charles Wohlgemuth, Head of Maintenance. Kens Sans from Calgi Construction Management was present today and did a walk-through with Executive Director, Kathy Giotsas. Mark Foster from VRD is expected to be on site tomorrow,

Trustee Fuller raised his concerns over the Children's Department signage and automatic doors. President DiCamillo assured him that solutions are being looked into.

Text of the Assistant Director's written report dated November 8, 2016 below:

Kathy, Holly, Justin and I attended the training at the Board of Elections on Thursday, October 6 in order to prepare for the Board elections on October 31.

I would like to thank the staff, our hired shelvees and the workers from Jani-King who all worked long hours to bring this all together.

The Gala held on Thursday, October 27<sup>th</sup> went wonderfully. Attendees had positive compliments and our performers were great.

The Open House on Sunday, October 30 was a huge success as well with around 600 patrons attending. We received quite a bit of input and it was wonderful to see patrons learning their new space.

#### **RELOCATION/MAIN:**

After weeks of long hours, the staff with the help of workers from Jani-King and hired shelvees were able to weed and interfile a good number of books that were delivered from the movers. There is still a large quantity of boxes located in our bookroom and in the soon-to-be Children's room at Parkville. These books will be completed by the end of the month. Each department has been asked to work on the boxes daily.

Our Staff Appreciation Day this year, Friday, November 11, will consist of a short staff meeting and the rest of the day will allow the staff to continue working on weeding/interfiling, getting their departments completed and for the branches to put themselves back together again.

We had six hired shelvees begin shelving from Monday, October 17<sup>th</sup> through Saturday, October 29<sup>th</sup>. They were a huge part in helping us get ready for our opening.

I worked with community member, Rebecca Gilliar who worked with Jason Marra, Superintendent of the Great Neck Park District as well as Great Neck House to provide donated books from the library to the community.

I have been working daily with Charlie to make sure that all issues concerning the boiler and air conditioning unit have been taken care of. We created an updated punch list as we've gone along. This was sent to Calgi and VRD. We are also working on getting the keys to the building to replace the construction keys.

I worked with Charlie on a furniture punch list as well. This was forwarded over to Brad Kingsburg of Creative Libraries. He is working with the other vendors as well to make sure that we get everything taken care of.

**BRANCHES:**

The branches are now working on getting themselves back together after the Main items were moved out. Station still has items that are with the movers but those will be brought back shortly. At the most recent Branch Committee meeting we discussed bringing in space planners so that we can now refresh our branches and see what needs they may have such as the possibility of more study rooms or computer areas, etc.

**Executive Director's Report**

Executive Director Kathy Giotsas reported that the staff is working hard to return the books back to the shelves.

On November 11<sup>th</sup>, the library was closed but staff was in attendance to clean up all locations and shelves. Boxes continue to be brought by our Maintenance Department and the movers, and she hopes for Parkville to be cleaned out by the end of November.

Text of the Executive Director's written report dated November 10, 2016 below:

**ADMINISTRATION**

We moved into the Main building at the end of the month with the Gala on and Opening Day on Sunday. We have received a positive response from the community about the new building and have also been getting suggestions from patrons. Two suggestion boxes will be placed at Main, one at the circulation desk and one in the children's area. I have received emails from students requesting that we stay open later.

We will be working on the branches for the next few weeks putting everything back in place. Staff development day will be used to shelve all the books we have in boxes.

**BUILDING**

There is still much to do at Main and the branches with boxes of books located in the bookroom at Main, at Parkville in the back room and with the movers. On November 11<sup>th</sup> the library will be closed for Veteran's day. Staff has to report to work that day so we will be using that day to get books back on the shelf and straighten out the branches. In November we will be looking at reconfiguring the space at Station and Parkville. We will also be looking at the Lakeville to see if we can expand the space to better meet the needs of the community.

The survey to receive the CO is in progress and we should get the CO soon. We are still working on getting the punch list done. Charlie and Tracy are communicating with VRD and Calgi to get the work done ASAP. We also have a punch list for the furniture at Main. Two chairs have broken which we will get replaced and we will talk to the vendor regarding this issue.

**PERSONNEL**

We are currently looking at filling several positions. The deadline date for application submission is November 11<sup>th</sup>. Interviews will be conducted throughout November and beginning of December. As in the past there will be a first and second interview. The second interview will consist of a presentation.

Scheduling has been difficult since we do not have sufficient staffing for the increased service points. We have been filling gaps but some of our part-timers are retirees that don't want additional hours and others have full-time or part-time jobs elsewhere and cannot fill in.

**RELOCATION**

During the move back to main we did work with Mrs. Gilliar to remove all the discarded books and distribute them through the Great Neck House. I have been communicating with the Park District to find out where they will be taking any books that are not discarded. So far they are not removing the books from that location. If this

partnership goes well we may want to consider continuing the donation of books to the Park District as long as they pick up.

We are still working on putting everything back to its rightful locations. Our target date of being completed is December 1<sup>st</sup>, 2016 but all depends on staffing.

#### **TECHNOLOGY**

The phone system will be in place by the middle of November and the surveillance system will be in place by soon I don't have an exact date.

The RFP for the community room is completed and Profound Technologies will begin in installing the hardware once it arrives.

## **Presentation of June 2016 Audited Statements by R.S. Abrams & Co., LLP**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the audited Financial statements and the Auditor's Report for the fiscal year ended June 30, 2016.

Marianne Van Duyne of R.S. Abrams & Co. distributed bound copies and discussed the annual audit report. She noted that library was issued an "unmodified opinion", the best opinion you can receive. Books were in order and no deficiencies in internal controls existed. Recommendations can be found in the Management Letter that was included in the report.

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

## **OLD BUSINESS**

### **Policy Manual Changes**

#### **Add Section 500-68/Monitoring Policy – 3<sup>rd</sup> Read & Vote**

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

**RESOLVED**, that the Great Neck Library Board of Trustees adopt Section 500-68 (Monitoring Policy) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

## **NEW BUSINESS**

### **RFID-Discussion**

Executive Director Kathy Giotsas discussed the advantages of an RFID system. It can be used for inventory control, to streamline check out, for patron convenience and as a security system. Trustee Schaufeld stated that presentations have been made to the Board of Trustees and the Technology Committee.

The board has already had presentations from two vendors. These included learning about the equipment that will be needed, the installation process, and ongoing operational considerations. Trustee Pizer requested updated pricing on a conveyor belt and bins for the system. Trustees Solomon and Pizer also requested a cost analysis for the tagging of books; in house vs. vendor vs. purchase of tagged books.

*Public Comment: Marianna Wohlgemuth, Naomi Penner*

**Upon motion by Robert Schaufeld, seconded by Michael Fuller and after discussion, it was, RESOLVED,** that the Great Neck Library Board of Trustees authorize the issuance of an RFP for a sorting system to be used in conjunction with the RFID system to be installed.

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

*MOTION CARRIED*

## **DISSOLUTION OF THE RELOCATION, BAC AND GALA COMMITTEE**

President DiCamillo announced that the Relocation, Technology and BAC Committees will now be merged into a Main Building Committee.

This new standing committee will be responsible for all open BAC, Landscaping and Relocation matters. It will consist of four Trustees, currently from the BAC committee, the Executive Director, Assistant Director, Business Manager, Head of Maintenance and two members of the public. Marianna Wohlgemuth will serve as one of the members of the public and Leslie Kahn will be contacted to see if he would consider serving as well. President DiCamillo will Chair the committee.

President DiCamillo requested that all public members of the BAC, Relocation and Technology Committees receive a joint thank you letter, and a gift bag, from the Executive Director and the President of the Board expressing gratitude for their service.

The Fundraising Committee was also re-engaged for the purpose of fundraising for the Ann Hyde Memorial Children's Garden as well as the STEM Lab, Video Room, etc. It will consist of all of the Trustees, the Executive Director and Vice President Krupski will remain as Chair. A December meeting was requested.

## **APPOINT HEAD OF MAINTENANCE TO THE BRANCH COMMITTEE**

President DiCamillo officially appointed Head of Maintenance, Charles Wohlgemuth, to the Branch Committee.

## **ACCEPTANCE OF MONTHLY CLEANING BID FOR THE MAIN LIBRARY**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept Jani King, quotation dated November 1, 2016, to clean the Main Library, in the monthly amount of \$5,397.16, to be charged to the General Fund.

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

*MOTION CARRIED UNANIMOUSLY*

## **EXTENSION OF CONTRACT FOR PC WIZARD**

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

**RESOLVED**, that the Great Neck Library Board of Trustees retain the services of PC Wizard to act as a Computer Consultant for a one month period commencing on November 20, 2016 for the fixed sum of \$6,000 (same terms and conditions agreed to on April 20, 2016) to be charged against the Main Building and Special Services Fund.

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

*MOTION CARRIED UNANIMOUSLY*

## **AWARD RFP FOR LEVELS PRODUCTION (AUDIO)**

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

**RESOLVED**, that the Great Neck Library Board of Trustees award the RFP to Jason Hodge, per the attached quotation, for an audio distribution system to be installed at Levels in the Main Library in an amount not to exceed \$16,446.00, to be charged to the Main Building and Special Services Fund.

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

*MOTION CARRIED UNANIMOUSLY*

## **SNOW REMOVAL CONTRACT**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the renewal of the snow removal contract for the season November 1, 2016 through April 30, 2017 with EPG

Construction Corp at a base price of \$9,998, plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulation over eight (8) inches, to be charged to the Snow Removal budget line.

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

## **ACCEPTANCE OF SECURITY COMPANY**

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

**RESOLVED,** that the Great Neck Library Board of Trustees hire NYS Security Specialist at the rate of \$18.50 per hour for security at the Main Library on Friday and Saturday evenings when Levels is in session, to be charged to the Service Contract line of the Budget.

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

*Public Comment: Marianna Wohlgemuth*

*Board Comment: President DiCamillo requested that this contract be reviewed by our attorneys. Trustee Pizer asked that personnel from the Security Company should be interviewed by the Head of Maintenance.*

## **APPROVE ADDITIONAL MONIES FOR WIRING**

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

**RESOLVED,** that the Great Neck Library Board of Trustees approve additional monies for PC Wizard for the installation of wiring at the branches for the phone system in the fixed sum of \$1,013.35 to be charged against the Main Building and Special Services Fund.

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

## **POLICY MANUAL CHANGES**

- (i) Amend Section 500-50/Hours of Service-First Read
- (ii) Revise Section 600-15/Discarding of Excess Volumes – Second Read
- (iii) Revise Section 300-20/Job Description Business Manager – First Read
- (iv) Revise Section 200-40 Board Committees – First Read

*Board Comment: Trustee Pizer would like to see extended Friday night hours at the Lakeville Branch.*

*Public Comment: Marianna Wohlgemuth, Naomi Penner*

## **CORRESPONDENCE**

None.

## **OPEN TIME**

*Naomi Penner; Operating Hours, Committee Meetings  
Marianna Wohlgemuth; Sound System for Multi-Purpose Room, Security for Levels Weeknights,  
Streaming Video  
Maxine Marcus; Thank you to the BoT  
President DiCamillo; Neil Zitofsky's last meeting.*

## **DATE OF NEXT MEETING**

December 13, 2016 – Regular Board Meeting–Main Library

## **ADJOURNMENT**

The meeting was adjourned at 9:30 p.m. on motion by Trustee Marcus and seconded by Trustee Ferrante Krupski.

Respectfully submitted,

Varda Solomon  
Secretary, Board of Trustees