

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
APRIL 29, 2014 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, April 29, 2014, 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
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer [Arrived at 7:42 p.m.]
Janet Nina Esagoff [Arrived at 7:40 p.m.]

Also present: Laura Weir – Interim Director
 Christine Johnson – Interim Assistant Director
 Neil Zitofsky – Business Manager

CALL TO ORDER

President DiCamillo called the meeting to order at 7:35 p.m.

MINUTES

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the following Board meetings: March 25, 2014; April 7, 2014 and April 9, 2014, as presented.

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Josie Pizer, 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:

- April 29, 2014, Treasurer's Report;
- Warrant dated March 8, 2014 through April 18, 2014, Paid Checks numbered 0031931 through 0031935, 0031957 through 0031962, 0031983 through 0031987, 1271 through 1272 and 48029 through 48066, and To-Be-Paid

Checks numbered 48067 through 48177, the sums set against their respective names, amounting in the aggregate to \$514,987.53.

- Payroll Warrants for pay dates March 6, 2014 and March 20, 2014, which have been reviewed by the Treasurer, in the amounts of \$154,288.25 and \$156,249.61 respectively, for a total of \$310,537.86.

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes of March 8, 2014 through April 18, 2014 as presented, and which have been reviewed by the Finance Committee.

[Trustee Nina Esagoff arrived.]

VOTE: Yes – 6 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Solomon)

MOTION CARRIED UNANIMOUSLY

REPORTS

Building Advisory Committee (BAC)

President DiCamillo reported that the committee met to finalize the plans which are 65% completed. The Board was copied on a letter that KG&D Architects sent to the Commissioner of Planning at the Town of North Hempstead seeking a discussion for the new and updated plans.

[Trustee Fuller arrived.]

Outreach Committee

Trustee Pizer reported that the committee is working on another newsletter update, and once completed, it will be available at all four library locations.

Relocation Committee

Trustee Ferrante Krupski stated that the committee met on April 22 and went over the timeline provided by Calgi Construction. The RFP for moving and storage is on tonight's agenda for a Board vote. Relocation of items to the branches was also discussed. Christine Johnson presented the staff BRIT report which dealt with inventory, design configuration and programming. Janet Fine, Head of circulation and computer services provided input on the computers, servers and trailers. The committee will next meet on May 12 at 7:15 p.m. at the Station Branch.

Building Relocation Internal Team (BRIT)

Ms. Johnson added that staff BRIT will be meeting this Friday and will focus on the layout of the three branches while Main is closed. She will be going with the Head of Maintenance to the

Lakeville Branch to measure spaces and determine where is the best place to keep material that people will need most. Floor plan for the Station Branch has already been done.

Fundraising Committee

President DiCamillo reported that at last night's committee meeting, two more persons – Trustee Francine Ferrante Krupski and a member of the public Rebecca Rosenblatt Gilliar – were added to this committee.

Trustee Ferrante Krupski then added that the committee discussed goals and objectives and the mission statement. The committee is preparing a list of items that are needed in the Library that will not be financed by the \$10.4 million bond. They are working on a goal of a dollar amount they would like to realize through fundraising. A kick-off fundraising cocktail hour at the Library in September is being planned, maybe on a Sunday about 6:00 p.m. and many people from the community will be invited. The next meeting will be May 19 at 7:00 p.m. at the Station Branch.

Branch Committee

Trustee Fuller provided an update on the Parkville Branch refurbishment. The committee had met in April to discuss the air conditioning, painting, carpeting and the installation of the doors. The Board needs to approve the installation of the doors and the hiring of a professional moving service, resolutions which were supposed to be on the agenda for a Board vote tonight. The Branch will be closed from May 5-17 for painting and carpeting. [See the Interim Director's Report on page 5 for closing strategy] Work on the air conditioning has already been completed. Weeding at the branches is on schedule.

Interim Director Weir updated the Board that the plan for the door installation fell through as the recommended vendor is too busy and has pulled out. The soliciting of bids will have to start over.

Mr. Zitofsky, in answering a question from the public, stated that the total cost for the refurbishing of the Parkville Branch is \$60,000, of which \$15,000 is for painting, \$32,000 for carpeting and \$13,000 for moving services.

Public Comment: Ronald Brinn

Director Search Committee

Trustee Ferrante Krupski reported that the deadline for receiving applications from within the Library was March 31. No applications were received. Another committee meeting will be convened to discuss the next step. The services of Head Hunters may be engaged to search for a director.

Public Comment: Karen Rubin

Long Range Planning Committee

Trustee Nina Esagoff reported that another meeting has to be arranged.

Policy & Bylaws Committee

Trustee Marcus reported that the committee will be meeting tomorrow night.

Staff Reports

Trustee Pizer will submit her questions regarding staff report(s) to the Interim Director.

Interim Assistant Director's Report

Text of written report below:

Weeding

In March, an additional 8,198 items were discarded system-wide. To-date in April, 6,094 items have been discarded. This brings our current total for 2014 to just under 28,000 items. Parkville and Lakeville have finished their initial weeding. They will now go through a second weed to continue to reduce the collections. Children's Staff from Main will be focusing on reducing the Children's collection at Lakeville in order to accommodate the removal of shelving for more people space while the Main Building is closed. Adult Staff at Main are finishing up the 700s, working on the Reference Collection and will move on to the 300s next. Station is working on the 600s-800s, adult fiction and mysteries along with Children's Non-Fiction. The designated end date for the weeding project is June 1.

RDA

RDA is the acronym for Resource Description and Access. RDA is the new schema that is replacing the Anglo-American Cataloguing Rules, Second Edition (AACR2), that have been the standard on which library cataloging has been based since that late 1970s. RDA was adopted by the Library of Congress as the official standard to be used as of January 2013. Currently, with the exception of large, academic institutions, and the National Library of Medicine, most library catalogs are currently comprised of a mix of record formats. As this is such a major change, I felt that it warranted sending our three cataloging librarians to the 2-Day training sessions being offered by the Metropolitan Library Association. Attached are reports from Marleen Wiercx and Dana Zachary. Marie Terranova's report will be submitted shortly. The implications for the Great Neck Library are that we will need to update our MARC record loading tables from Innovative to be able to accept and properly display, or hide, the new RDA fields. We are entitled to one free change for this purpose. To maximize our return, I will meet with the Cataloging team to come to a consensus on how best to update the tables so that the records which we import will display only those data fields that are useful to the searching public. We will hide the metadata fields that can become useful internally, but will be confusing to searchers. Currently, we are performing additional editing on the RDA records in OCLC in order to properly transfer the data into our Innovative catalog.

Building & Relocation Internal Team (BRIT)

Main Staff has begun identifying and physically tagging (with little black spine dots) those items which they believe we need to bring from Main to Station or Lakeville during Main's closure. These items will also be electronically tagged via the new codes that Janet Fine has set-up in Innovative. The first collection of Floating items was labelled by Tech Services staff for the April 1st launch. As of today, no problems have been reported. Therefore, as of May 1st, we will begin floating the Express Books. This will enable us to reduce the number of Express copies purchased from 5 down to 3 and the books will move as determined by demand.

St. Aloysius Food Pantry

Thanks to the combined efforts of Janet Fine, Charles Wohlgemuth, our Branch Heads and Staff and the Circulation and Maintenance Staff, along with the generous Great Neck public, and all library staff who have donated, the Food Drive for March & April has again been very bountiful.

Grants

Laura Weir and I met with Elizabeth Olesh from NLS on March 27 to begin discussion and planning for the application for the NYS Library Construction Grant money. She advised that the maximum grant awarded is generally \$100,000. Laura would like to apply for the money for the replacement of the mezzanine windows. I thought we might be able to get a portion of the asbestos removal covered. The practice is to apply for a higher amount, as the state will fund no more than 75% of a project request. The next steps are to take photographs of the planned changes and begin filling out the application that was just released. [End of written report]

Interim Director's Report

Text of written report below:

Parkville Branch Renovation - Closing Strategy

It had been decided some time ago that the Parkville Branch would have to close to accommodate the re-carpeting and total interior painting of the Parkville Branch. I have been working with Head of Maintenance Charlie Wohlgemuth, Head of Computers and Circulation, Janet Fine and Parkville Branch Head, Jayne Alexander, to devise a schedule to move materials out of the library space to empty the area for the painting and carpeting operations, and to restore the interior furnishings after the work is complete.

Parkville Branch will be closed from 1pm, Monday, May 5 through 1pm, Saturday, May 17, 2014.

Monday, May 5, 2014 – Parkville will close to the public at 1pm in order to provide the Computer Technicians time to close up and move staff computers into the new Community Room where they will be placed on portable tables and covered. They will secure and cover computers at the Circulation Desk and at the public workstations. Cables under the desks will be disconnected and secured to prevent damage. Maintenance staff will move Librarian's Desks into the new Community Room. Parkville staff will also be involved in moving or storing materials into the back room on Monday afternoon. All telephones will be removed and stored. Garry will install a landline directly to the equipment in the computer closet. This work will be accomplished by 6 pm.

Tuesday, Wednesday May 6, 7 – Movers will move books and shelving.

Thursday, Friday, May 8, 9 – Parkville is painted.

Saturday, Sunday May 10, 11 – No activity over the weekend unless the day is needed to finish some piece of the project.

Monday, Tuesday, Wednesday, May 12, 13, 14 – Carpeting is installed

Thursday, Friday, May 15, 16 – Movers move the books and shelving back into place.

Saturday, May 17 – Delayed opening at 1 pm to allow computers and materials to be moved back into place. Computer staff will report directly to Parkville and begin to reassemble the Circulation Desk computers, staff computers, telephones and fax. Public computers will be reinstalled and any problems addressed. It is expected that due to the age of the computers (6 years in most cases) we will encounter problems with rebooting the computers. Computer Staff will have selected spare parts such as power supplies to effect on site repairs.

During the Parkville closing, staff can take personal time or be assigned to other locations. Jayne will ask the school to pick up the mail. She will stop newspaper service. The Book Drop will be emptied twice a day. Books will be brought back to Main for check in.

Special thanks to Charlie Wohlgemuth for planning and scheduling the vendors. Janet Fine was instrumental in coordinating the shutdown of the branch computers and with devising the modifications to the reserve system to address the needs of Parkville Branch patrons affected by the closure. [End of written report]

Ms. Weir was asked to convey the Board's thanks to Ms. Fine and all the other staff who are doing such a good job in connection with the refurbishing of the branch.

OLD BUSINESS

Policy Manual Changes

Upon motion by Joel Marcus, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees update its Board Policy Manual by adopting the changes to Section 600-10 (Non Residents Use of Computers), Section 900-20 (Admission to Programs), and Section 900-30 (Children's Programs), as well as creating a new Section 400-12 GASB 54.

Public Comment: Ronald Brinn, Karen Rubin

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

RFP for Professional Moving and Storage Services

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

RESOLVED, that the Great Neck Library Board of Trustees approve the RFP to solicit bids for professional moving & storage services during the closure of the main building and such proposals are to be received no later than May 30, 2014.

President DiCamillo reminded the Interim Director to send the RFP to KG&D and Calgi for their input. The passage of this motion is contingent on any changes made by them.

The Interim Director commended Christine Johnson for her hard work in putting together the RFP.

Public Comment: JoAnn Farley, Allison Belfiore

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Bond Application

Upon motion by Janet Nina Esagoff and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the submission of an application, which has been reviewed by the Library's Financial Advisor and the Library's Bond Counsel, to the Town of North Hempstead

Business and Tourism Development Corporation for the issuance of bonds in the amount of \$10.4 million for the renovation of the Great Neck Library main building, located at 159 Bayview Avenue, Great Neck, NY 11023.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Board BRIT Report Evaluation and Organization

President DiCamillo proposed the establishment of a Board BRIT committee made up, at this time, of trustees to review the current plan proposed by the Staff BRIT committee and to make recommendations to the Board for implementation during and after the closure of the main building. The chairs of the Personnel Committee (Josie Pizer), Relocation Committee (Francine Ferrante Krupski) and the Board President (Marietta DiCamillo) were appointed to this committee.

State Report

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

RESOLVED, that the Great Neck Library Board of Trustees accept the New York State Great Neck Library 2013 Annual Report for Public and Association Libraries as presented.

Public Comment: Karen Rubin

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Engagement of Auditor

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to sign the letter of engagement with R.S. Abrams & Co., LLP, as submitted on December 31, 2013, for the performance of a certified audit of the Library's financial statements for the fiscal year ending June 30, 2014, at a cost not to exceed \$13,400 to be charged to the Audit Fees line of the operating budget.

President DiCamillo pointed out that at the end of 2013 RFPs were sent out to solicit bids from 10 accounting firms, and two responded. The firm that is being recommended has the lowest price quote, and has offices in Islandia and White Plains. The firm works for the Great Neck School District and the Nanuet and Manhasset Public Libraries. The Interim Director reported that she had checked their references with the Great Neck School and Manhasset Library.

Public Comment: Ronald Brinn

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Voting Site for the Annual Library Election

The closing of the Main Library in mid-November should not affect the holding of the annual library election on October 27 in the Main Building. However, an alternate voting site will have to be designated to replace the Main Library for the October 2015 election. This will necessitate a Board Policy Change. The Policy Committee was directed to put this on their agenda for their meeting tomorrow night.

Professional Movers for Parkville Branch

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of National Library Relocations, Inc., to move shelving, books and other library materials from the original structure of the Parkville Branch to the new space in the back of the branch, and upon completion of the renovation to return same to their original location. The cost is not to exceed \$15,000 to be charged against the Branch and Special Services line of the budget.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

OverDrive

Upon motion by Janet Esagoff and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees enter into a four-year “stand alone” commitment with OverDrive Digital Library effective July 1, 2014, to provide e-books and e-audiobooks to the Great Neck Library at an annual fee of \$7,000. Of this amount \$3,500 are for content and \$3,500 for maintenance, support, bandwidth and storage. These funds are to be taken from the “Recording-Audio” line of the budget.

And, further,

I move that the Interim Director be authorized to sign the contract with OverDrive Digital Library.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

The Interim Director asked the Board if the AV Librarian could use \$10,000 from the AV budget to purchase additional content for OverDrive since the above contract will not go into effect until July 1. She was directed to bring it before the Finance Committee.

CORRESPONDENCE

Correspondence from KG&D architects to the Town of North Hempstead Planning Department regarding the alterations at the Main Library was already addressed under Building Advisory Committee Report on page 2.

OPEN TIME

Speaking: Justin Crossfox, Ralene Adler, Allison Belfiore, Ronald Brinn

ADJOURNMENT

President DiCamillo adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees