

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JUNE 27, 2017 AT 8:00P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, June 27, 2017, at the Main 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
Francine Ferrante-Krupski – Assistant Treasurer
Rebecca Miller – Assistant Treasurer
Douglas Hwee - Trustee

Also Present: Tracy Geiser – Interim Director
Steven Kashkin – Business Manager

EXECUTIVE SESSION

The Great Neck Library Board of Trustees met at 7:15 pm at the Main Library. A motion to go into executive session for a personnel discussion was made by Trustee DiCamillo seconded by Trustee Fuller. The executive session ended at upon motion by Trustee DiCamillo, seconded by Trustee Marcus. No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Schaufeld at 8:10 p.m.

MINUTES

Regular Board Meeting

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the May 15, 2017 Regular Board Meeting as presented.

After discussion, the motion was amended. **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 newly amended Minutes of the May 15, 2017 Regular Board Meeting as presented with the new amendments.

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

Special 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 June 12, 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 Finance Committee:

- May 31, 2017, Treasurer’s Report;
- Warrant dated June 12, 2017 through June 16, 2017, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$216,588.24.
- Payroll Warrants for pay dates May 11th and May 25th, 2017, which have been reviewed by the Treasurer, (in the amounts of \$154,834.33 and \$148,075.10, respectively,) for a total of \$302,909.43.

VOTE: Yes – 7 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski, 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 May 1, 2017 through May 31, 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 June 6th meeting was canceled due to lack of a quorum. The next meeting is scheduled for June 28th at the Parkville Branch. We will be discussing Parkville, Station and Lakeville changes among other things. All are welcome.

Main Building Committee

President Schaufeld reported that the next meeting is scheduled for June 29th. The Community Room AV has been completed. Levels audio has also been completed along with streaming and recording in both Levels and the Community room. The new drop box has been installed at the Main Library. The curb cuts on the ramp for handicap accessibility have also been completed.

Policy Committee

Vice President Marcus reported that the Committee will meet on July 13th.

Programming Committee

Trustee Ferrante-Krupski stated that Adam Hinz and Donna Litke have done a good job. The Community is coming together. The next meeting, which is currently scheduled for July 6th, will be pushed back to the end of July.

Fundraising Committee

Trustee Ferrante-Krupski noted that prior meetings were cancelled due to lack of quorum. The next meeting is currently scheduled for July 5th at the Main Library but will be moved to July 6th.

Long Range Planning Committee

Vice President Marcus noted that the next meeting is scheduled for July 18th. This will be the committee's first meeting in five (5) years. Packets for this meeting have been sent out.

Grants

Interim Director Geiser informed the Board that Adam Hinz has submitted a grant for a Stem Lab. He has also submitted for a technology grant for laptops to use in Levels. The grant paperwork is due August 14th, but results will not be heard until November.

Trustee Hwee asked about the laptops we currently have. Trustee DiCamillo stated that those laptops, although new, are too old and cannot be used.

Staff Reports

Trustee Marcus noted that staff go to conferences and wanted to know if there is reporting on these conferences. Interim Director Geiser stated that those staff members do write ups after attending the conferences and the ideas that are generated are being looked into.

Trustee Hwee noted that in the Circulation Statistics, interloan requests are not separated for what we request versus what is requested from us. Nick Camastro informed the Board that this information is still available. President Schaufeld requested this information be included in the Board packet going forward. Trustee DiCamillo feels that the stats are not useful as they logically don't make sense. Trustee Hwee stated that there is a big discrepancy in that we are a big user, but not a big loaner.

Discussion occurred on the Book and Document Scanning figures for each branch and it was noted that Parkville numbers were very high last month. It was questions whether we have a policy regarding scanning usage and Trustee Marcus stated he will look into this at the Policy Meeting.

Trustee Ferrante-Krupski questioned the TED talks costs and attendance as only 6 patrons attended. Interim Director Geiser noted that no future talks are planned. Trustee DiCamillo requested that these Stats be distributed to the Programming Committee monthly.

Trustee DiCamillo asked about the high cost of the Wednesday movies shown at the Main Library. Interim Director Geiser stated that costs for award winning movies have increased.

A question regarding the selling of books at the Parkville branch came up. Interim Director Geiser noted that that branch had a stock of books that were donated to the library and were not library books. Trustee DiCamillo noted that we are permitted to sell books that are donated if the library does not want them. If these are library books, the sales need to stop. Interim Director Geiser will discuss with Parkville Branch head, Justin Crossfox.

Questions about the number of books being discarded as “broken” arose and Trustee DiCamillo requested an analysis of these books to be done.

Patron Comments: M. Wohlgemuth, N. Penner

Interim Director's Report

Interim Director Tracy Geiser reported that additional shelving for Media and Children's is expected tomorrow and that a Museum Pass Reservation System is being arranged. Once this reservation system is in place a policy will be drafted for Board review.

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

ADMINISTRATION:

- The Library Budget Vote was on Tuesday, May 16th from 7:00-10:00pm. The Great Neck Library budget passed 5,894 to 2,363. Thank you to the staff and community!
- I will be attending the Long Island Resource Council's Annual Membership meeting at the Farmingdale Public Library on Tuesday, June 20th. Our own Board Trustee, Rebecca Miller, is the Keynote Speaker for the event. She will be speaking about fostering library leaders.

MAIN:

- There are a few punch list items that are still not 100% complete. Representatives from VRD, Calgi and KG&D are working on the malfunctioning HVAC unit located above the Reference office. This item is currently under investigation. VRD will also be in to correct the two water leaks in the vestibule and at the Circulation desk.
- On Sunday, May 21, Jonathan Aubrey, Adam Hinz, Gabby Volano and Erica Hill represented the library at the Great Neck Street Fair. They handed out recycled bags with pens and library information as well as drawing and button making for the children. We had a great turn out!
- 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. I am working with Wanda Lei on having our museum passes entered in to a reservation system. This will allow patrons to reserve passes a month in advance. Once the program is ready we will train all staff as well as work on publicity material. Eventkeeper has all of our information and is working on getting it in to their system.
- Donna Litke has been working with the community on displays for the gallery area. The past two amazing displays were from the high school's teen artists.
- The book drop for the Main location has been delivered and is now stationed at the end of the ramp near Bayview. The drop is closed during library hours but is available when the library is closed.
- There are now two benches at the front of the Main building as well as patio furniture on the balcony in the Reading area for patrons to enjoy.
- New furniture for the Local History Room including cabinets and three brand new display cases has been ordered.
- 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. The security tagging of the collections begun relatively smoothly on Wednesday, May 7th at the Main building. When they are near to completion at Main they will move on to the branches.
- On Wednesday, June 21, the corners of the Children's desks will be rounded and smoothed out for safety concerns for the little ones.
- 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.
- Profound Technologies has completed the synchronization of the blinds and the projector in the Community Room. They were also able to fix the size of the screen so that the subtitles can be seen from those patrons at the rear of the room.

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.

OLD BUSINESS

(a) Untable Acceptance of NYS Great Neck Library Annual Report

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the motion relating to the New York State Great Neck Library 2016 Annual report for public and association libraries as presented.

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

(b) Acceptance of NYS Great Neck Library Annual Report

Upon Motion by Joel Marcus, second by Rebecca Miller, and after discussion, it was,

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

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

Board Comments: Trustee Miller asked Business Manager Steven Kashkin if it was correct to have the current Board Members on the report. It was confirmed that it is correct.

(c) Policy Changes

Policy Manual Changes

- a. Revise Section 800-40/Displays – Second Read
- b. Revise Section 700-60/DVD Circulation Policy and Regulations – Second Read
- c. Revise Section 700-45/Overdue Notices, Fines- Second Read
- d. Revise Section 700-20/Borrowing Privileges – Second Read
- e. Revise Section 500-60/Access to Records – Second Read
- f. Revise Section 400-30/Record Retention Policy – Second Read
- g. New Section 400-35/Patron Record Retention – Second Read
- h. New Section 600-16/Book Sale Policy – Second Read
- i. Revise Section 1400-40/Closing – Second Read
- j. Revise Section 1300-60/Other Government Agencies – Second Read
- k. Revise Section 500-30/Rules & Regulations for Use of the Library – Second Read
- l. Revised Section 300-40/Organization Chart – Second Read

Board Comment: (l) Organization Chart requires corrections.

NEW BUSINESS

(a) 2017 Year End Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the year-end line-item changes to the 2017 Operating Budget as detailed in the 2017 Budge Transfer Worksheet, a copy of which is to be appended to the minutes of the meeting, as well as to the copies of the 2017 Budget maintained on file for the Public at all branches.

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

Board Comment: Trustee DiCamillo stated for the record that the reserve has been exhausted and overspent by \$84,000.for part timers.

Patron Comment: N. Penner, N. Camastro

(b) 2017 Engagement Letter for Auditor

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to execute the letter of engagement with R.S. Abrams & Co., LLP, as dated May 31, 2017, for the performance of an audit of the Library's financial statements, as well as preparation of the Library's Federal Form 990, for the fiscal year ended June 30, 2017 at a cost not to exceed \$14,600 to be charged to the Audit Fees line of the operating budget.

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

Board Comment: Trustee DiCamillo noted that the contract with R.S. Abrams & Co., LLP's contract with the Library will end after next year's audit.

(c) Amend Prior Resolution for Redundant Phone lines

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

RESOLVED, that the Great Neck Library Board of Trustees amend the prior resolution of March 21, 2017 for redundant phone lines for Parkville, Lakeville and Station Branches to be installed by Verizon in the amount of \$566.64 per year; since service is already being provided by Cablevision to those locations and Verizon is the only other available telecom carrier, such funds to be charged to the Telephone Expense Line, pending contract review by legal.

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

Board Comment: Trustee Hwee questioned the change in service provider. President Schaufeld stated while the work was approved, it was never was done and a better deal with Verizon was secured.

(d) Construction Change Order

Upon Motion by Douglas Hwee, second by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order Request VRD # 115 for additional fire alarm detectors, mandated by the Fire Marshall, in the amount of \$7,279.54; such funds to be taken from the Main Building and Special Services fund.

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

Patron Comment: M. Wohlgemuth, C. Wohlgemuth

(e) Central Alarm and Monitoring Installation

Upon Motion by Douglas Hwee, second by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase from A+ of a Central Alarm and Monitoring Installation in the amount of \$5,095.00; such funds to be taken from the Main Building and Special Services fund.

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

(f) Central Alarm and Monitoring Maintenance Fees

Upon Motion by Rebecca Miller, second by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the maintenance of the Central Alarm and Monitoring Installation from A+ in the amount of \$600.00 per month; such funds to be taken from the Main Building and Special Services fund.

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

(g) Installation of an Additional Feed Tank

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve an additional feed tank from the Metro Group in the amount of \$2,500.00 for the Main Building; such funds to be taken from the Repairs and Maintenance Budget expense line.

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

(h) New Fund Account – Budget Transfer – Bond Retirement

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

RESOLVED, that it is the intention of the Board of Trustees to reduce the bond debt which will result in considerable tax savings for the taxpayers of the Great Neck Library District. Further, the establishment of this new fund will serve as the vehicle to do so; hence, that the Board of Trustees of the Great Neck Library approve the creation of a new fund account named the “GNL: Bond Retirement Fund” and transfer \$250,000 from fiscal year ending June 30, 2017.

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

Patron Comment: N. Penner, M. Wohlgemuth

CORRESPONDENCE

R. Miroe Letter – Patron not present
A. Sviedrys Letters – Patron not present
W. McGuire Letter – Patron not present

OPEN TIME

Joel Marcus – Levels Programs
Naomi Penner – Staffing/Patron Letters
Marianna Wohlgemuth – Live Streaming of Board Meetings
Nick Camastro – Landscaping plans and scheduling
Douglas Hwee – Website Hosting

DATE OF NEXT MEETING

July 25 – Special meeting at Station

ADJOURNMENT

The meeting was adjourned at 9:40 p.m. on motion by Trustee Marcus and seconded by Trustee DiCamillo.

Respectfully submitted,

Michael Fuller
Secretary, Board of Trustees