

---

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, FEBRUARY 27, 2018 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, was held on Tuesday, February 27, 2018, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President  
Rebecca Miller – Vice President  
Weihua Yan – Secretary  
Josie Pizer – Treasurer  
Joel Marcus – Assistant Treasurer

Also Present: Denise Corcoran - Director  
Tracy Geiser – Assistant Director  
Steven Kashkin – Business Manager

Absent with Prior Notice: Barry Smith – Assistant Treasurer

## **CALL TO ORDER**

The meeting was called to order by President Schaufeld at 7:40 p.m.

## **MINUTES**

### **Regular Board Meeting**

**Upon motion by Trustee Yan, seconded by Trustee Pizer and after discussion, it was,**

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the January 16, 2018 Regular Board Meeting as amended.

**VOTE:** Yes – 4 (Schaufeld, Yan, Pizer, Marcus)  
Abstained – 1 (Miller)

**MOTION CARRIED**

*Board Comment: Trustee Marcus requested the minutes be amended to state that the Long Range Planning Committee last met November 2017.*

## **TREASURER'S REPORT**

**Upon motion by Trustee Pizer, seconded by Trustee 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 Finance Committee:

- February 27, 2018, Treasurer’s Report;
- Warrant dated February 6 through February 11, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$235,234.88.
- Payroll Warrants for pay dates January 4 and January 18, 2018, which have been reviewed by the Treasurer, (in the amounts of \$156,695.71 and \$142,559.29, respectively,) for a total of \$299,255.00.

**VOTE:** Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

**Upon motion by Trustee Pizer, seconded by Trustee Yan and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Payroll Change report of January 1 through January 31, 2018 as presented, which has been reviewed by the Finance Committee.

**VOTE:** Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Branch Committee**

President Schaufeld reported that the committee met on February 26, 2018. The space planner made a presentation for the Parkville Branch and things are moving along nicely. Minor changes were given and they will be coming back next time with a plan that hopefully can be presented to the board for approval.

### **Main Building Committee**

Vice President Miller reported that the committee met on February 7, 2018. Rockwell Landscaping was present to start discussion on the landscaping project. She added that this committee will be very busy as there is a lot of work to do.

### **Policy and By Laws Committee**

Trustee Marcus reported that the committee will be meeting on March 27, 2018 and that they have a long list of items to cover.

### **Fundraising Committee**

Trustee Yan reported the committee will be meeting on March 1, 2018. He invited everyone to attend to share their ideas on fundraising efforts.

### **Long Range Planning Committee**

Trustee Marcus reported the committee last met November 2017 and that the next meeting is expected to be scheduled in April.

### **Grants**

Assistant Director Tracy Geiser reported that she has followed up on the status of the RFID refund and has still not heard back.

Ms. Geiser stated that Adam Hinz still awaits a response on the STEM grant previously submitted. She added that Mr. Hinz has put in for a Will Eisner grant for Levels. The grant supports libraries who wish to expand their graphic novel services.

### **Staff Reports**

Trustee Pizer thanked Assistant Director, Tracy Geiser and Director, Denise Corcoran for taking time to go over the staff reports with her.

Ms. Geiser shared that the Levels and Programming departments are working together to bring back a Jr. Levels program.

Ms. Corcoran announced that for the Media department Hoopla usage continues to grow.

*Public Comment: M. Wohlgemuth*

### **Director's Report**

Text of Denise Corcoran's, Director, written report dated February 2018 below:

#### **ADMINISTRATION:**

- Data for the Annual Report for Public and Association Libraries 2017 is currently being compiled by staff.
- Budget 2018-2019 requests are being prepared to present to the Board of Trustees.
- Candidates are being interviewed to fill the full time position of Circulation Clerk.
- Adam Hinz has submitted an application for the 2018 Will Eisner Graphic Novel Innovation Grant administered by the American Library Association's Gaming Round Table and the Graphic Novels and Comics Member Initiative Group. The grant review process and deliberations will occur through March. The tentative schedule for final recipient notification is mid-March.
- Jacqueline Quinn, Senior Librarian II, attended the American Library Association's 2018 Midwinter Meeting in Denver, Colorado. Jacqueline had been selected to participate in the American Library Association's 2018 Emerging Leaders Program and had been chosen as the ALSC (Association of Library Service to Children) 2018 Sponsored Emerging Leader.
- Justin Crossfox, Branch Head, and Christy Orquera, Librarian, will be attending the Alaska Library Association Conference in Anchorage and presenting their program on March 9<sup>th</sup> titled *Creating a Veterans Resource Fair* ([http:// akla.org/anchorage2018/event/creating-a-veterans-resource-fair/](http://akla.org/anchorage2018/event/creating-a-veterans-resource-fair/)).

- For better service for our patrons, we added an automatic acknowledgement reply for e-mails sent to the comment link on the Great Neck Library website.
- On February 6<sup>th</sup>, I attended the Great Neck Chamber of Commerce Joint Chamber Networking Event at the Inn at Great Neck.
- On Saturday, February 10<sup>th</sup>, I attended the Chinese New Year Celebration and Hand Puppet show “Hao Bang Ah, Dog!” at Main Library from 2:00 pm to 4:00 pm.
- On February 21<sup>st</sup>, I met with Jason R. Marra, Superintendent of the Great Neck Park District, to discuss ways that we can collaborate to best serve the community.
- On February 21<sup>st</sup>, I visited Great Neck House. While there, I had an opportunity to speak with several Great Neck residents.
- I have had two scheduled and several impromptu meetings with patrons to discuss their ideas about the library. I appreciate patrons taking time to speak with me and believe that their input is valuable.
- I have been introduced to two members of the Great Neck School Board and I look forward to opportunities to work closely with the school district.

MAIN:

- Representatives from Addison and OLA Engineering will be on site on February 28<sup>th</sup> to address HVAC concerns.
- Wireless panic buttons which go directly to Central Station have been installed by Telstar in all of the departments in the Great Neck Library Main Building.
- Staff continues to work with Innovative and Biblioteca on configuration and testing of our self-check system.
- Our Network Consultant OSI Technologies has been working in conjunction with staff on analysis of our current systems and development of a five year plan.
- Altice USA was contacted in order to discuss the steps necessary to have the fiber optic feed reconnected to Levels. The feed was disconnected during construction.
- Eight Roman Vishniac photographs are now displayed at the Great Neck Library Main Building. Donna Litke, Pam Levin, and Ever Zelaya were involved with the selection of locations for display and with the installation.
- The artwork titled *Intentions 2018* created by the community is now displayed by the quiet study rooms at the Great Neck Library Main Building.
- Historic Board of Trustee minutes from April 1889 to December 1927 and handwritten Executive Committee notes from May 1891 to October 1894 have been relocated from the Director’s Office to the Local History Room.

BRANCHES:

- We discovered many books located on the shelves in the branches which were incorrectly listed with shelf locations as “storage.” Corrections have been made.
- We are working with MDA Designgroup Architects & Planners on our Parkville and Station space planning projects.
- The Parkville Public Assembly Permit is pending documentation to be provided by the school and a letter confirming annual testing of fire extinguishers.

**Assistant Director’s Report**

Text of Tracy Geiser’s, Assistant Director, written report dated February 2018 below:

ADMINISTRATION:

- On January 17<sup>th</sup> we held our Annual Orientation workshop for our incoming Board members along with Library Administration and Counsel.
- On January 30<sup>th</sup>, we held our Annual Reorganization meeting. Outgoing Nominating and Board members were awarded and thanked for their dedication and hard work. Incoming members were welcomed. Board positions were voted on and Committee appointments were assigned.

- ❖ 2018 Board Positions:
  - President: Robert Schaufeld
  - Vice-President: Rebecca Miller
  - Secretary: Weihua Yan
  - Treasurer: Josie Pizer
  - Assistant Treasurer: Joel Marcus
  - Assistant Treasurer: Barry Smith
- ❖ 2018 Board Committee Positions:
  - Branch: Robert Schaufeld
  - Long Range Planning: Joel Marcus
  - Main: Rebecca Miller
  - Finance: Josie Pizer
  - Personnel: Josie Pizer
  - Fundraising: Weihua Yan
  - Policy & By Laws: Joel Marcus
- On February 1<sup>st</sup>, 2018, the Great Neck Library welcomed Denise Corcoran from the Queensborough Library System as the new Director.
- All Nominating Committee applications were due in by February 7. This position will fill the vacant spot until 2019 when it will go on the next October election ballot.
- Interviews are currently underway for the position of full time Circulation Clerk.
- Administration is currently working on our 2018-2019 Budget requests to present to the Board.
- All departments are currently working on gathering information for the Annual State Report.

MAIN:

- On January 9<sup>th</sup>, NLS hosted a meeting regarding virtual museum passes. Wanda Lei was able to attend this workshop. Out of the twenty-two museum passes that the library loans out, eleven are able to become virtual passes. An updated policy regarding virtual passes needs to be discussed with the Policy Committee before we can move forward but we are anticipating a great response to this service.
- A representative from the HVAC company, Addison, and from OLA will arrive on Wednesday, February 28 to work on the malfunctioning roof units.
- Our self-check system should be up and running very soon. Noel Miranda has been working with Jennifer Green, Garry Horodyski, Innovative and myself on making sure that all functions are correct before going public. We are anticipating a small ribbon-cutting ceremony for this event.
- Wireless panic buttons have been installed by TelStar in all of the departments in the Main building. When activated the alert will go directly to Central Station and they will be able to tell exactly which department the alert came from.
- OSI Technologies has joined the Great Neck Library as our Network Consultants. They will work with Garry Horodyski on maintaining our network as well as setting up a five year plan for the IT department.
- Congratulations to Jennifer Green on becoming the new Circulation Manager.

BRANCHES:

- We have begun working with MDA Designgroup Architects & Planners as our space planner for the Parkville and Station branches. Elisabeth Martin from MDA will present her plans for Parkville at the Branch Committee meeting on Monday, February 26<sup>th</sup> to be held at the Station branch.
- On March 9<sup>th</sup>, 2018, Justin Crossfox, Branch Head and Christy Orquera, Reference Librarian, will be presenting their program, *Creating a Veterans Resource Fair* at the Alaska Library Association. This is a rare opportunity and we are very proud of and excited for them. (<http://akla.org/anchorage2018/event/creating-a-veterans-resource-fair/>)
- The architectural drawings for the Parkville Certificate of Occupancy have been sent in to the town and we had our inspection on February 9. The emergency lights in the back program room did not go on but this is the responsibility of the school. They will have to provide documentation that the fire system and annual testing is completed by a licensed electrician.

- Welcome and congratulations to Kathleen Baumgartener who has begun working as our fulltime Librarian in the Children’s Department at the Parkville branch.
- Beginning February 5<sup>th</sup> the Branch Head Librarians will begin rotating every four months between the branches. This will allow the community the opportunity to meet and work with each of our Branch Heads. This move gives our Branch Heads the opportunity to meet the whole Great Neck community as well as being able to bring their expertise to each piece of the community. Each Head will have the chance to do different types of programming that they may not normally be able to do as well.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **(a) Approve RFP for Legal Services**

**Upon motion by Trustee Miller, seconded by Trustee Pizer and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Request for Proposal (RFP) for Legal Counsel as attached.

**VOTE:** Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

*MOTION CARRIED*

### **(b) Nominating Committee Appointment**

*Board Comment: President Schaufeld requested this item be removed from this agenda.*

### **(c) Approval of 990 Tax Return Form**

**Upon motion by Trustee Miller, seconded by Trustee Marcus and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the submittal of the 990 tax return for the fiscal year beginning July 1, 2016 – June 30, 2017, R.S. Abrams & Co. LLP, to submit the form to the Internal Revenue Service (IRS). Once submitted, the form is to be posted on the library’s website.

**VOTE:** Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)

*MOTION CARRIED UNANIMOUSLY*

### **(d) Approve Hiring of Land Use Ecological Services**

**Upon motion by Trustee Yan, seconded by Trustee Miller and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board approve the hiring of Land Use Ecological Services, Inc. for the purpose of determining the DEC restriction line at a fee of \$3,325; such funds to be taken from the Landscaping Fund.

**VOTE:** Yes – 5 (Schaufeld, Miller, Yan, Pizer, Marcus)  
**MOTION CARRIED UNANIMOUSLY**

**(e) Approve Installation of One Roof Drain at Main Library**

**Upon motion by Trustee Miller, seconded by Trustee Marcus and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees approve the installation of one roof drain by VRD Contracting, Inc. at a cost of \$21,117.97; such funds to be taken from the Main Building and Special Services Fund.

**VOTE:** Yes – 4 (Schaufeld, Miller, Pizer, Marcus)  
Abstained – 1 (Yan)  
**MOTION CARRIED**

*Board Comment: Trustee Yan inquired why VRD is doing the installation. Facilities Manager, Charles Wohlgemuth stated that the roof is under warranty and in order to keep that in place the original roofer must be used.*

**(f) The following items were remanded to the Policy & By-Laws Committee:**

- a. Intra Banking Policy – New
- b. Online Banking Policy – New
- c. Donated Items in Excess of \$25k on 990 – New
- d. Capital Expenditure Policy (per auditor) – New
- e. 3D Printing Policy – New
- f. #200-40 Revisit Long Range Planning Section
- g. #300-10 Revisit Responsibilities for Library Director
- h. Background Checks – Discussion
- i. Virtual Museum Passes - Discussion

**CORRESPONDENCE**

None

**OPEN TIME**

M. Wohlgemuth – RFID and credit card machines  
M. DiCamillo – Nominating Committee Vacancy

**DATES OF NEXT MEETINGS**

March 6, 2018 – Budget Workshop – Main Library  
March 12, 2018 – Budget Workshop – Main Library  
March 20, 2018 – Regular Board Meeting– Station Branch Library

## **ADJOURNMENT**

The meeting was adjourned at 8:10 p.m. on motion by Trustee Marcus and seconded by Trustee Pizer.

Respectfully submitted,

Weihua Yan  
Secretary, Board of Trustees