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**GREAT NECK LIBRARY  
MINUTES OF THE  
SPECIAL BOARD OF TRUSTEES MEETING  
JULY 25, 2017 AT 8:30 P.M.**

A special meeting of the Great Neck Library Board of Trustees, was held on Tuesday, July 25, 2017, in 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  
Douglas Hwee - Trustee

Also Present:

Tracy Geiser – Interim Director  
Steven Kashkin – Business Manager  
Peter Fishbein –Bee Ready Fishbein Hatter & Donovan, LLP  
Phil Butler – Bee Ready Fishbein Hatter & Donovan, LLP

Absent with Prior Notice:

Rebecca Miller – Assistant Treasurer

## **Executive Session**

**Upon motion by Trustee DiCamillo, seconded by Trustee Marcus it was,**

**RESOLVED**, to enter into executive session for a Personnel and Board Matter discussion.

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

**Upon motion by Trustee DiCamillo, seconded by Trustee Fuller it was,**

**RESOLVED**, to exit executive session.

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

## **Call to Order**

President Schaufeld called the public meeting to order at 8:37 p.m.

A moment of silence was observed for Jonathan Aubrey, beloved colleague and long-time employee of the Great Neck Library. Trustee Marcus expressed that he will be sorely missed and that this is a great loss for the library. Trustee Fuller and Trustee DiCamillo suggested

honoring him by naming the History Room after him. This item will be placed on the agenda for the next Main Building Committee meeting.

## **Peter Fishbein of Bee Ready Fishbein Hatter & Donovan, LLP**

Peter Fishbein introduced himself as Library Counsel. He explained that a hearing was held earlier in the evening at the Executive Session regarding Trustee Hwee on charges of misconduct and neglect of duty. He then instructed the Board of Trustees that they may take action or no action at this time, pursuant to the Library by-Laws.

**Upon motion by Michael Fuller and seconded by Joel Marcus, and after discussion, it was, RESOLVED,** that the Great Neck Library Board of Trustees having heard the charges brought forth against Trustee Hwee, and Trustee Hwee having responded to those charges, remove Trustee Hwee as a Trustee of the Great Neck Library.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)  
**MOTION CARRIED UNANIMOUSLY**

*Board Comment: Mr. Hwee was asked to leave the Board table.*

## **Secretary's Report of Nominating Endorsed Candidates**

Secretary Fuller read aloud the Nominating Committee Endorsed Candidates Report for the October 30, 2017 Election. The report was accepted by the Board of Trustees.

Text of Report below:

The Nominating Committee has endorsed the candidates below to fill two seats on the Library Board of Trustees and two seats on the Nominating Committee that will be expiring January 2018.

### BOARD OF TRUSTEES

Four Year Term January 2018-2022 for the seat currently held by Michael Fuller: Dr. Barry Smith  
Four Year Term January 2018-2022 for the seat currently held by Marietta DiCamillo: Weihua Yan

### NOMINATING COMMITTEE

Three Year Term January 2018-2021 for the seat currently held by Marie Franzoni: Cheng Ye  
Three Year Term January 2018-2021 for the seat currently held by Omer Soykan: Samuel Gottlieb

## **Payroll Changes**

**Upon motion by Marietta DiCamillo and seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Payroll Change reports of June 1, 2017 through June 30, 2017 as presented, which have been reviewed by the Finance Committee.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)

*MOTION CARRIED UNANIMOUSLY*

## **Approval of Staff Association Memorandum of Agreement**

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

**RESOLVED**, that the Great Neck Library Board of Trustees ratify the Memorandum Agreement by and between the Great Neck Library Staff Association and the Great Neck Library dated June 29, 2017.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)

*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Trustee Fuller noted that this has been a long time in the works and he is happy that an agreement has been reached. Trustee DiCamillo stated that after serving on this committee for many years, she is delighted this is behind us.*

## **Approval of Lakeville Lease Agreement**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the President to execute a Fourth Agreement of Lease Modification between Plymouth Realty Co., LLC and the Great Neck Library, for the renewal of the lease for the Lakeville Branch for a five (5) year period from May 1, 2017 through April 30, 2022 as presented.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)

*MOTION CARRIED UNANIMOUSLY*

*Public Comment: R. Gilliar, N. Penner*

## **Ratify Bayview Landscape Architecture Contract**

**Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,**

**MOVED**, that the Great Neck Library Board of Trustees ratify the contract between Bayview Landscape Architecture and the Great Neck Library which had been signed by the former Director. This contract which was designated as Phase II was merely a continuation of Phase I

and has been approved by the Finance Committee at a cost of \$77,000; such funds to be taken from the Landscaping Fund.

After discussion, the motion was amended. **Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees ratify the contract between Bayview Landscape Architecture and the Great Neck Library which had been signed by the former Director. This contract which was designated as Phase II was merely a continuation of Phase I and has been recommended by the Finance Committee at a cost of \$77,000; such funds to be taken from the Landscaping Fund.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)  
*MOTION CARRIED UNANIMOUSLY*

### **Acceptance of Gift from J. Kureen**

**Upon motion by Michael Fuller and seconded by Francine Ferrante Krupski, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the donation of a Gregoire Nicolas Finez painting from Ms. Jennifer Kureen and that an acknowledgment and thank you letter be issued to Ms. Kureen.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)  
*MOTION CARRIED UNANIMOUSLY*

### **Approval of New Entry Mat for the Main Library**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the purchase of a new entry mat for the Main Library from Harry Katz Floor Coverings in the amount of \$4435.00 to be charged to the Main Building and Special Services Fund.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)  
*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Trustee DiCamillo stated that this item was recommended by the Finance Committee and that this vendor was the lowest priced of the three (3) bids received.*

*Public Comment: R. Gilliar*

## **Approval of Window Logo and Frosting for the Main Library**

**Upon motion by Marietta DiCamillo and seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the purchase of window logo and frosting for the Main Library from Great Neck Glass & Shower Door in the amount of \$4000.00, which has been recommended by the Finance Committee, to be charged to the Main Building and Special Services Fund.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)  
*MOTION CARRIED UNANIMOUSLY*

*Public Comment: N. Penner*

## **Approval of Temporary Landscaping for the Main Library**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve Roma Horticulture Inc. for a temporary landscaping project to enhance the Main Library in an amount not to exceed \$7500.00, as recommended by the Finance Committee, to be charged to the Landscaping Fund.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)  
*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Three (3) bids, all under \$7,500.00, were received for this project.*

*Public Comment: N. Camastro*

## **Approval of Four (4) Electrical Outlets at the Main Library for the RFID Project**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve Roland's Electric Inc. to install four (4) electrical outlets needed for the RFID project at the Main Library in the amount of \$2200.00, as recommended by the Finance Committee, to be charged to the Main Building and Special Services Fund.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)  
*MOTION CARRIED UNANIMOUSLY*

## **Approval of RFID Network Cable Installation at the Main Library**

**Upon motion by Francine Ferrante Krupski and seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve Roland's Electric Inc. to install network cables needed for the RFID project at the Main Library in the amount of \$3250.00, as recommended by the Finance Committee, to be charged to the Main Building and Special Services Fund.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)

*MOTION CARRIED UNANIMOUSLY*

## **Annual Maintenance Contract for Surveillance at the Main Library**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Annual Maintenance & Support Contract from A+ Technology & Security for the surveillance system at the Main Library in the amount of \$3,789.00 for one year; such funds to be taken from the Service Contract Line of the budget as recommended by the Finance Committee. Contract pending review by Legal.

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)

*MOTION CARRIED UNANIMOUSLY*

## **Approval of an RFP for a Space Planner for the Parkville Branch**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Request for Proposal (RFP) for hiring a space planner for the Parkville Branch as presented. [copy appended]

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)

*MOTION CARRIED UNANIMOUSLY*

*Public Comment: D. Nachmanoff, R. Gilliar*

## **Approval of an RFP for a Space Planner for the Station Branch**

**Upon motion by Michael Fuller and seconded by Joel Marcus, and after discussion, it was, RESOLVED,** that the Great Neck Library Board of Trustees approve the Request for Proposal (RFP) for hiring a space planner for the Station Branch as presented. [copy appended]

**VOTE:** Yes – 5 (Schaufeld, Marcus, Fuller, DiCamillo, Ferrante-Krupski)  
*MOTION CARRIED UNANIMOUSLY*

*Public Comment: R. Gilliar, N. Penner*

## **Committee Appointments**

Trustee Fuller reported that Marianna Wohlgemuth, Rebecca Gilliar, Martin Adickman have been appointed to the Director Search Committee. Also, Nicholas Camastro has been appointed to the Policy & By-Laws Committee.

## **Administration Request for Appointments**

President Schaufeld asked that, as a courtesy to Administration, any requests by Trustees to review documents be made by appointment.

## **Open Time**

*N. Penner: Station Branch, Administration Offices/Staff Area*

*N. Camastro: Board Vacancy*

*R. Gilliar: By Laws, Board Minutes, Library History, Administration Offices, Re-Acquisition Committee*

*D. Nachmanoff: Main Building*

## **Date of Next Meeting**

August 22, 2017 Special Board Meeting-Parkville Branch.

## **Adjournment**

The meeting was adjourned at 9:42 p.m. on a motion by Joel Marcus and seconded by Marietta DiCamillo.

Respectfully submitted,

Michael Fuller  
Secretary, Board of Trustees