
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, DECEMBER 18, 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 Tuesday, December 18, 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
Weihua Yan – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Barry Smith – Assistant Treasurer
Chelsea Sassouni - Trustee

Also Present: Denise Corcoran – Director
Tracy Van Dyne – Assistant Director
Steven Kashkin – Business Manager

Absent with Prior Notice: Rebecca Miller – Vice President

EXECUTIVE SESSION

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

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

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

MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Marcus, seconded by Trustee Smith it was,

RESOLVED, to exit executive session.

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

MOTION CARRIED UNANIMOUSLY

No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Schaufeld at 8:20 p.m.

MINUTES

Regular Board Meeting

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the November 13, 2018 Regular Board meeting as presented.

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

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:

- a. December 18, 2018, Treasurer’s Report;
- b. Warrant dated December 3, 2018 through December 5, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$609,590.26
- c. Payroll Warrants for pay dates November 8 and November 21, 2018, which have been reviewed by the Treasurer, (in the amounts of \$157,420.03 and \$155,844.19, respectively,) for a total of \$313,264.22.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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 Payroll Change report of November 1 through November 30, 2018 as presented, which has been reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Schaufeld reported that the committee met on December 11th and discussed the status of the Parkville and Station renovations. He added that the committee’s next meeting has been scheduled for January 7th.

Policy and By Laws Committee

Trustee Marcus noted that there are several policies on tonight’s agenda for a third reading and vote.

Fundraising Committee

Trustee Yan reported that the committee has had no recent meetings.

Long Range Planning Committee

Trustee Marcus reported that the next committee meeting is scheduled for January 9th where they will continue to discuss the library's mission statement and goals, which will be presented to the Policy and Bylaws Committee. He added that both the Long-Range Planning Committee and Policy Committee will be meeting in November.

Technology Committee

Trustee Yan reported that the committee met in late November and discussed the new STEM lab, back up computer servers, the library website RFP and the purchase of new computers. He noted that all those items are on tonight's agenda for approval.

Grants

Director Corcoran noted the purchase of materials for STEM lab is on tonight's agenda.

Director's Report

Director Denise Corcoran reported that shelving has arrived and been installed at Main. This shelving will be used to display oversized art books. She added that furniture was moved to accommodate the shelving which resulted in the creation of an additional study space in the reference area. Ms. Corcoran shared that Level's participation in Craft for a Cause continues and is helping teens fulfill their community service requirements. She shared that the AED units at all library locations were inspected and are in good working order. Ms. Corcoran reported that the arrows in Main's parking lot have been repainted to ensure the safety of staff and patrons. She also announced that foreign language titles continue to be added to the collection and balanced throughout all locations

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

ADMINISTRATION

- Christopher Van Wickler, our new Emerging Technologies Librarian, began on November 13th and immediately added exciting technology programs to our Winter events. The programs include: Augmented Reality, Tech Assistance and 3D Printing.
- We will be purchasing additional computer servers and cloud storage to back up the library's network.
- Youth Services' monthly Craft for a Cause continues. They have partnered with the North Shore Hebrew Academy to increase awareness of the program and assist teens in fulfilling their community services requirements.
- The list of hardware to purchase for our new STEM lab has been finalized. The list includes a 3D printer, laser cutter and gaming laptops.
- Foreign language titles continue to be added to our collection. Staff is working to balance these titles throughout all our locations to meet community needs.
- 30 new staff computers will be purchased from Dell to replace outdated models.
- We have received pricing from Baker & Taylor and Ingram for "shelf-ready" book processing. We have finalized our list and are ready to order.
- Docuware migration is still in progress.
- We continue to interview candidates to fill current vacancies.
- I continue to meet monthly with the Dept. Head's president and the Staff Association president to ensure open lines of communication and good working collaboration.
- I have met and or had phone conversations with our patrons to resolve issues and hear suggestions for better service.

Staff Trainings and Workshops

OCLC – Introduction to OCLC Interlibrary Loan	December 4 th	Tracy Van Dyne Margery Chodosch Nicholas Camastro Rosa Mejia	Administration Reference Circulation
NLS – Opioid and Overdose Prevention	November 30 th	Alana Mutum	Branch Head
LILRC – Introduction to Google Apps	November 30 th	Maureen McKenna	Reference
NLS – Support Staff Roundtable Meeting	November 19 th	Denise Corcoran Nicholas Camastro	Administration Circulation
LILRC – A Guide for Crafting and Promulgating the Employee Handbook	November 16 th	Denise Corcoran Tracy Van Dyne Deidre Goode Holly Coscetta	Administration Children’s
Reader’s Advisory - Introduction to Genre Circles led by Irene Winkler	November 14 th	Denise Corcoran Staff Librarians	Administration Reference Children’s
Sierra Training by Nicholas Camastro	November	Chris Van Wickler	Reference
Diversity and Discrimination	November	Staff	All
Entering Periodicals for Circulation	November	Staff	All

COMMUNITY & OUTREACH

- Wednesday, November 14th – Great Neck House to accept the return of Art Books
- Saturday, November 24th – Ed Amrhein Dedication
- Friday, November 30th – Thomas Geitner, CEO and Noel Miranda of Bibliotheca visited to see how the RFID machines were working

MAIN LIBRARY

- New shelving has arrived and has been installed at Main. This has given us an opportunity to display our large collection of Art books.
- Furniture has been reconfigured to provide space for the shelving. In doing so, additional study space was added to the reference area.
- Shelving has been added to Children’s for the addition of foreign language books.
- Preparations continue for the space designated for our new STEM lab.
- Installation of electrical and data cables is necessary in Technical Services due to staff relocation. A resolution to approve this work is on tonight’s agenda.
- We continue to work to resolve HVAC – punch list items.

BRANCHES

- New furniture for Lakeville Branch has been ordered and is expected to be delivered in January.
- On November 20th I met with a mechanical engineer from FPM Group regarding the Station Branch renovations.
- On December 6th an inspector from the Town of North Hempstead went to the Parkville Branch regarding our Public Assembly Permit. Another visit will be necessary.
- We are continuing our work with MDA designgroup on the Parkville and Station renovations.

Assistant Director's Report

Assistant Director Tracy Van Dyne announced that new furniture for the Lakeville Branch has been ordered. She stated that she is working on getting quotes for painting and carpet cleaning. Ms. Van Dyne shared that the list of shelf ready books has been finalized and is on tonight's agenda for approval. She stated that the purchase of these books will greatly assist the Technical Services staff in preparing items in a more efficient and timely manner for our patrons.

Text of Tracy Van Dyne's, Assistant Director, written report dated December 2018 is below:

Main:

- On Friday, November 16, I attended *A Guide for Crafting and Promulgating the Employee Handbook* at the Farmingdale Library.
- On Tuesday, December 4, I attended a webinar from OCLC entitled *Introduction to OCLC Interlibrary Loan*.
- With the arrival of the new shelving, we have done a bit of furniture shifting. Two tables have been moved to the rear of the Reference department allowing for more study space. Four soft seating chairs have been moved down to the gallery to give patrons a place to sit as they peruse the art books.
- I have been holding bimonthly meetings with the Maintenance staff to keep up on what is going on in the building.
- New shelving for the library began arriving on November 8th. We are waiting for the arrival of our mobile shelving units that will go in the center of the gallery. The company will install the last of the shelving on December 11.
- In anticipation of our new STEM Lab, I have been working with Maintenance and Garry Horodyski from IT on moving staff members to their new locations throughout the building. We have submitted quotes for the installation of electric and data cabling for the back portion of the Technical Services room. Once this project is complete, the rest of our staff can be relocated to this room and we can begin working on the STEM Lab.
- I would like to welcome Christopher Van Winkler as our new Emerging Technologies Librarian. Chris will be running our much anticipated, future STEM Lab.

Technical Services:

- I have been holding monthly staff meetings with the Technical Services staff. We discuss any issues, concerns, updates and changes that are being made to assist in the department running more smoothly.
- I submit all orders from each department and upload the order records.
- I am continuing to go 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.
- I have been in contact with our two largest book vendors, Baker & Taylor and Ingram, in regards to begin ordering items that are Shelf-Ready. All quotes and any other pertinent information have been handed in to the Finance committee for review. This project also involved communication with Innovative and OCLC. Shelf-Ready items will assist our Technical Services department in preparing items in an even more efficient and timely manner for our patrons. They will now be able to spend more time working on other projects.
- The art books have been returned to the library. Along with the Reference department, Technical Services will begin recataloging these items to have them returned to the shelves. The art collection will be found on the new shelving in the gallery area.
- Departments have been fulfilling patron requests and ordering items for our foreign language collections. Numerous items are being added to Main as well as the branches who will be receiving some brand-new collections that they have never had before. We are working on making sure that each building has what it needs to fit our communities.

Branches:

- I continue to hold weekly Branch visits as well as monthly Branch Head meetings. Currently the main topic on everyone's mind is of course the upcoming renovations for Parkville and Station. Topics regarding better publicity, increasing circulation statistics, programming and maintenance are discussed. The branches are always working to better assist their patrons.

- Branch Heads continue to schedule monthly staff meetings with their branch staff as to keep everyone updated.
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches. MDA is currently working on updated construction documents to be able to move on to the next phase of our renovations.
- The Lakeville furniture has been ordered. We are currently working on obtaining quotes for painting and carpet cleaning.

OLD BUSINESS

(a) Policy Manual Change – Section 700-40 - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the changes to Section 700-40 (Loan Periods & Limitations) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

(b) Policy Manual Change – Section 500-60 - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the changes to Section 500-60 (Access to Records) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

(c) Policy Manual Change – Section 200-50 - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the changes to Section 200-50 (Committee Meetings of the Board) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 3 (Schaufeld, Marcus, Smith)

No – 2 (Yan, Pizer)

Abstain – 1 (Sassouni)

MOTION CARRIED

Public Comments: M. DiCamillo, R. Gilliar

(d) Policy Manual Change – Section 1500-40 - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the changes to Section 1500-40 (Voting) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

(e) Policy Manual Change – Section 800-10 - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the changes to Section 800-10 (Use of Meeting Rooms) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

(f) Policy Manual Change – Section 300-30 - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the changes to Section 300-30 (Responsibilities of Department Heads) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 5 (Schaufeld, Yan, Marcus, Smith, Sassouni)

Abstain – 1 (Pizer)

MOTION CARRIED

(g) Policy Manual Change – New Section 900-75 - 3rd Read & Vote

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

MOVED, that the Board of Trustees of the Great Neck Library accept Section 900-75 (Ad Hoc Advisory Committee) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

After discussion, the motion was amended. **Upon motion by Trustee Sassouni, seconded by Trustee Pizer, and after discussion, it was,**

RESOLVED, that the Board of Trustees of the Great Neck Library accept Section 900-75 (Ad Hoc Advisory Committee) as revised and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

No – 1 (Sassouni)

MOTION CARRIED

Public Comments: R. Gilliar, V. Solomon, M.DiCamillo, N. Penner

(h) Policy Manual Change – New Section 500-38 - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept Section 500-38 (Staff Training and Development) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

(i) Policy Manual Change – New Section 800-80 - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept Section 800-80 (3D Print Policy) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

(j) Policy Manual Change – Revise Section 500-10 – Mission Statement - 2nd Read

(k) Policy Manual Change – New Section – 800-75 – STEM Lab Policy – 2nd Read

NEW BUSINESS

(a) Appointment of Full-Time Senior II Librarian, Children’s- Main

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Egita Johnson to the position of Full-Time Senior II Librarian in Children’s at the Main Library with a six-month probationary period, effective December 19, 2018, at an annual salary of \$61,640.00.

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

MOTION CARRIED UNANIMOUSLY

(b) Appointment of Circulation Manager- Main

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Nicholas Camastro to the position of Circulation Manager at the Main Library with a six-month probationary period, effective December 19, 2018, at an annual salary of \$66,600.00.

VOTE: Yes – 6 (Schaufeld, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(c) Acceptance of Gift-Pipa Magazine

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

RESOLVED, that the Great Neck Library Board of Trustees accept the donation of four (4) One Year Subscriptions to PIPA Magazine from Carol Peng and that an acknowledgment and thank you letter be issued to Ms. Peng.

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

MOTION CARRIED UNANIMOUSLY

(d) Approve the Re-Programming of the Fire Panel and Annual Service Contract for Parkville

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

RESOLVED, that the Great Neck Library Board of Trustees approve the re-programming of the Fire Panel in the amount of \$1,565.00 and an Annual Maintenance and Service Contract in the amount of \$1,400.00 for Parkville from Fire Craft of N.Y.; such funds to be taken from the Branch and Special Services Fund pending Legal Review.

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

(e) Approval of Tree Maintenance at the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the root feeding and fertilization of trees in the parking lot at the Main Library from TruGreen Commercial, in the amount of \$1415.00; such funds to be taken from the Main Building and Special Services Fund pending Legal Review.

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

(f) Approval of Electrical Work in the Technical Services Area at Main

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 two quad outlets in the amount of \$650.00 and Six (6) Category 5e network drops in the amount of \$1,295.00 in the Technical Services area at the Main Library from JHACS Electric; such funds to be taken from the Main Building and Special Services Fund.

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

(g) Approval of Electrical Work in the IT Area at Main

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

RESOLVED, that the Great Neck Library Board of Trustees approve the rewiring of the circuits in the IT room at the Main Library required to be on backup generator power in the amount of \$575.00 from Roland's Electric; such funds to be taken from the Main Building and Special Services Fund.

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

(h) Approve Purchase of New Computers

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of 30 new computers, model Dell Optiplex 3060SFF, in the amount of \$30,465.00 from Dell; such funds to be taken from the Automated Library Fund.

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

MOTION CARRIED UNANIMOUSLY

Public Comment: V. Solomon

(i) Approve the Excess of 2008 and Older Desktop Computers

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

RESOLVED, that the Great Neck Library Board of Trustees declare the Desktop Computers on the attached list to be excessed and authorize the Library Director to dispose of. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

(j) Excess Lakeville Furniture

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

RESOLVED, that the Great Neck Library Board of Trustees declare the furniture items on the attached list to be excessed and authorize the Library Director to dispose of upon receipt of new items authorized for purchase at the November 13, 2018 Board Meeting. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

(k) Excess Heavy Old Tables and Old Stage from Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees declare the heavy old tables and old stage from the Main Library on the attached list to be excessed and authorize the Library Director to dispose of. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

(l) Approve Purchase of STEM LAB Equipment

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of the STEM Lab equipment listed in the document GNL STEM Lab Equipment in an amount not to exceed \$50,000.00;

such funds to be taken from the Automated Library Fund and authorize the Director to sign the reimbursement agreement. [document attached]

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

MOTION CARRIED UNANIMOUSLY

(m) Approve Purchase of Computer Servers

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of Two (2) HPE ProLiant DL360 GEN10 with Intel XEON Gold 5118 Computer Servers in the amount of \$13,922.36 from GovConnection; such funds to be taken from the Automated Library Fund.

VOTE: Yes – 5 (Schaufeld, Yan, Marcus, Smith, Sassouni)

Abstain – 1 (Pizer)

MOTION CARRIED

(n) Approve Purchase of Cloud Storage for Servers

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of Acronis Cloud Storage for the Computer Servers in the amount of \$3,487.59 from GovConnection; such funds to be taken from the Automated Library Fund.

VOTE: Yes – 5 (Schaufeld, Yan, Marcus, Smith, Sassouni)

Abstain – 1 (Pizer)

MOTION CARRIED

(o) Approve Purchase of Receipt Printers for Main

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of ten (10) receipt printers and barcode scanners in the amount of \$5,560.00 from Bayscan Technologies; such funds to be taken Automated Library Fund.

VOTE: Yes – 5 (Schaufeld, Yan, Marcus, Smith, Sassouni)

Abstain – 1 (Pizer)

MOTION CARRIED

(p) Approve Installation & Configuration of Computer Servers

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

MOVED, that the Great Neck Library Board of Trustees approve the installation and configuration of the computer servers and cloud servers in an amount not to exceed \$2,565.00 from OSI Technologies; such funds to be taken from the Computer/Network Consultant Expense Line in the General Fund.

After discussion, the motion was amended. **Upon motion by Trustee Sassouni, seconded by Trustee Pizer, and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees approve the installation and configuration of the computer servers and cloud servers in an amount not to exceed \$2,565.00 from OSI Technologies; such funds to be taken from the Computer/Network Consultant Expense Line in the Automated Library Fund pending legal review.

VOTE: Yes – 5 (Schaufeld, Yan, Marcus, Smith, Sassouni)

Abstain – 1 (Pizer)

MOTION CARRIED

(q) Approve Data Profiling Services for Shelf Ready Books

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of data profiling software from Innovative Interfaces in the amount of \$2,900.00; such funds to be taken from the Automated Library Fund.

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

MOTION CARRIED UNANIMOUSLY

(r) Authorize Purchase of Shelf Ready Books

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the purchase of shelf ready books from Baker & Taylor and Ingram per the rates on the attached schedule per Legal Review. [copy attached].

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

MOTION CARRIED UNANIMOUSLY

Public Comment: M.DiCamillo

(s) Approve RFP for Website Redesign and Maintenance

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Request for Proposal (RFP) for Website Redesign and Maintenance. (attached)

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

MOTION CARRIED UNANIMOUSLY

(t) Records Destruction Per Retention Policy

Upon motion by Trustee Smith, seconded by Trustee Pizer 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:

- 2011 Accident and Incident Reports (1.10)

- 2017 Voted Ballots (2.3)
- 2017 Application for Proxy (2.4)
- 2017 Intermediate Records used to Compile Final Election Results (2.6)

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

(u) Approval of Part Time Levels Art Coordinator Posting

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 Part Time Levels Art Coordinator Job Posting as attached.

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

**(v) Policy Manual Change-Remove Section 300-40/Organizational Chart –
First Read**

(w) Extend Stipend for Web Maintenance

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

RESOLVED, that the Great Neck Library Board of Trustees extend the resolution dated June 19, 2018 for the annual stipend of \$15,000.00 for Cindy Simeti for the purpose of web site design and maintenance for the sooner of six (6) months or until the position is filled.

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

(x) SEQRA Approval for Proposed Interior Renovation Project for Parkville

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

RESOLVED, that the Great Neck Library Board of Trustees hereby declares itself lead agency in connection with the requirements of SEQRA; and the Board of Trustees, as the lead agency, has examined all information related to the Project and has determined that the Project as a whole listed in attachment A hereto is classified as a Type II Action as defined by Section 617.5(c)(8) of the SEQRA Regulations and therefore requires no further review;

BE IT FURTHER RESOLVED, that the Board of Trustees hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the Project Review Exemption Form from the New York State Office of Parks, Recreation and Historic Preservation, in connection with its request for approval of said Project from the New York State Education Department.

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

(y) Approve Two (2) Handicapped Parking Spots on the Lower Level at Main

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

RESOLVED, that the Great Neck Library Board of Trustees deem two (2) Parking Spots on the Lower Level as Handicapped Parking Spaces.

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

MOTION CARRIED UNANIMOUSLY

(z) Approve Installation of a New Roof Drain and Capping the Old Roof Drain at Main

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 a new roof drain and capping of the old roof drain at the Main Library from Serve-Well Plumbing, in the amount of \$4800.00; such funds to be taken from the Main Building and Special Services Fund pending Legal Review.

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

None

OPEN TIME

N. Penner – Kudos on Library Programming, Online Catalogue, Station Renovations

DATES OF NEXT MEETINGS

January 15, 2019 – Regular Board Meeting– Main Library

January 29, 2019 – Reorganization Meeting - Main Library

ADJOURNMENT

The meeting was adjourned at 10:30 p.m. on motion by Trustee Marcus and seconded by Trustee Pizer.

Respectfully submitted,

Weihua Yan
Secretary, Board of Trustees