

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, MARCH 21, 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, March 21, 2017, in the Community Room of the Station Branch, 26 Great Neck Road, Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President  
Joel Marcus – Vice President  
Michael Fuller – Secretary  
Marietta DiCamillo – Treasurer  
Francine Ferrante Krupski – Assistant Treasurer  
Rebecca Miller – Assistant Treasurer

Also Present:

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

Absent with Prior Notice: Douglas Hwee - Trustee

## **EXECUTIVE SESSION**

The Board met in executive session at 7:00 p.m. in the Community Room for a discussion of Personnel 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 8:03 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 February 28, 2017 Regular Board Meeting as presented.

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

### **Budget Workshops**

**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 March 7, 2017 and March 13, 2017 Budget Workshops as presented.

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

*MOTION CARRIED UNANIMOUSLY*

### **TREASURER'S REPORT**

**Upon motion by Marietta DiCamillo, seconded by Francine Ferrante Krupski 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 February 11, 2017 through March 10, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$378,820.72.
- Payroll Warrants for pay dates February 2nd and February 16, 2017, which have been reviewed by the Treasurer, (in the amounts of \$142,907.97 and \$144,874.09 respectively,) for a total of \$287,782.06.

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

*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Treasurer DiCamillo requested details for the TedTalks Programs and that upgraded newsletter paper is revisited.*

*Public Comment: J. Pizer, M. Wohlgemuth*

### **PAYROLL CHANGES**

**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 Payroll Changes report of February 1, 2017 through February 28, 2017, which have been reviewed by the Finance Committee.

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

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Branch Committee**

Trustee Fuller reported that a public meeting is scheduled tomorrow evening, March 22<sup>nd</sup>, at the Station Branch to discuss ideas and suggestions for improvements and all are welcome. The Parkville Branch will be addressed in the near future.

### **Main Building Committee**

President Schaufeld reported that the Main Building Committee will meet on Monday, March 27<sup>th</sup> at the Main Library. The Landscaping Committee held its final meeting on February 27<sup>th</sup> and has recommended the Board of Trustees accept the final design proposal.

### **Policy Committee**

Vice President Marcus reported that a committee meeting was held and that the policy resolutions are being tabled until they are discussed with legal counsel.

### **Programming Committee**

Trustee Ferrante-Krupski reported that the next committee meeting is scheduled for March 28<sup>th</sup> at the Main Library.

### **Fundraising Committee**

Trustee Ferrante-Krupski reported that the committee met on March 2<sup>nd</sup> where a discussion on how to raise funds and prior committee happenings took place. The next meeting is scheduled for April 6<sup>th</sup> at the Main Library.

### **Long Range Planning Committee**

Vice President Marcus reported that a committee meeting is scheduled for April 24, 2017 at the Main Library.

### **Staff Reports**

Treasurer DiCamillo requested that when staff attends outside workshops, they include a manner in which to implement what they have learned and/or express if the Library should consider incorporating it.

Regarding the Statistics, Treasurer DiCamillo would like to see the potential of library card usage with census. For downloadable statistics, she requested comparisons to our collection to be provided.

Circulation statistics are down. President Schaufeld requested that a column is added to the Circulation Statistics showing the last year the Main Library was open.

For the Levels Report, weekends are to be high-lighted to compare attendance.

*Public Comments: J. Pizer, M. Wohlgemuth, N. Penner*

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

Assistant Director Tracy Geiser reported that Alana Mutum is acclimating nicely at Lakeville. Assistant Director Geiser also expressed her appreciation for the Circulation Staff, who have been working diligently to unpack and re-shelve the collection. Treasurer DiCamillo acknowledged all their hard work and thanked them on behalf of the Board of Trustees.

There was a discussion on the Social Media accounts, the postings and the friends and followers.

Text of the Assistant Director's written report dated March 15, 2017 below:

#### **ADMINISTRATION:**

We have been interviewing prospective candidates for the position of Technical Services Coordinator and hope to have someone in that position soon. This Coordinator will be in charge of the Technical Service and IT departments (IT and website).

The postings for Administrative Assistant to the Administrative Coordinator and Full time Clerk have been posted with a large response already. They have been posted on list serves, in-house, on Indeed.com, and on the Great Neck website.

I would like to congratulate Ever Zelaya as our new full time Maintenance staff member. He currently works part time in Maintenance and Circulation. Ever has proven himself through the years to be a very reliable and diligent worker. We are looking forward to having him on a full time basis beginning on Monday, March 27.

I am very happy to announce that we have chosen Alana Mutum as our new Branch Head at Lakeville. She is already full steam ahead to make Lakeville hers and in meeting her community.

Formal staff schedules have begun to be mailed home to staff members.

The staff are now using their new keycards to enter the staff door in the Main building. Everything seems to be working out well with them.

Adam Hinz has created a Facebook page to help promote our library programs, photos, etc.  
<https://www.facebook.com/GreatNeckLibrary/>

#### **MAIN:**

I would like to profusely thank all the staff for their hard work re-cataloging, shifting, shelving, etc. during our book project at Main. They have been fantastic!

Charlie Wohlgemuth, Ever Zelaya and I have been trained on the BMS system by ICON. The software is on mine and Charlie's computers. It allows us to control the temperature throughout the building.

Shelvers and clerks continue working to put the items back on the shelves. Duplicates and other items from the collection have been cataloged and brought over to their new homes at Parkville and Station.

The moving company will be delivering the rest of the art work by the end of March/beginning of April. I am working on securing a date with them.

I am also securing a date to have the replacement shelving under the Mezzanine installed as well.

### **BRANCHES:**

The March 20<sup>th</sup> Branch Meeting has been rescheduled to March 22<sup>nd</sup> and will be held at Station at 7:30pm where we will discuss its future renovation. We are looking forward to hearing ideas from our patrons.

On March 6<sup>th</sup> Charlie Wohlgemuth, Garry Horodyski and myself welcomed Alana Mutum to Lakeville. Charlie and Garry explained what the steps are for running Lakeville concerning Maintenance and IT. Alana is currently working on organizing and scheduling with myself and Mina Pathak.

Station's shelves are once again brimming with the assistance of over 50 boxes of non-fiction from Main. The Children's Department is working on ordering to upgrade the books in the Children's area.

Justin Crossfox and Shu Zhang are working on bringing in new programming for our patrons for Parkville.

### **Executive Director's Report**

President Schaufeld inquired about the set-up of the local History Room as a letter was received from the Great Neck Historical Society. Executive Director Kathy Giotsas reported that the staff member has vacated from that room and set-up is ongoing. President Schaufeld requested the two filing cabinets that are currently at Parkville be returned to the room as soon as possible.

Trustee Miller inquired about the State Tax Forms and how inquiries were being handled by the Reference Department.

Text of the Executive Director's written report dated March 15, 2017 below:

#### **ADMINISTRATION**

February has been the first full month that we have been picking up our ILL's from NLS. Maintenance has created a three days a week pick up schedule which has been working well. I have also investigated OCLC ILL's and if NLS has any impact on us requesting those ILL's, OCLC is not affected.

I have spoken to the contractors regarding the paperwork submission of the rebates. Once the project is paid in full the backup paper work will be submitted for rebates. Tracy has been following up with the contractors to insure that the punch list is completed in a timely manner.

#### **BUILDING**

We have contracted security for the Main Library on Fridays and Saturdays for 10 (ten) hours a week. The security company will also provide training to the staff for various situations we may encounter. We have also met with the Fire Marshal who has informed us he will provide a fire drill once the weather gets warmer.

Many of the comments that we have been receiving for the building are as follows:

- Where is the drop box
- Curb cuts are needed to get into the library for handicap patrons
- The handicap ramp is too far
- There aren't enough handicap spaces
- A patron waiting spot should be available in the front for pick up and waiting for handicap waiting

This past month I have been investigating transportation for seniors to the library. Several calls were made to Project Independence as well as the school transportation company. So far we have not been able to find or create a service that would be reasonable in cost to provide transportation for seniors to the library.

Staff has been using the new key card to enter the building and it has been working out. We are looking at a key card entry for administration. There have been times when staff is only in the staff lounge at night and patrons enter the area. We are looking to secure the area to prevent people wondering in during off hours and other sensitive times (when money is being counted).

## **PERSONNEL**

We have been working with Pear HR this past month. At the monthly staff meeting they introduced themselves and answered any questions the staff has regarding their services. Pear HR has also set up meeting with the managers to assist them in managing staff.

Alana Mutum started at Lakeville and has been acclimating herself in the new position. Levels is also looking to convert one full time position to two part-time positions to better meet their needs. We will be converting one levels position to a part-time Levels (music) and Levels (Technology) position. Adam has very good programing ideas that will utilize both positions.

## **RELOCATION**

Tracy has been working with the circulation staff to get the books back on the shelves. As we are going through the boxes we are finding that there are several boxes with records from the business office for retention, reference supplies, displays, toys, and archive materials. Many of the boxes have been shelved and we are hoping to be completed with the shelving by the end of March. We are still waiting for shelving in the Children's department and Media.

Besides shelving the books from storage we have also been receiving many boxes of new books that have been processed and need to be shelved.

We have also started putting the sculptures out in various places in the building and we will be displaying our paintings during the month of March/April. Both pianos have been tuned and we are looking to get pricing on refurbishing the grand piano.

## **TECHNOLOGY**

We have starting implementing SPOT and have been testing it before we make it available to patrons. We hope to have the testing finished by the end of March.

Hoopla has been configured to our system and we will be debuting it on March 21<sup>st</sup>, 2017. Staff will be trained to assist patrons.

We have starting the process for implementing RFID. Biblioteca will set up a timeline for our review. The first thing that will be done is the tagging of the collection. This will give time for to install the equipment at all the locations. Once the collection is tagged and the equipment is installed we can go live with RFID.

## **OLD BUSINESS**

### **Credit for Projection Screen**

**Upon motion by Rebecca Miller, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the credit for a Da-lite Tensioned Large Advantage Deluxe Electrol Screen as submitted by Profound Technologies, in the amount of [\$7,078.05].

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

**MOTION CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

### **(a) Recognition Levels Certificate of Merit for Annual Valentines for Veterans Program**

Youth Services Coordinator, Adam Hinz, reported that the Levels program participated in an event where they made Valentine's for Veterans. This project was recognized by State Assemblyman Tony D'Urso who visited and presented them with a Certificate of Merit.

**(b) Appointment of Full Time Custodian**

**Upon motion by Francine Ferrante Krupski, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the appointment of Ever Zelaya to the position of Full Time Custodian for a three year term with a six month probationary period and annual reviews to assess performance and salary increases, effective March 27, 2017, at an annual salary of \$40,210.00.

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

**(c) Approval of Final Landscaping Plan & Approval to Proceed with RFP for Landscaping**

**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 final Landscape Plan submitted by Bayview Landscape Architecture and proceed with a Request for Proposal (RFP) for Landscaping for the Main Library.

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

*Public Comment: N. Camaastro*

**(d) SEORA Approval**

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

**MOVED**, that the Great Neck Library Board of Trustees authorize the Great Neck Library to enter into an inter-municipal agreement with the County of Nassau to receive funding for the purchase of STEM Lab equipment (see Appendix A-attached).

WHEREAS, the Great Neck Library desires to enter into an inter-municipal agreement with the County of Nassau as authorized by Article 5-G of the General Municipal Law of the State of New York, to purchase STEM Lab equipment (see Appendix A); and

WHEREAS, pursuant to said agreement, the County will provide funding to reimburse the Great Neck Library in the amount of \$50,000 for the purchase of STEM Lab equipment (see Appendix A) for said project;

NOW, THEREFORE, be it

RESOLVED, by the Great Neck Library Board of Trustees that the Great Neck Library be and hereby is authorized to enter into an inter-municipal cooperation agreement with the County of Nassau for the above said project; and be it further

RESOLVED, that the Great Neck Library Board adopts this resolution making a SEQRA environmental determination that the proposed Inter-Municipal Agreement and project will not have a significant effect on the environment and issues a negative declaration.

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

**(e) Acceptance of Part Time Levels Music Program Coordinator Job Posting & Description**

**Upon motion by Francine Ferrante Krupski, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Part Time Levels Music Program Coordinator Job Posting and Description as attached.

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

**(f) Acceptance of Part Time Levels Technology Program Coordinator Job Posting & Description**

**Upon motion by Francine Ferrante Krupski, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Part Time Levels Technology Program Coordinator Job Posting and Description as attached.

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

*Public Comment: M. Wohlgemuth*

**(g) Approval of Security Interface Board**

**Upon motion by Rebecca Miller, seconded by Francine Ferrante Krupski, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees approve the purchase of a Security Interface Board from ASSA ABLOY for the Automatic Doors at the Main Library in the amount of \$1,384.90; funds to be taken from the Main Building and Special Services Fund.



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

**(h) Approval of Secured Access Door for the Staff and Administration Area at Main**

**Upon motion by Marietta DiCamillo, seconded by Rebecca Miller, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees approve the installation of a secured access system for the Staff and Administration area at the Main Library from A+ Technology & Security Solutions in the amount of \$2,773.20; funds to be taken from the Main Building and Special Services Fund.

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

**(i) Approval of a Fire System Service Contract for the Main Library**

**Upon motion by Joel Marcus, seconded by Rebecca Miller, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees approve a fire system service contract for the Main Library from Star Fire Protection in the amount of \$3,800.00; funds to be taken from the Service Contract Expense Line, pending contract review by legal.

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

**(j) Approval of Redundant Phone Lines**

**Upon motion by Rebecca Miller, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees approve the cost for redundant phone lines for Parkville and Station Branches as well as the Main Library through MetTel in the amount of \$447.84 per month; such funds to be charged to the Telephone Expense Line, pending contract review by legal.

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

*Public Comment: M. Wohlgemuth, J. Pizer*

**CORRESPONDENCE**

None

## **OPEN TIME**

Naomi Penner – Computers, Outside Bench, Programs, Posting, Food Policy  
Marianna Wohlgemuth – Technical Services Report  
Josie Pizer – Screen at Main

## **DATE OF NEXT MEETING**

April 4, 2017-Budget Hearing & Adoption Meeting – Main Library  
April 25, 2017-Regular Board Meeting – Main Library

## **ADJOURNMENT**

The meeting was adjourned at 9:20 p.m. on motion by Trustee Marcus and seconded by Trustee DiCamillo.

Respectfully submitted,

Michael Fuller  
Secretary, Board of Trustees