
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MONDAY, MAY 15, 2017 AT 8:00P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Monday, May 15, 2017, at the Lakeville Branch, 475 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
Douglas Hwee - Trustee

Also Present:

Tracy Geiser – Assistant Director
Steven Kashkin – Business Manager

EXECUTIVE SESSION

The Great Neck Library Board of Trustees met at 7:05 pm at the Lakeville Branch. A motion to go into executive session for a lease negotiation discussion was made by Trustee DiCamillo, seconded by Trustee Ferrante-Krupski. The executive session ended at upon motion by Trustee DiCamillo, seconded by Trustee Ferrante-Krupski. No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Schaufeld at 7:30 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 April 25, 2017 Regular Board Meeting as presented.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)
MOTION CARRIED UNANIMOUSLY

Special Board Meeting

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the May 1, 2017 Special Board Meeting as presented.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)
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:

- April 30, 2017, Treasurer’s Report;
- Warrant dated May 1, 2017 through May 5, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$167,752.68
- Payroll Warrants for pay dates April 13th and April 27, 2017, which have been reviewed by the Treasurer, (in the amounts of \$149,110.64 and \$145,198.92 respectively,) for a total of \$294,309.56.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)
MOTION CARRIED UNANIMOUSLY

Board Comments: Trustee Hwee requested oversight be placed on IT consultants with regards to purchases.

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 April 1, 2017 through April 30, 2017, which have been reviewed by the Finance Committee.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)
MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Fuller reported that the public meeting scheduled for May 23rd has been changed to Tuesday, June 6th at the Parkville Branch. All are welcome to attend.

This meeting will be held to discuss overall design with public participation in layout and structure. A Space Planner will be sought for better use of the branches.

Main Building Committee

President Schaufeld reported that the Main Building Committee met on May 11th. Two presentations were made. A Document Management Software, called DocuWare, and a catalog app for mobile devices.

There has been substantial progress made on the punch list and books have been returned to the shelves.

Board Comment: Trustee Hwee recommended a search for different options and vendors be conducted.

Policy Committee

Vice President Marcus reported that a committee meeting was held on Wednesday, May 3rd at the Main Library and items have been placed on this evening's agenda for a first read.

Programming Committee

Trustee Ferrante-Krupski reported that a meeting was held on April 27th. The next meeting is scheduled for Thursday, July 6th at the Main Library.

Trustee Ferrante-Krupski thanked Donna Litke and Adam Hinz for their assistance in stepping up programming and advertising.

Fundraising Committee

Trustee Ferrante-Krupski reported that the next meeting is scheduled for June 22nd.

Long Range Planning Committee

Vice President Marcus reported that the committee is looking to hold a meeting on June 8th. A mission statement is needed for the committee.

Grants

Interim Director Tracy Geiser reported that Adam Hinz is looking into grants for new laptops for Levels. Margie Chodosch is researching grants for the microfilm/microfiche system.

Staff Reports

Treasurer DiCamillo requested that statistics for computer services be listed rather than in a bar graph and should include a glossary of terms on the chart. She also requested information regarding volunteer interns and if there would be a legal issue due to a recent Federal law change.

Trustee Hwee inquired about the circulation number and card holders. He wanted to know if this would be updated after the patron record retention policy is put into effect.

Trustee Miller stated that she was very impressed with the report written by Justin Crossfox with regard to the Connecticut Library Association Conference he attended. The Board agreed.

Interim Director's Report

Interim Director Tracy Geiser reported that all of the boxes in the bookroom have been emptied and reshelved. Bibliotheca is sending a project manager to walk the building and implement a timeline for installation. SPOT is up and running and punch list items are being completed.

Text of the Interim Director's written report dated May 15, 2017 below:

ADMINISTRATION:

- We would like to welcome our new Administrative Assistant, Carol Natalizio. Carol is currently being trained by Holly Coscetta, our Administrative Coordinator. Carol will be the new assistant to the Director.
- The Library Budget Vote is on Tuesday, May 16th from 7:00-10:00pm. Residents living south of the LIRR are to vote at South High School and those living north of the LIRR are to vote at E.M. Baker School.
- Congratulations to Hai Tan, one of our long time staff members who became a full time clerk on April 24th.

MAIN:

- The completion of the new shelving under the mezzanine has been done by the movers.
- Punch list items are coming near completion. Items that have been on the punch list long term that have been completed are the installation of the key cores and the carpet piece near the main staircase. VRD, Calgi and KG&D are working on the last couple of items including the loud HVAC unit located above the Reference office. Charlie and I met with a representative of each of these companies and it looks as though it might be an issue with the equipment itself. Addison, the manufacturer of the equipment will be in on Monday, May 15th to assess.
- A door under the stairs in the Children's Reference office has been installed allowing for the department to have more storage access.
- SPOT, wireless printing has been implemented. The branches will begin this next week. Garry Horodyski has been working on training staff.
- Art work has been returned by the movers. Donna Litke has been going through these items to make sure that everything has been returned. I'm sure you've noticed the additions of the statues around the building already. Thank you Donna for taking on this task.
- Three new museum passes have been ordered for the library – Vanderbilt Museum, Cold Spring Harbor Fish Hatchery and the Cradle of Aviation. Cindy Simetti and Donna Litke have created a museum pass brochure for patron information.
- The book drop for the Main location has been ordered and will be placed at the end of the ramp near Bayview.
- The Finance committee has recommended the purchase of two benches to be ordered for the Main building as well as patio furniture for the balcony in the Reading area.

- The Finance committee has recommended the purchase of new furniture for the Local History Room including cabinets and three brand new display cases.
- The extra shelving for the Children's room and Media area will be shipped in the middle of June.
- I have spoken with Don Jannazzo from Bibliotheca, our RFID company. There will be a site visit scheduled with our Project Manager, Laura who will visit all four buildings with me and explain the procedure of tagging.
- Senior Parking has been moved to the front of the library near the ramp.
- The patron requested curb cut has been completed.
- I recently began working with Steve Kashkin and Greg Marett from Bayview Landscaping on putting together an RFP for a General Contractor for our landscaping project.
- A part must be ordered to enable Profound Technologies to complete the synchronization of the blinds and the projector. This item was approved at Finance and as soon as the part has arrived, Profound will be contacted to come in to complete it.
- We have seen the light at the end of the tunnel! All of the book boxes from the move have been completed and we can see the floor in our book room again! Thank you, thank you! To all of our fantastic staff who have worked so hard to help complete this project.

BRANCHES:

- A community engagement forum will take place at Parkville on June 6th. We are looking forward to discussing new ideas for the Parkville branch with our community.
- The last two fire proof Local History Room file cabinets have been removed from Parkville's back room and have been brought back the Main.
- The floor in the program room of Station branch was stripped and waxed by two our maintenance staff.
- Alana and her staff at Lakeville have continued to shift to better accommodate their growing collection.

Public Comment: N. Camastro, Dr. Gappleberg

OLD BUSINESS

None

NEW BUSINESS

(a) Acknowledge Levels Youth Aware for Community Service

Adam Hinz presented Olivia Lundelius to the Board. She was awarded the B.E.S.T. Award for her contributions to LEVELS at the Long Island Library Conference. She will be interviewed in a feature piece in the Great Neck News.

(b) Holiday Closings and Sunday Hours

Upon Motion by Joel Marcus, second by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the September 2017 to August 2018 Schedule of Holiday Closings & Sunday Hours as presented.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)

MOTION CARRIVED UNANIMOUSLY

(c) Acceptance of NYS Great Neck Library Annual Report

Upon Motion by Joel Marcus, second by Michael Fuller, and after discussion, it was,

Moved, that the Great Neck Library Board of Trustees accepted the New York State Great Neck Library 2016 Annual report for public and association libraries as presented.

Board Comment: Trustee Miller questioned the date and Board listing on the Report. Business Manager Steven Kashkin was asked to clarify.

Upon Motion by Marietta DiCamillo, second by Francine Ferrante-Krupski, the Board unanimously voted to table the motion. MOTION TABLED.

(d) Appoint Members to Directors Search Committee

The Board appointed the following non-voting members to the Directors Search Committee:

Holly Coscetta, Steven Kashkin, Adam Hinz, Nick Camastro and Alan Mutum.

Three (3) members of the public will be required for the Committee and appointed after applications are received and interviews occur.

(e) Approval of Furniture for the Local History Room

Upon Motion by Francine Ferrante-Krupski, second by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of furniture for the Local History Room from Creative Library Concepts in the amount of \$18,179.00 to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)

MOTION CARRIVED UNANIMOUSLY

(f) Approval of Terrace Furniture for the Main Library

Upon Motion by Rebecca Miller, second by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of furniture for the Terrace at the Main Library from Grainger in an amount not to exceed \$600.00 to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)

MOTION CARRIVED UNANIMOUSLY

(g) Approval of Benches for the Main Library

Upon Motion by Rebecca Miller, second by Francine Ferrante-Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of Benches for the outside entrance at the Main Library from Home Depot in an amount not to exceed \$1,000.00 to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)

MOTION CARRIVED UNANIMOUSLY

(h) Approval of Part Time Accounting Assistant Job Posting and Description

Upon Motion by Marietta DiCamillo, second by Michael Fuller, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Part Time Accounting Assistant Job Posting and Description as attached.

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

Opposes 1 (Hwee)

(i) Construction Change Order – Childrens Desk Top Modification

Upon Motion by Michael Fuller, second by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order VRD RCO# 118 for Childrens Desk Top Modifications, in the amount of \$2,917.20; to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)

MOTION CARRIVED UNANIMOUSLY

(j) Approval of Universal Interface for Blinds in the Community Room

Upon Motion by Francine Ferrante-Krupski, second by Rebecca Miller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of a Universal RTS Interface for the Blinds in the Community Room at the Main Library from BK Interiors, in Inc. in the amount of \$895.00 to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)

MOTION CARRIVED UNANIMOUSLY

(k) Discussion Item – Burglar Alarm at Main Library

Interim Director Tracy Geiser stated that Charles Wohlgemuth has spoken with A+ (our current security company) regarding the possibility to connect with Central Station. Verbal quote is under \$5,000.00. Once written quote has been received, President Schaufeld requested it be referred to the Finance Committee.

Since this is the same company we are already using, any additional made to the system would be integrated properly for all outer doors. There was also discussion about motion sensors and panic buttons.

(l) Records Destruction per Retention Policy – Business Manager’s office

Upon Motion by Joel Marcus, second by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of the following records from the Business Manger’s office in accordance with the Record Retention Schedule 400-30:

- Cash Disbursements (Invoices and check copies) – calendar year 2006 (letters B – L), 2008, 2009, 2010 (3.47)
- Cash Receipts (deposit slip copies and backup) – calendar year 2007, 2008, 2009, 2010 (3.44)
- Employee Timesheets – calendar year 2008, 2009, 2010 (4.5)
- Check registers – calendar year 1996 through and including 2007 (3.42)

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, Miller, Hwee)

MOTION CARRIVED UNANIMOUSLY

(j) Policy Manual Changes

- a. Revise Section 800-40/Displays – First Read
- b. Revise Section 700-60/DVD Circulation Policy and Regulations – First Read
- c. Revise Section 700-45/Overdue Notices, Fines- First Read
- d. Revise Section 700-20/Borrowing Privileges – First Read
- e. Revise Section 500-60/Access to Records – First Read
- f. Revise Section 400-30/Record Retention Policy – First Read

- g. New Section 400-35/Patron Record Retention – First Read
- h. New Section 600-16/Book Sale Policy – First Read
- i. Revise Section 1400-40/Closing – First Read
- j. Revise Section 1300-60/Other Government Agencies – First Read
- k. Revise Section 500-30/Rules & Regulations for Use of the Library – First Read
- l. Revised Section 300-40/Organization Chart – First Read

CORRESPONDENCE

Letter from J Greenbaum: Patron was not present

OPEN TIME

M. Wohlgemuth – Board Correspondence, copies of Board Packet
Dr. Gappleberg – Lower shelves

DATE OF NEXT MEETING

June 27, 2017 – Regular Board Meeting – Main Library

ADJOURNMENT

Respectfully submitted,

Michael Fuller
Secretary, Board of Trustees