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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
MONDAY, MAY 14, 2018 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Monday, May 14, 2018, at the Lakeville Branch Library, 475 Great Neck Road, Great Neck, NY 11021 [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  
Barry Smith – Assistant Treasurer

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

**EXECUTIVE SESSION**

**Upon motion by Trustee Marcus, seconded by Trustee Pizer it was,**

**RESOLVED**, to enter into executive session for a discussion on personnel matters.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*MOTION CARRIED UNANIMOUSLY*

**Upon motion by Trustee Marcus, seconded by Trustee Pizer it was,**

**RESOLVED**, to exit executive session.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*MOTION CARRIED UNANIMOUSLY*

No action was taken in executive session.

**CALL TO ORDER**

The meeting was called to order by President Schaufeld at 8:05 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 April 24, 2018 Regular Board meeting as presented.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*MOTION CARRIED UNANIMOUSLY*

## 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:

- April 30, 2018, Treasurer's Report;
- Warrant dated May 1 through May 6, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$166,035.29.
- Payroll Warrants for pay dates April 12 and April 26, 2018, which have been reviewed by the Treasurer, (in the amounts of \$151,920.32 and \$153,846.42, respectively,) for a total of \$305,766.74.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*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 April 1 through April 30, 2018 as presented, which has been reviewed by the Finance Committee.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*MOTION CARRIED UNANIMOUSLY*

## REPORTS

### Branch Committee

President Schaufeld reported that the committee is meeting on May 21<sup>st</sup>. MDA will be on hand to present the plans for the Station Branch.

*Public Comment: M. DiCamillo*

### **Main Building Committee**

Vice President Rebecca Miller reported that the committee is meeting on May 16<sup>th</sup>. Items on the agenda are the ongoing landscaping plans, purchase of computers and the library's continued sustainability efforts.

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

Trustee Marcus reported that the committee will be meeting on June 7<sup>th</sup>.

### **Fundraising Committee**

Trustee Yan reported that the committee will be meeting on June 28<sup>th</sup>. He welcomed all to review the minutes for the committee's April 16<sup>th</sup> meeting which are now online.

### **Long Range Planning Committee**

Trustee Marcus reported the committee is in the process of re-writing its mission statement and setting its long term goals. They will next be meeting in July.

### **Staff Reports**

*Board Comment: Trustee Pizer thanked Denise Corcoran, Tracy Geiser and staff on the reports. She stated they were well written and informative.*

### **Director's Report**

Director Denise Corcoran announced that the RFID system was launched on May 8<sup>th</sup>. She shared that firewalls have been placed on the computers at all locations for increased security. Ms. Corcoran noted that staff has been taking a lot of training to better serve our patrons. She added that Alana Mutum, Branch Head, attended RASS, the Reference and Adult Services Section of NYLA, which is a great opportunity for the library since this is where NYLA makes decisions on programming. Ms. Corcoran announced that she attended the Library Trustees Association Conference on April 27<sup>th</sup> and 28<sup>th</sup> with Robert Schaufeld, Josie Pizer and Weihua Yan. Workshops included: *"The Iron is HOT-Libraries as Innovative & Dynamic Community Catalysts"* and *"Getting to the Next Stage of Community Support-Getting the Most Out of Advocacy and Fundraising"*.

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

#### **ADMINISTRATION**

- In preparation for use of the new RFID self check-out, check-in, and security gate system, Jennifer Green and I trained staff at Main Library and all of the branches.
- RFID tagging of all periodicals is now complete.
- On May 8<sup>th</sup>, we held a ribbon cutting ceremony at the Main Library for the new RFID system. Patrons will now have the option to self check-out books and other materials at all Great Neck Library locations.
- In preparation for the New York State and Local Retirement System changing to an online system, Steve Kashkin and Jill Lee have been completing online training sessions and webinars. In order to use the online system, a certification process must be completed. Silver Certification has been achieved.
- Firewalls have been updated at all locations by Garry Horodyski and OSI.

- Registration for two-factor authentication has been completed by Garry Horodyski and OSI.
- Kanopy Kids video streaming which provides developmentally appropriate age ratings for films was launched and is now available for our patrons. Pam Levin analyzed the service and worked with the vendor to be able to provide this service.
- I have worked with Steve Kashkin and Jill Lee to evaluate purchasing procedures. Additional approval levels have been put in place.
- I have worked with Tracy Geiser and Deidre Goode to evaluate book purchasing. Changes have been made and will be re-evaluated to ensure faster purchasing procedures.
- A new Young Adult Reference area has been created to ensure better service.
- Our two 3D Printers have arrived and programming is being planned for our Pop-Up Makerspace.

Staff Longevity Milestones

I would like to recognize and congratulate our staff for reaching the following longevity milestones:

- ★ Marie Terranova 10 years in April
- ★ Sandra Garrison 20 years in May
- ★ Sheila Cursio 30 years in May

Community Outreach and Collaboration

- I plan to attend Senator Phillips’ Library Worker Appreciation Ceremony on Friday, May 11th along with Tracy Geiser and David Aubrey. Jonathan Aubrey who was a Great Neck native and librarian will be honored posthumously for his work at the Great Neck Library. His brother David Aubrey will be accepting the award.

Programs Attended

- I attended the Library Trustees Association Conference on April 27-28 in Uniondale with Robert Schaufeld, Josie Pizer, and Weihua Yan. Workshops included: “*The Iron is HOT-Libraries as Innovative & Dynamic Community Catalysts*” with presenter Mary Lou Carolan, Director of Cornwall Public Library and “*Getting to the Next Stage of Community Support-Getting the Most Out of Advocacy and Fundraising*” with presenter Libby Post.

Staff Trainings and Workshops

Effective Communication Strategies for Dealing with Patrons with Alzheimer’s Disease/Dementia	April 3 <sup>rd</sup>	Pamela Levin Donna Litke	Media Programming
NYS Retirement System Training	April 4 <sup>th</sup> , 11 <sup>th</sup> , 19 <sup>th</sup>	Steven Kashkin, Jill Lee	
LILRC Workshop: Working with Transgender and Gender Non-Binary Communities	April 10 <sup>th</sup>	Jamie Lagasse, Adam Hinz, Jonelle Robinson	Youth Services
Queens Memory Project Oral History Training	April 19 <sup>th</sup>	Adam Hinz	Youth Services
<i>Do(n’t) Panic! Escape Rooms at the Library</i>	April 24 <sup>th</sup>	Christian Marra	Children’s Dept
Transforming Preschool Storytime	April 24 <sup>th</sup>	Judy Axler, Kathryn Baumgartner	Children’s Dept
Reference and Adult Service (RASS) Master Conversation	April 27 <sup>th</sup>	Alana Mutum	Branch Head
3D Printing Certification at Makerbot	April 30 <sup>th</sup>	Jamie Lagasse, Adam Hinz	Youth Services

**MAIN LIBRARY**

- Locks have been replaced on the Children’s restroom door and the Community Room restroom door.
- The Bookroom project has been temporarily halted while shelving is repaired.

### **BRANCHES**

- Additional grab bars have been installed in the restroom at Station.
- We are working with MDA Designgroup Architects & Planners on our Parkville and Station space planning projects.
- The Parkville Public Assembly Permit is pending.

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

Assistant Director Tracy Geiser announced that the magazines in all locations are now barcoded and on the RFID system. She noted that Technical Services has uploaded over 16,000 records to Kanopy which is now available to all patrons. Ms. Geiser shared that she met with Denise Corcoran and Deidre Goode to work on streamlining the ordering process for the Children's department.

Text of Tracy Geiser's, Assistant Director, written report dated May 2018 below:

### **MAIN:**

- I am submitting all orders that each department sends in and uploading their order records. I am also going through each deletion request. I have requested that many of the items be reordered if they are considered to be in unacceptable shape but are frequently used by the community. Items considered for deletion are those that are beyond repair, have unidentifiable markings or stains or are obsolete in their information.
- The Technical Services department has completed cataloging and RFID tagging the magazine collection in all locations. This will allow patrons to check out and reserve magazines through our catalog as they do other materials.
- The Technical Services department has completed uploading over 16,000 records for our new movie streaming service, Kanopy. Kanopy is currently available to our patrons for use.
- I will be working with the Children's department on streamlining their ordering process. All Children's librarians will be trained on Baker & Taylor and Ingram ordering sites as well as some minor cataloging.
- The policy for the introduction of virtual museum passes has been brought to the Policy Committee and will have its second of three reads at the BoT meeting on May 14, 2018. We are excited about the prospect of the virtual passes as it will allow more patrons have use of this wonderful service.
- April 10<sup>th</sup> brought National Library Worker's Day. Each year, Elaine Phillip's office requests each library to put forth a name in recognition for their excellence to library service. Last year we posthumously honored Ruth Klement. This year we have entered Jonathan Aubrey's name in recognition of his work with the Great Neck Library. The recognition ceremony will be held at Senator Phillip's office on May 11, 2018. David Aubrey, Jonathan's brother and one of our staff members, will be there to accept the award on Jonathan's behalf.
- I will be working with Children's Librarian, Christian Marra, on Harry Potter Fest to be held on June 18, 2018 at the Main building. Being a Children's/Teen Librarian and a Potterhead I am looking forward to this program.

### **BRANCHES:**

- I will be working with the Branch Heads on setting up their own monthly staff meetings to make sure everyone keeps updated on what is going on at the Library.
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches. A design has been accepted by the Branch Committee to put forth to the BoT for Parkville. Elisabeth Martin is now working on furniture ideas with the committee. There will be better lighting, a brand new Children's room, and a larger program room, as well as few quiet study areas. Ms. Martin is currently working on a plan to present to the Branch Committee on May 21 regarding the Station branch.
- The architectural drawings for the Parkville Certificate of Occupancy have been sent in to the town and we had our inspection. We are currently waiting for the town to go through all necessary paperwork and to supply the certificate.
- The Branch Heads have rotated to their new branches as of Monday, April 30<sup>th</sup>. Justin Crossfox is now at Lakeville, Irene Winkler is at Parkville and Alana Mutum is at Station. I will begin my weekly visits this week now that they are settled in.

- The Branch Heads and Department Managers have planned some interesting and exciting summer programs for our patrons. I would like to thank everyone who contributed as I know that amount of meetings and time it took to complete this.
- The Branch Heads will begin getting retrained on Sage (our scheduling software) and trained on Ingram (a book ordering site).
- Quotes for new furniture for the Lakeville branch are under discussion. We are looking to replace the tables, chairs, computer chairs, Circulation desk chairs and to add some additional storage seating in the Children's area as well as repaint the walls.

## **OLD BUSINESS**

### **(a) Policy Manual Changes**

- a. Revise Section 200-40/Board Committees – Second Read
- b. Revise Section 400-20/Bank Accounts – Second Read
- c. Revise Section 700-40/Loan Periods and Limitations – Second Read
- d. New Section 400-58/Capital Asset Policy – Second Read
- e. New Section 500-76/Unaccompanied Adults in Children's Area – Second Read

## **NEW BUSINESS**

### **(a) Presentation of Plaque to Former Trustee Ferrante-Krupski**

On behalf of the Board, President Schaufeld thanked Francine Ferrante-Krupski for her contribution to the Board of Trustees. She was presented with a Certificate of Appreciation which read as follows: *In appreciation of your diligent and dedicated service to the Great Neck Library, your leadership role in the community, your integrity, and your professional manner.*

President Schaufeld stated that Ms. Ferrante-Krupski's departure left a void on the board and a void in their hearts. He added that she will never be replaced and that she is missed terribly.

Ms. Ferrante-Krupski thanked President Schaufeld and the board members she served with for their support. She wished the new board members and Denise Corcoran best of luck in their positions.

*Public Comment: M. DiCamillo*

### **(b) Holiday Closings and Sunday Hours**

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

RESOLVED, that the Great Neck Library Board accept the September 2018 to August 2019 Schedule of Holiday Closings and Sunday Hours as presented.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)

**MOTION CARRIED UNANIMOUSLY**

### **(c) Approve HVAC Service Contract for the Main Library**

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

RESOLVED, that the Great Neck Library Board approve the renewal of the HVAC maintenance agreement with iCon System Solutions, LLC in the amount of \$8,750.00 per year; such funds to be taken from the Service Contract expense line in the General Fund. Contract pending Legal Review.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Trustee Yan questioned if Addison units were covered under this agreement. Charles Wohlgemuth, Facilities Manager, stated that a different vendor does repairs on those units.*

#### **(d) Records Destruction per Retention Policy – Business Manager’s Office**

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

RESOLVED, that the Great Neck Library Board authorize the destruction of the following records from the Director’s Office in accordance with the Record Retention Schedule 400-30:

- Cash Disbursements (invoices and check copies) – calendar year 2011 (3.47)
- Cash Receipts (deposit slip copies and backup) – calendar year 2011 (3.44)
- Employee Timesheets – calendar year 2011 (4.5)
- Cancelled checks – payroll checks from 2007-2010 and account payable checks from March 2006 – February 2010 (3.11)

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*MOTION CARRIED UNANIMOUSLY*

#### **(e) Approval of Photo ID Badges for Staff**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of 130 employee photo identification badges with lanyards from Express Badging at a cost of \$758.33 plus shipping charges; such funds to be taken from the office supplies expense line in the General Fund.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Trustee Yan asked the number of staff employed by library. Director Corcoran stated that there are 95 employees.*

*Trustee Smith questioned if these were proximity badges. Ms. Corcoran said they are not.*

#### **(f) Approval of Secured Access Door for Staff at Main Building**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the installation of a secured access door for staff on the lower level of the Main Library by A+ Technology & Security Solutions in the amount of \$2,822.20; such funds to be taken from the Main Building and Special Services Fund.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*MOTION CARRIED UNANIMOUSLY*

**(g) Approval of Three (3) Additional Telephones at Main Building**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the installation of three (3) telephones at the Main Library by Global Telecom Supply at a cost of \$2,179.80; such funds to be taken from the Main Building and Special Services Fund.

**VOTE:** Yes – 6 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith)  
*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Trustee Yan questioned the high cost to add three phones. Director Corcoran responded that the price includes the telephones, the programming and the licenses. She added that a savings of \$900 was negotiated with the vendor.*

*Public Comment: M. DiCamillo*

**CORRESPONDENCE**

None

**OPEN TIME**

M. DiCamillo – Thank you to Francine Ferrante-Krupski for service.

**DATES OF NEXT MEETINGS**

June 19, 2018 – Regular Board Meeting– Main Library

**ADJOURNMENT**

The meeting was adjourned at 8:40 p.m. on motion by Trustee Marcus and seconded by Trustee Pizer.

Respectfully submitted,

Weihua Yan  
Secretary, Board of Trustees