
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JANUARY 17, 2017 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, January 17, 2017, in the Community 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
Michael Fuller – Assistant Treasurer
Robert Schaufeld - Trustee

Also Present: Kathy Giotsas – Executive Director
Tracy Geiser – Assistant Director

Absent with Prior Notice: Joel Marcus – Assistant Treasurer

EXECUTIVE SESSION

The Board met in executive session at 6:30 p.m. in the Community Room for a personnel discussion. The Board came out of executive session at 7:30 p.m. No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:35 p.m.

LETTER FROM R. MIROE

Mr. Miroe was in attendance and spoke on his letter regarding transportation for Senior Citizens to the Library. The Board of Trustees thanked him for his correspondence and will look into possible options.

MINUTES

Regular Board Meeting

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 December 19, 2016 Regular Board Meeting as presented.

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

TREASURER'S REPORT

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 following financial reports which have been reviewed by the Treasurer:

- January 10, 2017, Treasurer's Report;
- Warrant dated December 3, 2016 through January 6, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$1,098,880.65.
- Payroll Warrants for pay dates December 8 and December 22, 2016, which have been reviewed by the Treasurer, (in the amounts of \$141,064.93 and \$134,138.12, respectively,) for a total of \$273,203.05.

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

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes report of December 5, 2016 through January 18, 2017 as edited, which have been reviewed by the Finance Committee.

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

REPORTS

Branch Committee

Trustee Fuller reported that a committee meeting was held at the Lakeville Branch on January 5th. Ruth Klement was recognized for her exceptional service and a moment of silence was observed. The meeting was a town hall format and suggestions for improvements and expansion were discussed for the Lakeville Branch. Rumors of the branch closing were dispelled.

A town hall format meeting will be held at the Station Branch in the month of February and Parkville's town hall meeting will be scheduled in March. The exact dates will be announced.

Main Building Committee

President DiCamillo reported that curb cuts for the Main Library and the Construction Punch List are being worked on.

Trustee Schaufeld reported that a Landscaping Committee Meeting is scheduled for January 18th at the Main Library and that installation of equipment for the Main Library Community Room is almost complete. A new screen is expected to be installed on Thursday, January 19th.

Policy Committee

Trustee Marcus was absent with prior notice. A committee meeting is scheduled for February 8th, 2017.

Programming Committee

Trustee Solomon reported that a program on the Constitution was well received and a chess group has been meeting at the Main Library on Wednesday afternoons. Publicity is being increased and a new hire for the Programming/Outreach Coordinator is on the evening's agenda for approval by the Board of Trustees.

Fundraising Committee

Vice President Ferrante Krupski reported that a meeting will be scheduled after the 2017-18 Board Committee appointments are made.

Staff Reports

Trustee Pizer awaits response for December questions on staff reports. She will email her questions for the January reports to Executive Director Kathy Giotsas,

Assistant Director's Report

Assistant Director Tracy Geiser is actively working with the Lakeville staff to ensure the branch is operating smoothly. Interviews for the Lakeville Branch Head position will be held shortly.

Text of the Assistant Director's written report dated January 17, 2017 below:

I would like to thank Josie Pizer and Varda Solomon for their years of service to the Great Neck community as Board representatives. You have both worked ceaselessly to give the community a beautiful new library. I hope to see you both frequenting the library as "regular" patrons and not running from meeting to meeting. Enjoy your time.

STAFFING:

A good portion of December was spent interviewing for our open positions. All postings have been posted on job sites, list serves and our webpage as well as in-house. We are very excited to begin welcoming our new staff members.

I have continued working with the branches and department heads on filling the rest of their staff vacancies. Updated schedules have been added to our scheduling software and letters will now be sent to each part timer with their permanent schedules. The addition of clerks and two new part time librarians to work between all buildings will be a huge help.

MAIN:

I am continuing to work with Charlie on the building punch list. Vinny from VRD has been in to take care of quite a few items but outside companies have to be called in to complete some of the other issues.

January 12, 2017 was chosen as the training date with JNS and VRD of the building maintenance system. Charlie, Ever and myself will be shown how everything works in the boiler room. The three of us will also be attending a hands-on Facilities Management course in Hauppauge in January.

Shelvers and clerks continue working to put the items back on the shelves. Duplicates and other carefully selected items will be transferred to each of the branches to help with their collections as well.

Pam and I are continuing to work on getting Hoopla in for January. She spoke with our Midwest representative last week concerning any technology needs (she included Moe Kiswani and Garry in on this) as well as contract information. All paperwork has been filled out and signed and is being sent over to Midwest.

Kathy, Deidre and myself met with the Mom's Group on December 22, to discuss their concerns with the Children's room. We did express to them that some of the items that they were concerned about have already been addressed and that we will continue to work on their list.

BRANCHES:

On December 14th we suddenly lost our beloved Lakeville Branch Head, Ruth Klement. The Board graciously allowed us to close Lakeville on the day of Ruth's funeral for which we are very grateful. Losing Ruth has been a large blow that we are still working through. I have been working diligently with Mina, Ruth's second in command to make sure that Lakeville is staffed and that programming continues as usual.

On Thursday, December 1st, Jani-King and a dumpster were at Station to empty out the back rooms.

Charlie and I were at Parkville on Saturday, December 3rd with Jani-King, emptying the backroom.

The January 5th Branch Committee meeting will be hosted at Lakeville. Patrons are welcome to attend to discuss the future of Lakeville. One of agenda items will be how best to memorialize Ruth Klement.

The cartons of books located in the Parkville backroom were brought back to Main on Thursday, December 15th with the help of Jani-King. Charlie has contacted Joe from Parkville school who will have the backroom cleaned up. Everything will be dusted, washed down and the carpet will be cleaned as well.

Executive Director's Report

Executive Director Kathy Giotsas reported interviews were held for multiple positions and new personnel appointments are on the evening's agenda for Board approval.

Text of the Executive Director's written report dated January 13, 2017 below:

ADMINISTRATION

This past month we have been working to fill the gap of the business manager. Jill has been working additional hours to ensure that payments are processed. Tracy has been putting in the new staff schedules into Time Vantage and I have been pulling reports for review from Sage50 and reviewing bills for payments.

All the new library hours have been implemented. The new hours add an additional six hours to the library schedule that existed prior to the closing of Main. We have been getting requests from students to stay open past 9:00 for studying but at this point we need to fill the take care of staffing and find out the needs of the Main and the branches. We can review the opening for study hours during exam time in the spring.

In the past two months I have had patrons visit my office expressing their thoughts on how wonderful the library looks and they appreciate our hard work in finishing the job.

BUILDING

We finally received out CO for the town of North Hempstead. We have also been working with VRD to complete the punch list. We hope to have the punch list finished by the end of January. We still have over \$300,000 in retainage in case the work is not completed.

There were a few issues with the rain and entry way but maintenance took care of things by putting carpeting on the floor. We also saw a few leaks which we informed VRD and they are resolving those issues. The paging system was installed and is working.

We are working with the furniture manufacturer to replace some of the chairs that are breaking. We will be changing them to gliding chairs. The manufacturers will take care of that without extra cost. The lease for Lakeville is coming up for renewal and the landlord has approached me to renegotiate. He did inform me he is willing to review pricing per square feet.

PERSONNEL

This passed month we have been interviewing for several positions and have given offers to the following:

- Youth Services Coordinator – Adam Hinz
- Program/Outreach Coordinator – Donna Litke
- Levels Manager – Jamie LaGasse
- Business Manager – Steven Kashkin
- Two Part-Time Librarians –

We have been having trouble finding the appropriate candidate for the position of Technology Coordinator. We will be reposting the position.

This passed month has been hard with the loss of Ruth Klement. All the staff has been assisting in filling the gaps in the schedule. We will be filling the position by February.

The staff has been hit hard this month with the cold and flu. We have been managing but we have been stretching resources.

RELOCATION

In January we will be bringing back the rest of the materials that are in storage. We will be bringing back the two pianos and the artwork. We hope that with the new Program/Outreach person they will be heavily used and displayed.

The Children's Department has also purchased many new toys for the little ones. They have also made room for more books. We had a meeting with the four of the Great Neck Moms so they can voice their concerns regarding the Children's Room layout. The automatic door opener was taken care of two months ago and we are opening the program room in the morning and in the afternoon for children to play.

TECHNOLOGY

Profound has completed the work for the community room and we have used the space since the installation. The surveillance system and keyless entry has also been installed but has not been implemented. We will be working with our IT consultant to implement it by the end of the month.

We are still having issues with Optimum but they have sent out technicians to resolve the problems. It appears that it is a problem with outside lines.

OLD BUSINESS

(a) Policy Manual Changes

Amend Section 500-50/Hours of Service-Third Read & Vote

Upon motion by Francine Ferrante Krupski, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to Section 500-50 (Hours of Service) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

Amend Section 300-20/Job Description Business Manager-Third Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to Section 300-20 (Responsibilities of the Business Manager) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

Amend Section 200-40/Board Commtees-Third Read & Vote

Upon motion by Michael Fuller, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to Section 200-40 (Board Committees) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

(b) RFID Discussion

A discussion on bins, diverters and pricing took place. Costs associated for expanding beyond the staff recommended five (5) bins and diverters were requested. Executive Director Kathy Giotsas will follow up and report back to the Board of Trustees.

NEW BUSINESS

Appointment of Outreach/Program Coordinator

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Donna Litke to the new position of Program/Outreach Coordinator for a three year term with a six month probationary period and annual reviews to assess performance and salary increases, effective January 18, 2017, at an annual salary of \$ 65,000.00.

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

Appointment of Youth Services Coordinator

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Adam Hinz to the new position of Youth Services Coordinator for a three year term with a six month probationary period and annual reviews to assess performance and salary increases, effective January 18, 2017, at an annual salary of \$ 85,000.00.

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

Public Comment(s): R. Gilliar, N. Penner

Appointment of Business Manager

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Steven Kashkin to the position of Business Manager for a three year term with a six month probationary period and annual reviews to assess performance and salary increases, effective January 23, 2017, at an annual salary of \$ 90,000.00.

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

Public Comment: N. Penner

Appointment of Levels Manager

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Jamie LaGasse to the new position of Levels Manager for a three year term with a six month probationary period and annual reviews to assess performance and salary increases, effective February 6, 2017, at an annual salary of \$ 65,000.00.

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

MOTION CARRIED UNANIMOUSLY

Appointment of Facilities Manager

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 appointment of Charles Wohlgemuth to the new position of Facilities Manager for a three year term with a six month probationary period and annual reviews to assess performance and salary increases, effective January 18, 2017, at an annual salary of \$ 70,000.00.

VOTE: Yes – 5 (Ferrante-Krupski, Solomon, Pizer, Fuller, Schaufeld)

Abstention - 1 (DiCamillo)

MOTION PASSED

Amend Prior Resolution for Security Company

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

MOVED, that the Great Neck Library Board of Trustees amend the prior resolution of November 15, 2016 and hire Security USA 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, pending contract review by legal.

After discussion, the motion was amended. **Upon motion by Robert Schaufeld, seconded by Michael Fuller, and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees amend the prior resolution of November 15, 2016 and hire Security USA at the rate of \$18.50 per hour, figure not to exceed \$8,000 annually, 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, pending contract review by legal.

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

MOTION CARRIED UNANIMOUSLY

Public Comment: E. Allen

Approval to Proceed with HR Consulting Firm

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

RESOLVED, that the Great Neck Library Board of Trustees retain the services of Pear HR Solutions to act as Human Resource Consultants for a one month period for the fixed sum of \$4,150.00 per month; such funds to be taken from the Main Building and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

Approval of Automated Material Handling System (AMH) for RFID

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of an Automated Materials Handling (AMH) System from BiblioTecha/3M for the Great Neck Library System in the amount not to exceed \$80,000.00; funds to be taken from the Automated Library Fund, pending further research.

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

MOTION CARRIED UNANIMOUSLY

Board Comment: This is a conditional resolution. President DiCamillo asked Executive Director Giotsas to call Elmont Library and obtain more information on the concerns of the public and the Board.

Public Comment(s): D. Hwee, E. Allen, N. Penner, R. Gilliar

PRESENTATION TO RETIRING MEMBERS OF THE BOARD OF TRUSTEES

On behalf of the Board, President DiCamillo thanked Josie Pizer and Varda Solomon for their contributions to the Great Neck Library as members of the Board of Trustees. Heartfelt remarks were read and they were presented with Certificates 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.*

CORRESPONDENCE

Ms. Allen was in attendance and spoke on her letter regarding curb cuts for senior citizens and the disabled at the Main Library entrance. Assistant Director Tracy Geiser addressed her concerns and assured her that price quotations were being secured to remedy the situation.

Ms. Allen asked about the weeding policy and was invited to attend future meetings of the Policy & By Laws Committee.

OPEN TIME

Douglas Hwee-Lakeville Lease

Naomi Penner – Programming, Automated Library Fund and Special Services Fund
R. Gilliar – Programming
Marianna Wohlgemuth – Project Independence, Transportation, Hoopla
Kate Goldberg – Children’s Department Concerns
Ilona Kroll – Children’s Department Concerns

DATE OF NEXT MEETING

January 24- Annual Re-Organization Meeting –Main

ADJOURNMENT

The meeting was adjourned at 10:00 p.m. on motion by Trustee Pizer and seconded by Trustee Ferrante-Krupski.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees