

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, FEBRUARY 28, 2017 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 28, 2017, in the Multi-Purpose Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President  
Joel Marcus – Vice President  
Michael Fuller – Secretary  
Marietta DiCamillo – Treasurer  
Rebecca Miller – Assistant Treasurer  
Douglas Hwee - Trustee

Also Present:

Kathy Giotsas – Executive Director  
Tracy Geiser – Assistant Director  
Steven Kashkin – Business Manager

Absent with Prior Notice: Francine Ferrante Krupski – Assistant Treasurer

## **EXECUTIVE SESSION**

The Board met in executive session at 7:00 p.m. in the Multi-Purpose Room for a discussion of Board Matters. 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 Schaufeld at 8:16 p.m.

## **MINUTES**

### **Regular Board Meeting**

**Upon motion by Michael Fuller, seconded by Marietta DiCamillo and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Minutes of the January 17, 2017 Regular Board Meeting as presented.

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

## **TREASURER'S REPORT**

**Upon motion by Marietta DiCamillo, seconded by Joel 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 Treasurer:

- February 28, 2017, Treasurer's Report;
- Warrant dated January 7, 2017 through February 10, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$285,895.50.
- Payroll Warrants for pay dates January 5 and January 19, 2016, which have been reviewed by the Treasurer, (in the amounts of \$124,247.54 and \$133,928.70, respectively,) for a total of \$258,176.24.

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

## **PAYROLL CHANGES**

**Upon motion by Marietta DiCamillo, seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Payroll Changes report of January 19, 2017 through January 31, 2017, which have been reviewed by the Finance Committee.

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

*Public Comment: M. Wohlgemuth*

## **REPORTS**

### **Branch Committee**

Trustee Fuller reported that a meeting was not held in the month of February. Trustee Fuller will seek approval from the Board of Trustees to hold an open style public meeting on March 20<sup>th</sup> at the Station Branch. At this meeting, he will focus on improvements for the Station Branch and the public will be invited for a discussion of ideas and suggestions.

### **Main Building Committee**

President Schaufeld reported that the Main Building Committee met earlier in the month and a meeting of the Landscaping Committee was held on February 27<sup>th</sup>. The final landscaping plan requires approval from the Board to proceed.

At the Main Library, the punch list is still being worked on. Additional shelving has been requested and will be voted on at this evening's Board meeting. The security system is in place and books are being returned to the shelves. A potential location for a book drop has been agreed upon but we await an approval letter from our Insurance carrier confirming that we are in accordance with policy regulations.

Trustee DiCamillo asked that Executive Director Kathy Giotsas provide an updated count of the boxes of books still remaining to be shelved to the Board of Trustees by the end of the week. Trustee DiCamillo also asked that requests for items such as an outside bench, healthy vending machines items, etc. be referred to the Main Building Committee and added to the next meeting agenda.

Trustee Hwee asked for clarification on the mezzanine shelving; is it additional shelving or is it swap shelving? Executive Director Giotsas explained that it is swap shelving. Additional Children's shelving was also discussed.

Trustee Hwee requested a copy of the RFP for the IT Consultant and the work logs. Executive Director Giotsas was requested to provide this to Trustee Hwee. The contract, terms and conditions of the IT Consultant were also discussed.

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

### **Policy Committee**

Vice President Marcus reported that a committee meeting is scheduled for March 1, 2017 at the Main Library.

*Public Comment: N. Penner*

### **Programming Committee**

Trustee Ferrante-Krupski was not in attendance. The next committee meeting is scheduled for March 22<sup>nd</sup> at the Main Library.

### **Fundraising Committee**

Trustee Ferrante-Krupski was not in attendance. The next committee meeting is scheduled for March 2<sup>nd</sup> at the Main Library.

### **Long Range Planning Committee**

Vice President Marcus reported that a committee meeting is scheduled for March 6, 2017 at the Main Library. A suggestion was made that Past Committee Chair Varda Solomon be contacted for knowledge, background on prior committee happenings.

### **Staff Reports**

*Public Comment: N. Penner*

## **Assistant Director's Report**

Assistant Director Tracy Geiser reported that a candidate has been selected to run the Lakeville Branch. With the Board's approval, her start date will be March 6<sup>th</sup>, 2017.

*Public Comment: N. Camaastro*

Text of the Assistant Director's written report dated February 28, 2017 below:

### **STAFFING:**

I'd like to welcome our new staff members who joined us for the new year: Steve Kashkin (Business Manager); Donna Litke (Programming/Outreach Coordinator); Adam Hinz (Youth Services Coordinator).

We have also hired two new part-time Reference Librarians who have entered in to their positions with enthusiasm; Christy Orquera and Dawn Moynihan. Both librarians will be working throughout each of the branches.

I am also very happy to announce that we have chosen a wonderful candidate as our new Branch Head at Lakeville. She will do Ruth proud and will be an asset to the Lakeville community. I am looking forward to working with her and seeing where she and the staff take the Lakeville Branch.

As usual I have continued working with the branches and department heads on filling the rest of their staff vacancies.

I have been and will continue to work with Steve, our new Business Manager to make sure that all of the new staff schedules are correct for payroll.

### **MAIN:**

Wonderful News! We officially received our Certificate of Occupancy on January 11<sup>th</sup>.

We are at the very end of our punchlist with VRD. I am continuing to work with Charlie on this. Vinny from VRD will be changing out our locks on Wednesday, February 22. He is currently waiting for a piece that he had ordered for the carpet by the main stairs. As soon as this piece is ordered the carpet company will be in to fix the problem.

On January 12, Charlie, Ever and myself were trained by John from JNS on the cooling equipment in the Mechanical Room.

On January 17-18, Charlie, Ever and myself attended a Facilities Management course in Hauppauge. It was a 2 day workshop that covered questions on a variety of facility management "hot buttons" — OSHA requirements, safety issues, risk/security plans, and etc. We met other facility managers from different organizations and learned how they solve problems, deal with crises, and handle complaints. We also learned how to put together a plan for emergencies.

Jeff from KI (furniture company) came in January 26-27, to fix broken chair leg issues that we were having with some of the black net chairs. The legs on all chairs were replaced and we have not had any problems with them since then.

Bayview Landscaping came on January 27<sup>th</sup> to paint directional arrows in the parking lot for us.

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.

### **BRANCHES:**

Station's non-fiction collection has been supplemented with fifty boxes from the collection at Main. This was done thanks to Wanda and Marleen. The Children's collection is being ordered for and will hopefully be full again soon.

Parkville's non-fiction collection has been supplemented with thirty boxes from the collection at Main. Marleen and Wanda are currently working on this project.

## **Executive Director's Report**

Executive Director Kathy Giotsas reported that staff is working hard to return all books to the shelves.

*Public Comment: R. Gillar*

Text of the Executive Director's written report dated February 23, 2017 below:

### **ADMINISTRATION**

This past month we continued interviewing to fill vacancies and have been successful in finding qualified individuals. We also met with patrons that wanted to voice their opinion on likes and dislikes about the new building. In most cases the feedback has been positive.

With the new organizational chart senior management has been working with all departments to create monthly meetings that will enable better communication flow.

- Director will meet individually with Coordinators and Business Manager monthly to go over anything that needs to be addressed by management, committees or board
- Coordinators will meet monthly with individual managers to go over anything that needs to be addressed by management and/or committee
- Managers meet with their staff as a group monthly to go over past and future department work
- The Director will meet with all Coordinators, Assistant Director and Business Manager together once a month
- There will also be system wide staff meeting every two months.

We are currently working with PEAR HR Solutions to set up systems for HR. We are looking at scanning services for personnel and creating automated forms for new hires. Pear HR will be meeting the Staff at the next staff meeting to discuss their services and how they can help the staff and management.

We are also still working on the schedules to ensure that we have enough coverage for sick, vacation and personal time.

### **BUILDING**

Tracy has been working on getting the punch list finished. I have been working with Charles Segal, Esq. to send letters to the contractor to get the punch list done in a timely fashion.

The security system is in place and staff will start using the key cards on February 27, 2017. We did run into the issue of the automatic doors and the sensors, if we drill the sensors into the doors it may void the warranty on the doors. We are looking at other options and/or a workaround.

Adam Hinz has been working with Deidre Goode to meet the needs of the parents in the Children's Department. So far we have gotten positive responses.

### **PERSONNEL**

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

- Levels Manager
- Business Manager
- Two Part-Time Librarians
- Lakeville Branch Manager

All the candidates have accepted their positions. All of the candidates that have started have been doing well and have acclimated themselves to their new position.

#### **RELOCATION**

We are progressing with the shelving of the boxes and have stopped weeding. We have taken several boxes to Station and Parkville to make sure that all their shelves are full. We are doing an estimated 13 boxes a day, moving them from the book room to the shelves.

The cage in the book room is empty and the garage has been cleaned out. We will start filling the cage with things from the garage and other offices that have been designated for the cage. We hope to get VRD in to do the cage for the garage in the next few weeks.

#### **TECHNOLOGY**

We have been using the community room with the new equipment and it has been easy to use. The IT consultant will be reconfiguring one of our old services to use in levels for broadcasting media. Adam is also looking to get the Stem Lab going.

I have been calling other libraries regarding RFID and found out that some of the issues that existed do not pertain to us or have been resolved. All libraries that were called said it was worth spending the funds. We also have \$100,000 in grant fund that are earmarked for the project.

## **OLD BUSINESS**

### **(a) RFID-Discussion Update on AMH System**

Executive Director Kathy Giotsas reported that she contacted other libraries regarding RFID per the Board's request. She was informed that the main problems occurred with the Coin Operating Machine and ALIS. She believes these issues have been resolved but pointed out that we are not looking to purchase/install the Coin Operating Machine. No issues have been reported on the RFID system and the AMH System.

Trustee Hwee was concerned with ways the RFID System could be compromised for check in/check out. Trustee DiCamillo explained that it has many benefits other than circulation. It also useful for inventory and security purposes.

*Public Comment: N. Penner*

## **NEW BUSINESS**

### **Public Meeting for Station Branch**

Trustee Fuller explained that he was unaware Board permission was necessary when the Branch Committee meeting at Lakeville turned into an open style public meeting this past December. However, the meeting proved productive to dispel rumors of the branch closing and in fielding of expansion ideas.

He requested Board permission to hold an open style public meeting at the Station Branch on March 20<sup>th</sup>. The Board was unopposed to this request as long as the pre-conditions of a prior meeting to set an agenda be scheduled and that the entire Board of Trustees are notified of meeting dates.

*Public Comment: R. Gilliar*

**Appointment to Lakeville Branch**

**Upon motion by Marietta DiCamillo, seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the appointment of Alana Mutum for the purpose of running the Lakeville Branch with title to be determined for a three year term with a six month probationary period and annual reviews to assess performance and salary increases, effective March 6, 2017, at an annual salary of \$65,000.00.

**VOTE:** Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Miller, Hwee)

*MOTION CARRIED UNANIMOUSLY*

**Approval of Curb Cut at the Main Library**

**Upon motion by Douglas Hwee, seconded by Marietta DiCamillo, and after discussion, it was,**

**MOVED**, that the Great Neck Library Board of Trustees approve Castle Industries, Inc. to install curb cuts at the Main Library in the amount of \$2,000.00; such funds to be taken from the Main Building and Special Services Fund.

After discussion, the motion was amended. **Upon motion by Douglas Hwee, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve Castle Industries, Inc. to install curb cut at the Main Library in the amount not to exceed \$2,000.00; such funds to be taken from the Main Building and Special Services Fund.

**VOTE:** Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Miller , Hwee)

*MOTION CARRIED UNANIMOUSLY*

*Public Comment(s): C. Wohlgemuth, N. Penner*

**Approval of Additional Shelving**

**Upon motion by Joel Marcus, seconded by Marietta DiCamillo, and after discussion, it was,**

**MOVED**, that the Great Neck Library Board of Trustees approve the purchase of additional shelving for the Children's room and the Media room at the Main Library from Creative Library Concepts in the amount not to exceed \$21,830.00; funds to be taken from the Main Building and Special Services Fund.

After discussion, the motion was amended. **Upon motion by Joel Marcus, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the purchase of additional shelving for the Children’s room and the Media room at the Main Library from Creative Library Concepts in the amount of \$21,830.00; funds to be taken from the Main Building and Special Services Fund.

**VOTE:** Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Miller, Hwee)

*MOTION CARRIED UNANIMOUSLY*

**Credit for Projection Screen**

This item was stricken from the agenda.

Business Manager Steve Kashkin was asked to investigate the exact credit amount and that it appear on the next Board Agenda.

**Approval of Final Landscaping Plan**

This item was stricken from the agenda and referred to the Finance Committee.

**Service Contract for Automatic Doors**

**Upon motion by Rebecca Miller, seconded by Michael Fuller, and after discussion, it was,**

**MOVED**, that the Great Neck Library Board of Trustees approve the Pro Active Gold service contract with ASSA ABLOY Entrance Systems, Inc. for the sliding doors at the Main Library in the amount of \$2,400.00 for one year; such funds to be taken from the Main Building and Special Services Fund.

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Pro Active Gold service contract with ASSA ABLOY Entrance Systems, Inc. for the sliding doors at the Main Library in the amount of \$2,400.00 for one year; such funds to be taken from the Service Contract Expense Line.

**VOTE:** Yes – 6 (Schaufeld, Marcus, Fuller, DiCamillo, Miller, Hwee)

*MOTION CARRIED UNANIMOUSLY*

*Public Comment: N. Penner*

*Board Comment: Trustee Hwee asked for multi-year quote.*

### **Acceptance of SPOT Printing**

**Upon motion by Douglas Hwee, seconded by Marietta DiCamillo, and after discussion, it was,**

**MOVED**, that the Great Neck Library Board of Trustees approve the purchase of SPOT Printing for the Great Neck Library from Librarica LLC in the amount of \$6,420.00; funds to be taken from the Automated Library Fund.

After discussion, the motion was amended. **Upon motion by Douglas Hwee, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the purchase of SPOT Printing for the Great Neck Library from Librarica LLC in the amount of \$6,420.00; funds to be taken from the Computer Software Expense Line.

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

### **Amend January Resolution for Security Company**

**Upon motion by Michael Fuller, seconded by Marietta DiCamillo, and after discussion, it was,**

**MOVED**, that the Great Neck Library Board of Trustees amend the prior resolution of January 17, 2017 and hire Security USA at the rate of \$20.00 per hour, figure not to exceed \$9,500.00 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.

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

**RESOLVED**, that the Great Neck Library Board of Trustees amend the prior resolution of January 17, 2017 and hire Security USA at the rate of \$20.00 per hour, not to exceed \$9,500.00 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.

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

### **Acceptance of Drum Set Donation to Levels**

**Upon motion by Joel Marcus, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the donation of a drum set to Levels from Emi Schaufeld.

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

**Approval of HVAC Contract**

**Upon motion by Joel Marcus, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees approve SavMor Mechanical Services as our HVAC Service Contractor at the Main Library in the amount of \$8,910.00; such funds to be taken from the Service Contract Expense Line, to be reviewed by Legal.

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

**CORRESPONDENCE**

None

**OPEN TIME**

Naomi Penner – Printing Charges, Personnel  
Marianna Wohlgemuth – Hoopla, Display Cases, Artwork  
Kate Goldberg – Children’s Toys and Decorations  
R. Gilliar – Technical Services  
Ilona Kroll – Children’s Department Concerns

**DATE OF NEXT MEETING**

March 7, 2017- 1<sup>st</sup> Budget Workshop–Main Branch  
March 13, 2017- 2<sup>nd</sup> Budget Workshop–Main Branch  
March 21, 2017-Regular Board Meeting – Station Branch

**ADJOURNMENT**

The meeting was adjourned at 9:54 p.m. on motion by Trustee Marcus and seconded by Trustee Fuller.

Respectfully submitted,

Michael Fuller  
Secretary, Board of Trustees