

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 19, 2016 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, April 19 2016, in the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, NY 11040. [Agenda attached]

The following Trustees were present constituting a quorum:

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

Also Present: Kathy Giotsas – Executive Director

Absent with Prior Notice: Josie Pizer-Treasurer
Francine Ferrante Krupski – Vice President
Neil Zitofsky – Business Manager

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:58 p.m.

MINUTES

Regular Board Meeting

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 March 22, 2016 Regular Board Meeting as presented.

VOTE: Yes – 5 (DiCamillo, Fuller, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Executive Session

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 Minutes of the April 5, 2016 Executive Board Meeting as presented.

VOTE: Yes – 5 (DiCamillo, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Relocation Committee

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the March 10 and March 28, 2016 Relocation Committee Meetings as presented.

VOTE: Yes – 5 (DiCamillo, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

DISCUSSION ON ESTABLISHING INFRASTRUCTURE

President DiCamillo introduced Moe Kiswani. Mr. Kiswani presented a suggested timeline for upgrading to Sierra hosting.

Mr. Kiswani seeks to provide a smooth continuum for the move back to the Main and for daily library operations. He is concerned that if the trailer is out of service, the whole system (i.e. phones, computers, etc.) is inoperable. He feels it would be best to simplify the network and decrease its load by allowing Sierra to host. He felt this would be cost effective, reduce downtime and give the library more flexibility.

Trustee Solomon questioned Sierra’s availability in the cloud, what has been their availability in the past two years? She is concerned with the vulnerability of cloud hosting services. Both Executive Director and Mr. Kiswani agreed that Sierra is a well-established company and that its cloud-hosting is reliable and secure. President DiCamillo requested that Sierra attend an upcoming meeting to address Trustee Solomon concerns.

President DiCamillo questioned the redundancy of using Verizon and Optimum. Trustee Fuller felt that both should be used in tandem. Hosting services for the website and email service were also discussed.

President DiCamillo asked if Mr. Kiswani would be amenable to be retained for a one month period to get things started. Mr. Kiswani responded that he would.

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

RESOLVED, that the Great Neck Library Board of Trustees retain the services of Moe Kiswani to act as a Computer Consultant for a one month period commencing on April 20, 2016 for the fixed sum of \$6,000 to be charged against the Main Building and Special Services Fund.

VOTE: Yes – 5 (DiCamillo, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Board Comment: President DiCamillo requested Executive Director Kathy Giotsas prepare an RFP for Technology. She also requested that the number of computers requested for the Main Library be re-evaluated and clarified.

TREASURER'S REPORT

Upon motion by Robert Schaufeld, 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:

- April 19, 2016, Treasurer's Report;
- Warrant dated March 12, 2016 through April 8, 2016; including payroll account check numbers 33022-33024 and 33035-33038; paid check numbers 51113-51146; checks to be paid numbers 51147-51237 their sums set against their respective names, amounting in the aggregate to \$1,213,575.26;
- Payroll Warrants for pay dates March 1, March 15 and March 29, 2016, which have been reviewed by the Treasurer, in the amounts of \$124,219.95, \$122,705.42 and \$118,765.71 respectively, for a total of \$365,691.08.

VOTE: Yes – 5 (DiCamillo, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

Board Comment: Discussion on Baker & Taylor. President DiCamillo requested Executive Director Kathy Giotsas provide a synopsis of items ordered.

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Revised Payroll Changes reports of March 12, 2016 through April 8, 2016 as presented, which have been reviewed by the Finance Committee.

VOTE: Yes – 5 (DiCamillo, Fuller, Solomon, Marcus, Schaufeld)
MOTION CARRIED

REPORTS

Gala Committee

Caryn Schaufeld, Donald Panetta, Neil Zitofsky and Holly Coscetta were appointed by President DiCamillo to the committee.

Trustee Schaufeld reported that the committee met on April 18, 2016 for an organizational meeting where plans were outlined for Saturday, September 10th & Sunday, September 11th.

Food, invitations, entertainment and give away items were discussed and committee members were given assignments. A printed Journal will serve as a fundraiser. Secretary Solomon inquired about using bricks as a fundraiser. Trustee Schaufeld explained poured concrete to be a practical problem with using bricks. President DiCamillo requested that the bricks be mentioned at the next Fundraising Committee meeting.

Branch Committee

Trustee Fuller intends to schedule a meeting for May. There are no current pressing issues.

Building Advisory Committee (BAC)

President DiCamillo explained that the recent strike by Verizon is posing some challenges for the completion and re-opening of the Main Library. Other options are being explored. April 26th will be the next committee meeting.

Policy Committee

Trustee Marcus reported that a meeting of the Policy & By Laws Committee is scheduled for May 18th.

Programming Committee

Trustee Solomon reported that a meeting of the Programming Committee was held on March 21st. Events and programs for the Main Branch re-opening were discussed. Ted Talks are being explored. Naomi Penner will address the committee at the next meeting scheduled for April 25th.

Also, Secretary Solomon has received inquiries from the Community requesting Community Room capacity for the Main Library.

Website/Technology Committee

Trustee Schaufeld reported that the committee is scheduled to meet tomorrow, April 20th. He expects have further discussion on the topics Moe Kiswani presented tonight.

President DiCamillo said there will be a presentation by Sierra at the next meeting of the Relocation Committee scheduled for April 27th at the Station Branch.

Staff Reports

No Comment.

Executive Director's Report

Executive Director Kathy Giotsas reported that she attended a school presentation to the ESL Community and informed them of library resources available to them.

Text of the Executive Director's written report dated April 14, 2016 below:

ADMINISTRATION

This past month I attended the Innovative User Group conference. I was able to investigate what other libraries are doing and how we can improve our services. Millennium is being phased out in the next few years. Sierra is the next option which we can implement it with local servers or have it hosted by Innovative. We will be reviewing these options in the Technology/Website Committee meetings. I also had an opportunity to meet with RFID vendors. I met with Invisionware and Biblioteca and a company that works with both vendors to create a sorting system. In the next few weeks I will be making arrangements for a demonstration from Invisionware.

The library continues to prepare for the opening of the main library. Staff is meeting on a weekly basis to ensure we open on time.

BUILDING

We have been touring the Main building regularly and have seen that we are near completion. There are a few things that we are still looking at such as the security systems, landscape architects, and technology. In the next few weeks these items will be in place and will be completed in time. We have started receiving furniture and will begin installation once we receive our Temporary Certificate of Occupancy (TCO). We are not able to receive our TCO until the phone lines are installed. We have been meeting with Verizon to develop a schedule a time for installation.

FINANCE

We have been reviewing many of the things in the library budget to run more cost efficiently. Some of the things we have been reviewing are decreasing duplication without impacting patron needs. We have also been looking at the staffing levels when we move into the new building and the hours of operation. We have included extra funding for additional staffing to ensure that patron needs are being met. We are also looking at ways that we can provide more meaning full programs.

PERSONNEL

We have been interviewing this past month for the Parkville Branch Librarian to replace Jayne Alexander who is retiring the end of April. She has served the library for 35 years and we appreciate her many years of dedicated service to the Great Neck Library community.

We are also working on filling the position of Assistant Director and Information Technology Director. We hope to have these positions filled soon. Once the Assistant Director and the IT Director is in place we will start the process of conforming to the new organizational chart.

RELOCATION

In preparation for the relocation the staff has been weeding the collect that is in storage as well as what is on the shelves in the branches. We have been meeting with the moving company to put together a plan for the move and we have been meeting with the department heads to transition back to main. The weeding process will help us refresh the collection so that patrons will have access to high demand materials as well as the latest information in non-fiction materials.

We are putting together a needs assessment for how many new computers we need for the main building and evaluating the need for computers at the branches. We hope to update all technology throughout the system.

WEBSITE/TECHNOLOGY

We are working on putting together an RFP for technology. This will include the purchase of computers, servers and anything else the library needs to ensure that the technology in the library is up to date and can meet future need as well as patron needs. We have also been putting together an RFP for the outfitting of all community and meeting rooms.

Since the website has been revamped we have gotten a positive response from the community but it still needs more work. We are constantly tweaking it to improve its usability.

OLD BUSINESS

GNL Re-Organization – 3rd Discussion & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees adopt the Re-Organizational structure chart to replace the current Organization chart in Section #300-40 as presented and that these changes be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 5 (DiCamillo, Fuller, Solomon, Marcus, Schaufeld)

MOTION CARRIED

Executive Director's Comment: The staff is happy to see this come to fruition.

NEW BUSINESS

Retirement of Jayne Alexander

Ms. Alexander was not present. The Board of Trustees extended appreciation for her service and wished her the best in the future.

New Banking Arrangements

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

RESOLVED, that the Great Neck Library Board of Trustees add Flushing Bank to its list of authorized financial institutions in accordance with Board Policies 400-5 sections 7 and 11, as well as a Third Party Custodian agreement to protect deposits in excess of FDIC limits.

VOTE: Yes – 5 (DiCamillo, Solomon, Marcus, Fuller, Schaufeld)

MOTION CARRIED

CORRESPONDENCE

No items.

OPEN TIME

Public Comments: Maxine Marcus

DATE OF NEXT MEETING

May 17, 2016 – Regular Board Meeting-Station Branch

ADJOURNMENT

The meeting was adjourned at 9:10 p.m. on motion by Trustee Marcus and seconded by Trustee Schaufeld.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees