

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, FEBRUARY 23, 2016 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, February 23, 2016, in the Station Branch of the Great Neck Library, 26 Great Neck Road, Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President  
Varda Solomon – Secretary  
Josie Pizer – Treasurer  
Joel Marcus – Assistant Treasurer  
Michael Fuller – Assistant Treasurer  
Robert Schaufeld - Trustee

Also Present:                    Kathy Giotsas – Executive Director  
   Neil Zitofsky – Business Manager

Absent with Prior Notice:    Francine Ferrante Krupski – Vice President

**EXECUTIVE SESSION**

The Board met in executive session at 7:30 p.m. in the Community Room for a personnel discussion. The Board came out of executive session at 8:00 p.m. No action was taken in executive session.

**CALL TO ORDER**

The meeting was called to order by President DiCamillo at 8:10 p.m.

**MINUTES**

**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 January 19, 2016 Regular Board Meeting as presented.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
*MOTION CARRIED UNANIMOUSLY*

## **TREASURER'S REPORT**

**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 following financial reports which have been reviewed by the Treasurer:

- February 23, 2016, Treasurer's Report;
- Warrant dated January 9 through February 12, 2016; including payroll account check numbers 50169-50172; paid check numbers 50843-50874; checks to be paid numbers 50875-51008 their sums set against their respective names, amounting in the aggregate to \$305,121.15;
- Payroll Warrants for pay dates January 7 and January 21, 2016, which have been reviewed by the Treasurer, in the amounts of \$131,627.10 and \$124,301.34 respectively, for a total of \$255,928.44.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
*MOTION CARRIED UNANIMOUSLY*

## **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 Change reports of January 12 through February 10, 2016 as presented, which has been reviewed by the Finance Committee.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Branch Committee**

Trustee Fuller will schedule a date in March or early in April for the committee to meet.

The Branch Heads have each submitted reports. Ruth Klement's report for the Lakeville Branch noted the branch's "transformation success" due to additional items, such as floating books, since the move from Main. Trustee Fuller said he appreciates reading her monthly reports as they are detailed and informative.

Secretary Solomon added that she has received many positive comments from people in the community who are pleased with the Lakeville Branch. President DiCamillo mentioned that the lease comes up for renewal next year and, perhaps, we should start having discussions with the landlord. Trustee Fuller stated that we should consider expanding the Lakeville Branch due to recent demand and growth.

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

President DiCamillo reported that a meeting was held on February 18<sup>th</sup> where updated progress and several Construction Change Orders were discussed. She hopes to be back at Main in June.

### **Policy Committee**

Trustee Marcus reported that a meeting of the Policy & By Laws Committee will be held on Monday, February 29, 2016 at Station branch.

### **Programming Committee**

Trustee Solomon reported that the Programming Committee will meet on Monday, March 7, 2016 at the Lakeville Branch. Note: This meeting was subsequently rescheduled to March 21.

### **Technology/Website Committee**

Trustee Schaufeld reported that the Technology/Website Committee will meet tomorrow, February 24, 2016 at the Parkville Branch. A computer consultant will be in attendance to discuss our current hardware, software and present how we should move forward. Crestron will attend the March committee meeting. Note: This meeting was subsequently rescheduled to March 7.

Trustee Fuller asked Executive Director Kathy Giotsas if she had a chance to meet with Derive Technologies. Executive Director responded that she had met with them yesterday.

### **Staff Reports**

Trustee Pizer expressed her surprise and disappointment that the circulation statistics were down.

Trustee Pizer then pointed out the Technical Services report prepared by Wanda Lei. It seems to show an incredible number of new titles added but not processed. Per President DiCamillo's request, Executive Director Kathy Giotsas elaborated on the terminology of processing. President DiCamillo felt that the numbers did not make sense and requested a grid of definitions for the future.

President DiCamillo was also disappointed and could not understand the decline in circulation numbers. She asked that Executive Director Kathy Giotsas have someone look into the numbers.

Trustee Pizer commented that both the Levels and Lakeville Branch reports were terrific. Trustee Pizer asked that the collection continue to float for Lakeville. President DiCamillo said that the Branch Committee will need to make a recommendation to the Board.

Trustee Solomon then mentioned the success of the Chinese New Year Celebration at Parkville. Executive Director Kathy Giotsas said there were about 185 attendees. President DiCamillo commented that it was well done and she was particularly impressed by the individual painting the Chinese alphabet.

## **Executive Director's Report**

Executive Director Kathy Giotsas has talked to the staff about weeding the collection. A certain percentage will need to be weeded for the move back to Main. President DiCamillo mentioned that the Relocation Committee has met two times since the last Board of Trustees meeting.

Text of the Executive Director's written report dated February 19, 2016 below:

### **Administration**

I have been working with the Department Heads to improve their monthly reporting. Some of the departments have indicated that some of the information is duplicated due to the relocation there for they did not want to write the same information in two reports.

We are preparing for the relocation and to assist in the move we have been scheduling with individual departments to go over work space and floor planning. One of the critical things that needs to be addressed is shelf space. All librarians were asked to take their section of subject expertise and weed that area. Wanda from tech services will be providing lists to all librarians and I will be getting the completed lists of books discarded with a count.

We did reach out to Chris Johnson to find out her availability for the relocation committee and she would be more than happy to assist us in the process. We will be Skyping her in or she would attend in person when possible.

We are also looking at refreshing the branches with updated furniture. The branches did take an inventory of all chairs, the good, the bad and the ugly and we will be looking to replace them. We will be providing this information at the next Branch Committee meeting or earlier if needed. Charlie was also able to take an inventory of the basement at Lakeville and will be providing it at the next relocation meeting.

We have been working with Paychex and after four weeks of trying there are still inefficiencies in the system. We will be switching back to time vantage. We have logged several issues and to date many of them are still not addressed.

### **Technology**

We will be meeting with the IT Department in February to discuss the replacement of computers. We have a list of computer hardware and we are looking for the date of purchase. In some cases we will be able to look at the description of the item and find out if the item has life or needs to be replaced. I have set up a meeting with Terri Stuart from Derive Technologies to discuss our IT situation at the main library.

We have been reviewing the comments on the new website and I will be meeting with Shu to discuss making the changes. The website does need tweaking but it is much improved. We are also working with Wowbrary to correct some of the issues we are having with the collection of the new item for Innovative Interface.

### **Personnel**

We have made a decision on the new Assistant Director. We will be offering the position to Elissa Johnson, she has work at Danbury Public Library as a manager developing a language center, wrote successful grants and partnered with various community agencies to meet the need of the community. She is currently a Teacher at Darien High School teaching AP Environmental Science. She is also an Adjunct Professor at the University of Bridgeport and the University of Albany.

We will be interviewing for the Information Technology Director at the end of February and hope to make a decision by mid-March.

### Community Outreach

The staff has been working hard to distribute the new bookmarks and flyers for the renovation updates. So far we have gotten positive feedback. Adams programs have been going great with the 3D printing and we are looking to apply for a \$50,000 grant to develop a STEM/STEAM Lab.

### Building Maintenance

We did have a fire alarm go off at Station Branch which caused the malfunctioning of the elevator. We did call the building management service and informed them that it was unacceptable to have the elevator out for any length of time. We came to an agreement that we would have the authority to call the elevator company to fix the elevator. This will reduce the wait time for getting the elevator fixed. There were parking issues in the staff parking lot for the first few days that Best Market opened but things are slowly improving.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### Presentation of GNL Re-Organization

Executive Director Kathy Giotsas presented the Re-Organization structure via Powerpoint presentation [Presentation Attached].

Trustee Pizer commented that positions will need to be posted and advertised.

After the presentation, President DiCamillo called for any questions from the public. She further clarified that all new positions will need to be posting and interviews.

### Construction Change Orders

### Fire Marshall Fire Alarm Changes

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Change Order number 24 (VRD RCO # 14R-2) in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, for installation of additional smoke detectors as submitted by VRD, in the amount of \$7,224.56; such funds to be taken from the contingency line in the construction budget.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)

**MOTION CARRIED UNANIMOUSLY**

### Generator Gas Line

**Upon motion by Joel Marcus, seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Change Order number 26 (VRD RCO #34R-2) in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, to connect the one and a half (1 ½) inch gas line to the four (4) inch gas line for the generator as submitted by VRD, in the amount of \$7,886.88; such funds to be taken from the contingency line in the construction budget.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)

*MOTION CARRIED UNANIMOUSLY*

**Condensate Pumps for AHU #1 & #3**

**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 Change Order number 28 (VRD RCO # 50) in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, for installation of condensate pumps for AHU # 1 and # 3 as submitted by VRD, in the amount of \$5,000.00; such funds to be taken from the contingency line in the construction budget.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)

*MOTION CARRIED UNANIMOUSLY*

**AHU2A, AHU2b, AHU 6 and AHU 7 and Ductwork Modifications and AHU-3 Volume Dampers**

**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 Change Order number 29 (VRD RCO # 51) in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, to furnish and install ductwork, motorized dampers, actuators, wiring, controls and programming for the four (4) HVAC units AHU 2A, AHU 2B, AHU 6 and AHU 7 and add volume dampers on AHU 3 as submitted by VRD, in the amount of \$29,500.00; such funds to be taken from the contingency line in the construction budget.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)

*MOTION CARRIED UNANIMOUSLY*

**Lower Level Radiators Gap Between Storefront and Fintube**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Change Order number 27 (VRD RCO # 48 & 53) in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended

March 24, 2015, to eliminate the storefront gap and allow the radiators to be flush as submitted by VRD, in the amount of \$15,000.00; such funds to be taken from the contingency line in the construction budget.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
**MOTION CARRIED UNANIMOUSLY**

*Discussion: Trustee Fuller questioned this item and it was explained that this was a pre-existing condition that is now being corrected.*

### **North Side Handicap Ramp**

**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 Change Order number 30 (VRD RCO #54) in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, for installation of a new handicap concrete ramp at the exit of the building as submitted by VRD, in the amount of \$4,000.00; such funds to be taken from the contingency line in the construction budget.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
**MOTION CARRIED UNANIMOUSLY**

### **Library Stack End Panels**

**Upon motion by Joel Marcus, seconded by Robert Schaufeld, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Change Order number 32 (VRD RCO #62) in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, to furnish new end panels to match the maple control sample as submitted by VRD, in the amount of \$12,534.98; such funds to be taken from the contingency line in the construction budget

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
**MOTION CARRIED UNANIMOUSLY**

### **Hand Dryers (Upgrade)**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Change Order number 33 (VRD RCO #65) in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March

24, 2015, to upgrade to Dyson hand dryers as submitted by VRD, in the amount of \$3,986.69; such funds to be taken from the contingency line in the construction budget.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)

**MOTION CARRIED UNANIMOUSLY**

**Skim Coating Wallcovering in Mezzanine**

**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 Change Order number 31 (VRD RCO #58) in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, to skim coat the wallcovering in the mezzanine as submitted by VRD, in the amount of \$4,207.50; such funds to be taken from the contingency line in the construction budget.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)

**MOTION CARRIED UNANIMOUSLY**

**Board Committee Assignments**

<b><u>BRANCH</u></b>	<b><u>FUNDRAISING</u></b>	<b><u>PROGRAMMING</u></b>
Marietta DiCamillo	Marietta DiCamillo	Marietta DiCamillo
Francine Ferrante Krupski	Francine Ferrante Krupski (Chair)	Joel Marcus
Michael Fuller (Chair)	Michael Fuller	Josie Pizer
Varda Solomon	Josie Pizer	Varda Solomon (Chair)
Kathy Giotsas	Joel Marcus	Jonathan Aubrey
	Robert Schaufeld	Margie Chodosch
<b><u>BUILDING ADVISORY (BAC)</u></b>	Varda Solomon	Deidre Goode
Marietta DiCamillo (Chair)	Kathy Giotsas	Debbie Feldman
Joel Marcus	Neil Zitofsky	Pam Levin
Josie Pizer		Courtney Greenblatt
Varda Solomon	<b><u>LONG RANGE PLANNING</u></b>	Kathy Giotsas
Deidre Goode	Marietta DiCamillo	Adam Hinz
Kathy Giotsas	Michael Fuller	
Neil Zitofsky	Robert Schaufeld	<b><u>RELOCATION</u></b>
Pamela Levin	Varda Solomon (Chair)	Marietta DiCamillo
Charles Wohlgemuth	Kathy Giotsas	Francine Ferrante Krupski (Chair)
Mike Currie	Margie Chodosch	Michael Fuller
Don Dillon	Deidre Goode	Josie Pizer
Allegra Goldberg	Adam Hinz	Joel Marcus
Leslie Kahn	IT Director	Robert Schaufeld
Alice Merwin	Asst Director	Varda Solomon
Marianna Wohlgemuth		Kathy Giotsas
		Marianna Wohlgemuth
		Linda Burghardt
<b><u>BUILDING ADVISORY -OUTREACH</u></b>	<b><u>PERSONNEL</u></b>	
Joel Marcus	Marietta DiCamillo	<b><u>WEBSITE/TECHNOLOGY</u></b>
Josie Pizer (Chair)	Francine Ferrante Krupski	Marietta DiCamillo
Mike Currie	Josie Pizer (Chair)	Francine Ferrante Krupski
Marianna Wohlgemuth	Varda Solomon	Michael Fuller



Pam Levin	Kathy Giotsas	Robert Schaufeld (Chair)
Cindy Simeti		Kathy Giotsas
<b>FINANCE</b>	<b>POLICY &amp; BYLAWS</b>	Justin Crossfox
Marietta DiCamillo	Marietta DiCamillo	Cindy Simeti
Michael Fuller	Francine Ferrante Krupski	Shuqian Zhang
Joel Marcus	Joel Marcus (Chair)	Irina Zaionts
Josie Pizer (Chair)	Robert Schaufeld	Adam Hinz
Kathy Giotsas	Kathy Giotsas	IT Director
Neil Zitofsky	Neil Zitofsky	Asst Director
	IT Director	
	Asst Director	

President DiCamillo called for any comments regarding the committee structure. In March, Vice President Ferrante-Krupski will be Chair of the Relocation committee and it will be held to the same constraints of the Board Meetings with a quorum.

**Approval of Assistant Director**

**Upon motion by Joel Marcus, seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the hiring of Elissa Johnson to the position of Assistant Director effective April 4, 2016, at an annual salary of \$90,000.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
**MOTION CARRIED UNANIMOUSLY**

*Discussion: President DiCamillo requested the Job Description and Posting be attached to the final minutes. The Board of Trustees was happy that the position was being filled. Secretary Solomon asked for a Press Release, including a photograph and biography, be prepared.*

*Comments: Nick Camastro*

**Renewal of Business Manager’s Contract**

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

**RESOLVED**, that the Great Neck Library Board of Trustees renew Neil Zitofsky’s contract for a one (1) year period as Business Manager with a \$1,204 salary increase.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
**MOTION CARRIED UNANIMOUSLY**

**Renewal of Junior Accountant’s Contract**

**Upon motion by Michael Fuller, seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees renew Li Wen Lee’s contract for a three (3) year period as Junior Accountant with a \$520 annual salary increase.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
*MOTION CARRIED UNANIMOUSLY*

**Renewal of Administrative Assistant & Secretary to the Board of Trustees Contract**

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

**RESOLVED**, that the Great Neck Library Board of Trustees renew Holly Coscetta’s contract for a three (3) year period as Administrative Assistant and Secretary to the Board of Trustees with a \$2000 annual salary increase.

**VOTE:** Yes – 6 (DiCamillo, Solomon, Pizer, Marcus, Fuller, Schaufeld)  
*MOTION CARRIED UNANIMOUSLY*

*Comments: Nick Camastro*

**CORRESPONDENCE**

None

**OPEN TIME**

None

**DATE OF NEXT MEETING**

Budget Workshop – March 8, 2016 at Lakeville Branch.

**ADJOURNMENT**

The meeting was adjourned at 9:15 p.m. on motion by Joel Marcus and seconded by Josie Pizer.

Respectfully submitted,

Varda Solomon  
Secretary, Board of Trustees