

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, SEPTEMBER 13, 2016 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, September 13, 2016, in the Station Branch of the Great Neck Library, 26 Great Neck Road, Great Neck, NY 11021. [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 7:40 pm]
Robert Schaufeld – Trustee

Also Present:

Kathy Giotsas – Executive Director
Tracy Geiser – Assistant Director
Neil Zitofsky – Business Manager

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:30 p.m.

MINUTES

Regular Board Meeting

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the June 21, 2016 Regular Board Meeting as presented.

VOTE: Yes – 6 (DiCamillo, Krupski, Solomon, Pizer, 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 June 27, 2016 Executive Board Session as presented.

VOTE: Yes – 6 (DiCamillo, Krupski, Solomon, Pizer, Marcus, Schaufeld)

MOTION CARRIED

Special Board Session

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 July 26, 2016, August 16, 2016 and August 23, 2016 Special Board Meetings as amended.

VOTE: Yes – 6 (DiCamillo, Krupski, Solomon, Pizer, Marcus, Schaufeld)

MOTION CARRIED

Board Comment: Trustee Pizer requested a dollar amount to be inserted in the August 16th Minutes under Open Time. Neil Zitofsky agreed he would do so, and the minutes were accepted with this change.

Relocation Committee

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the June 20, 2016, July 5, 2016, July 18, 2016, August 1, 2016 and August 30, 2016 Relocation Committee Meetings as presented.

VOTE: Yes – 6 (DiCamillo, Krupski, Solomon, Pizer, Marcus, Schaufeld)

MOTION CARRIED

Michael Fuller arrived at this point.

TREASURER'S REPORT

Upon motion by Josie Pizer, 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:

- September 13, 2016, Treasurer's Report;
- Warrant dated June 4, 2016 through July 15, 2016, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$1,374,159.62.
- Warrant dated July 16, 2016 through August 12, 2016, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$426,561.46.
- Warrant dated August 13, 2016 through September 9, 2016, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$862,507.14.

- Payroll Warrants for pay dates June 9, and June 23, 2016, which have been reviewed by the Treasurer, (in the amounts of \$119,864.00 and \$122,275.96, respectively,) for a total of \$242,139.96.
- Payroll Warrants for pay dates July 7, July 21, August 4, August 18, and August 31, 2016, which have been reviewed by the Treasurer, (in the amounts of \$153,636.63, \$116,798.12, \$119,154.21, \$117,868.91 and \$121,521.01 respectively,) for a total of \$628,978.88.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)
MOTION CARRIED

Board Comments: A hearty Thank You was extended to the Business Manager, Treasurer and Assistant Treasurer for all their hard work and reports.

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Revised Payroll Changes reports of July 4 through September 2, 2016 as presented, which have been reviewed by the Finance Committee.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)
MOTION CARRIED

REPORTS

Branch Committee

Trustee Fuller reported that a committee meeting is scheduled for October 5th at the Parkville Branch to discuss the branch needs post-move back to the Main Library.

President DiCamillo requested this meeting be rescheduled so that she and Vice President Ferrante Krupski may attend. The quarterly meeting requirement was requested to be waived at this time due to multiple meetings for the move back to Main.

Building Advisory Committee (BAC)

President DiCamillo reported that the project is winding down but that an October BAC meeting will be scheduled. The Open House is scheduled for October 30th at the Main Library.

Gala Committee

Trustee Schaufeld reported that the Gala date has been set and invitations have been ordered. New pricing for mugs, pens and journals has been received. The Trustees thanked Caryn Schaufeld for her work on this project. Executive Director Kathy Giotsas was asked to order these items. The next meeting of the committee will be on Monday, September 19th.

Relocation Committee

Vice President Krupski reported that Committee has held meetings bi-monthly and the next scheduled date is September 28th. Executive Director Kathy Giotsas and Assistant Director Tracy Geiser have been working on a plan for the move back to Main and some of the new furniture has been delivered. We still await our TCO.

Executive Director Giotsas updated the Board of Trustees on issues with the movers regarding the remaining furniture delivery. They have requested use of the elevator but our contractor has discouraged this as it should be broken in slowly over time. Too much weight too soon is not advised. The movers were permitted to use the lower level to unload items but were asked to cover/protect the pavers. They are requesting a signed waiver for the pavers. President DiCamillo requested that Executive Director Giotsas contact Peter Fishbein and Dominic Calgi for possible resolution.

Policy Committee

Trustee Marcus reported that the Policy & By Laws Committee has drafted Policy changes and additions that will be presented later in the evening for a second read. He expects to meet again in November.

Programming Committee

Trustee Solomon reported that the committee is scheduled to meet on September 27th and that the Great Neck Record has published a nice article about the English Conversation & Discussion Group led by Barbara Buckley. She also was excited about a recent partnership, that she had facilitated, with Apple that will provide computer programs to the Great Neck Library.

Technology Committee

Trustee Schaufeld reported that wifi equipment will be installed at the Main Branch on Friday. Also, arrangements have been made to expedite the installation of the new phone system to two weeks instead of the originally planned six week time. Executive Director Giotsas is awaiting the countersigned agreement with Global Telecom Supply (GTS). Trustee Schaufeld will reach out to GTS to secure this.

New Computers are on the evening's agenda and will be ordered for the Main Library. RFP comparisons for the community room are still needed. Next week, FIOS is being installed at Main and POTS lines have also been ordered.

Landscaping Committee

Trustee Schaufeld reported that the committee met and reviewed revised plans. A final plan will be secured and is to be presented by Greg Marett at the Gala.

Trustee Schaufeld had a conversation with the Mayor of Saddle Rock where the possibility of additional space for landscaping might be made available if the Library is interested. President DiCamillo requested that this possibility be explored.

Public Comment: Karen Rubin

Staff Reports

Trustee Pizer thanked the staff for all their recommendations and suggestions.

Regarding the statistics, Trustee Pizer and President DiCamillo were concerned with the manner which items are being sorted, possibly resulting in double counting. This report will need to be addressed once we return to the Main Library and it is hopeful that the RFID system will help these numbers make more sense.

President DiCamillo asked that when staff cites an item such as a form, etc. in their reports that it be attached to their report. All reports should be also be identified as to who is writing the report.

Assistant Director's Report

Text of the Assistant Director's written report dated September 6, 2016 below:

Throughout August, I worked with Kathy on getting the library ready for our upgrade to SIERRA. Staff has watched various training videos as well as being given the chance to interact with SIERRA in a preview basis through Innovative. We went live on Wednesday, August 31st without too many issues. I have been and will continue to work with the staff to make sure that each account has what is necessary to be able to do their job.

With the assistance of Margie Chodosch and Nick Camaastro, a new scheduling software has been chosen, When I Work. This software allows branch and department heads to see the entire staff's schedule and what location they are working in. It will allow for more efficient scheduling. The software also allows staff to contact each other for any possible shift changes and alerts them of their upcoming schedules.

RELOCATION/MAIN:

On August 15th, with the assistance of Jose Rodrigues and two workers from Jani-King the 32' truck that was parked behind Great Neck Pollution Control was emptied in to the Main building. The truck was returned to Ryder on August 16th.

On August 17th, with the assistance of Jose Rodrigues and two workers from Jani-King the Lakeville basement was cleaned out. The only items left are Children's books that will be brought back to Main once we have our TCO. Once we have the TCO, dumpsters will be reserved to clear out any unwanted items from Parkville and Station.

On August 25th, Kathy and I gave a tour of the Main building to Joe Nikic of the Great Neck News. His article appeared online on September 1st.

On August 29th, American Interfile began delivering the new furniture to Main. I have been there each morning to ensure that there are no problems and to answer any questions. We have had quite a few interested patrons pop in and are excited that we are getting closer to opening.

Because of setbacks with the Fire Marshall, I will have to interview new shelver candidates to assist with the move of our collection.

BRANCHES:

On a regular basis, I have been working with the Branch Heads concerning their needs for when we are moved back in to Main: staffing, collection development, storage, etc. Ideas on how best to utilize the spaces have also been discussed. This will be discussed more at our next Branch Committee meeting.

On September 1st, Kathy and I sat down with the department and branch heads to go over scheduling for all buildings once Main opens. This will be discussed in detail at the Personnel meeting on September 6th.

Executive Director's Report

Trustee Solomon inquired why there was only one response received for the RFP for an RFID System. Executive Director Giotsas responded that one vendor requested that we provide the measurements. This made her uncomfortable and she rather they took their own calculations. Trustee Pizer suggested that since independent measurements have now been received, we offer them another chance to bid.

Text of the Executive Director's written report dated September 9, 2016 below:

Finance

During the month of June we were working on getting several quotes and RFP out. Back in September 2015 we received 3 quotes on the repair of the soffits on Bayview Avenue. The work on the soffits was completed the end of August.

I also followed up on the Martins grant for the RFID. After talking to the Senator's office I was informed that we can submit the paperwork after we complete the project and we will receive \$100,000. This money will offset the \$228,820.55 of the RFID project which will end up costing the library \$128,820.55.

An RFP for RFID was put together and has been closed. RFID for libraries is very specialized and there were only three companies that have the capability to meet our needs. We received one completed RFP. We will be reviewing it at the Board meeting.

Building Advisory

Over the summer we have done several change order in the construction that will improve the building. We have ordered new shelving for the mezzanine because the old shelving was rusted and had mold. We also finished painting the shelving poles. The baffles have been completed and the smoke heads have been installed.

We did request the Levels ladies room art sink removed, that has not been replaced yet. We are still waiting for the sink. There was also an additional 42 smoke heads added per the Fire Marshals request. The work for the smoke heads has been completed.

There was also an issue with the measurements of the circulation area. There was a miscalculation of the staff seating area. KG&D wanted us to keep and repurpose the desk but I informed them we want the desks removed and a credit issued. We will be taking an additional two desks out of the circulation area to provide space for a RFID sorter in the future.

The stone on the side of the bridge also needs to be replaced. Because of water seeping between the stone and concrete it was recommended that we stucco that area. Charlie is getting quotes and it will be done before the building is open.

We are now working on the owners punch lists. We have given VRD the first list but we are going through the building again since more work has been done and giving VRD a revised owners punch list. Tracy and I will follow up on this work.

After much discussion we finally selected, ordered and installed the porcelain wood tile in the gallery area. A special epoxy grout and membrane was put in to prevent cracking of the tile. The permeable pavers have also finished their work and VRD has provided us with extra pavers in case we wish to have a brick naming fundraiser.

We have also put a plan together for security surveillance system. There will be keyless entry, a burglar alarm and cameras in Children, Levels and the Gallery area. They will be installed before the building opens. We also worked

with VRD, and Adam to resolve the issue of the theatrical lighting. The equipment that was removed by the contractor will be replaced and the rest will be installed by Lighting Design Group. The theatrical lighting is expected to be completed by mid-September.

We are still working on the drainage problem above the garage. A change order has been placed and we expect the excavation to start in mid-September. We will keep the board updated.

Relocation

A location plan for the collection was created while Chris Johnson was Director. We will be working with that plan to place collections. We have also spoken to the Branch Managers to see if there are collections that have higher circulation at their branch. We will be shifting some of the collection to the branches and we are looking at providing more children's books to the branches.

All the branches heads looked and tagged the furniture they would like to keep and things that should be discarded. We are looking at Station and looking at ways to use the back office space At Parkville we are looking at moving the children's room into the back and hiring a children's librarian for that branch.

We did empty out all the trailers at Main and have discarded anything that was not useable at main or the branches. After that was completed we did go through the Lakeville basement and cleaned it out.

FIOS was reinstalled at main and it will be installed in the branches in the beginning of September for redundancy. In September the new phone system will be installed and upon board approval we will be ordering 21 computers and 30 monitors for the new library.

Technology

We have successfully converted to Sierra. We are still working on the kinks and hope to have all issues resolved by the end of September. The staff has been great in acclimating themselves to the new system.

The phone system will be installed in the next six weeks and up and running by the end of October. Global Telecom Supply is a local company that will provide the equipment.

We are still working on getting the quotes for the Community Room and hope to have the information wrapped up by the middle September.

We have ordered and received the switches. We expect them to be installed in September.

Landscaping

We did interview for a landscape architect and have hired Bayview Landscape Architecture. They have presented several exciting ideas and we will be naming a children's garden after one of our generous donor, Anne Hyde. More information is coming and we hope to have sketch displayed at the Gala.

Programming

In an effort to collect emails and provide more information digitally we have implemented a pop-up box requesting an email. We have been getting a steady increase in emails.

Barbara Buckley had been doing an English Conversation class both at Station and Parkville. We received great press on the program. Please see attached.

Policy and By-Laws

We reviewed some of the policies that we would need for the main building. We have proposed Video Monitoring policy which will be presented to the Board at the next BOT meeting. The surveillance system will be cover the lower level where the Children's Department, Levels and the Gallery is located

OLD BUSINESS

Policy Manual Changes

- i. Add Section 600-15/Discarding of Excess Volumes-Second Read
- ii. Add Section 900-90/Streaming- Second Read
- iii. Amend Title in Section 1200/Gifts- Second Read
- iv. Section 800-10/Meeting Room Fees- Second Read
- v. Amend Section 300-40/ Organizational Chart- Second Read
- vi. Section 400-55/Budget – Second Read

NEW BUSINESS

Policy Manual Changes

- i. Add Section 500-68/Monitoring Policy-First Read

Public Comment: Karen Rubin

CONSTRUCTION CHANGE ORDERS

Additions for Fire Alarms

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

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order VRD RCO # 107 R-1 for additions to the Fire System, in the amount of \$42,900.00; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)

MOTION CARRIED

Public Comment: Karen Rubin

Roof Work Credit

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

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order VRD RCO # 16 R-1 for a roof work credits, in the amount of [\$7,500.00]; said funds to be credited back to the Construction fund.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)

MOTION CARRIED

Lamination of Perimeter

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

RESOLVED, that the Great Neck Library Board of Trustees approve Change Order VRD RCO # 36 R-1 for lamination of the perimeter walls, in the amount of \$39,607.65; such funds to be taken from the Main Building and Special Services fund.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)

MOTION CARRIED

Board Comment: Text of Statement read by President DiCamillo, received from Calgi Construction:

The architect's original intent was for the electrical contractor to install both electrical receptacles and data jacks at various areas of the exterior walls. This access was to be through the upper portion of the wall and down into the metal stud cavities. Typical metal framing would normally allow either a 2-1/2 inch or 3-1/2 inch void behind the sheetrock. In this way the exterior sheetrock walls could remain intact with minimal impact on them. However when the work began it was discovered that exterior walls were not framed with metal studding but rather with wood furring strips nailed to the concrete block walls with 3/4" thick fiber insulation. This construction did not allow any back boxes or wiring to be installed the only method open to the contractors was to make vertical cuts in the walls which required substantial patching and taping.

Rather than try and patch all of the chase cuts, it was decided that the better job would be to laminate new sheetrock boards to all areas. The end result was walls with no blemishes or patches visible.

Extension of Contract for Moe Kiswani

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

RESOLVED, that the Great Neck Library Board of Trustees extend the contract for PC Wizard/Moe Kiswani as a Computer Consultant, originally agreed to on April 20, 2016 and renewed on May 19, 2016 and also on June 21, 2016, July 26, 2016 and August 16, 2016 for an additional one month period in the fixed sum of \$6,000.00 to be charged against the Main Building and Special Services Fund.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)

MOTION CARRIED

Approval of New Computers for the Main Library

Upon motion by Robert Schaufeld, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the proposal from Dell for twenty-one (21) Computers with monitors for the Main Library in the amount of \$13,166.58; such funds to be taken from the Main Building and Special Services fund.

Upon motion by Robert Schaufeld, seconded by Varda Solomon, the motion was amended and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the proposal from Dell for twenty-one (21) Computers with monitors for the Main Library in the amount of \$13,166.58; such funds to be taken from the Automated Library Fund.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)

MOTION CARRIED

Nominating Committee Appointment

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

RESOLVED, that the Great Neck Library Board of Trustees accept the recommendation of the Nominating Committee to appoint Howard Esterces to the Nominating Committee to fill the vacancy created by the resignation of Ian Lustbader for a three year term ending January 2019.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)

MOTION CARRIED

Public Comment: Howard Esterces, Karen Rubin

Property Liability Insurance Renewal

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

RESOLVED, that the Great Neck Library Board of Trustees renew its property/liability insurance Commercial Package, Automobile and Umbrella policies for the period September 1, 2016 through September 1, 2017 with Utica Insurance Companies as presented by Edwards and Company, for a total of \$72,062 to be charged to the Property/Liability Insurance line of the operating budget.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)

MOTION CARRIED

Approval of RFID for the Main Library and Branches

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of an RFID system for the Great Neck Library System in the amount of \$ 142,180.00 and the tagging of all library material (books and media) for RFID in the amount of \$ 86,640.55; funds to be taken from the Automated Library Fund.

Upon motion by Robert Schaufeld and seconded by Varda Solomon the Board unanimously voted to table the motion. MOTION TABLED.

Board Comment: President DiCamillo would like a second bid and would like a demonstration for the Board and the Committee.

Opening & Closing of the Polls for the October 2016 Election

Neil Zitofsky volunteered to open the polls and President DiCamillo volunteered to close the polls at Parkville branch on October 31st.

Trustee Marcus volunteered to open the polls and Trustee Fuller volunteered to close the polls at Parkville branch on October 31st.

Extension of Contract for Moe Kiswani

Upon motion by Robert Schaufeld, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees extend the contract for PC Wizard/Moe Kiswani as a Computer Consultant, originally agreed to on April 20, 2016 and renewed on May 19, 2016 and also on June 21, 2016, July 26, 2016, August 16, 2016 and September 13, 2016 for an additional one month period in the fixed sum of \$6,000.00 to be charged against the Main Building and Special Services Fund.

VOTE: Yes – 7 (DiCamillo, Krupski, Solomon, Pizer, Fuller, Marcus, Schaufeld)
MOTION CARRIED

CORRESPONDENCE

None.

OPEN TIME

Karen Rubin; Main Library Opening

DATE OF NEXT MEETING

October 18, 2016 – Regular Board Meeting–Station Branch

October 31, 2016 – Annual Meeting/Election–Station & Parkville Branch

ADJOURNMENT

The meeting was adjourned at 8:44 p.m. on motion by Trustee Marcus and seconded by Trustee Ferrante Krupski.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees