

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, OCTOBER 27, 2015 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, October 27, 2015, 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  
Robert Schaufeld - Trustee

Also Present: Kathy Giotsas – Executive Director  
Neil Zitofsky – Business Manager

## **EXECUTIVE SESSION**

The Board met in executive session at 7:00 p.m. in the Community Room for a Re-Organization presentation. The Board came out of executive session at 8:00 p.m. No action was taken in executive session.

## **CALL TO ORDER**

The meeting was called to order by President DiCamillo at 8:00 p.m.

## **MINUTES**

**Upon motion by Josie Pizer, seconded by Francine Ferrante Krupski and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Minutes of the September 16, 2015 Regular Board Meeting as presented.

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

## **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:

- October 27, 2015, Treasurer's Report;
- Warrant dated September 5, 2015 through October 9, 2015, the sums set against their respective names, amounting in the aggregate to \$264,107.10;
- Payroll Warrants for pay dates September 3, and September 17, 2015, which have been reviewed by the Treasurer, in the amounts of \$123,892.30 and \$127,318.26 respectively, for a total of \$251,210.56.

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

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

**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 Payroll Changes reports of September 9 through October 16, 2015 as presented, which have been reviewed by the Finance Committee.

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

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Branch Committee**

Trustee Fuller reported that he intends to hold a meeting in November.

### **Building Advisory Committee (BAC)**

President DiCamillo reported that a furniture committee meeting was held at Station Branch last week for re-selection of coordinating carpet and fabrics, and there was unanimous agreement on the new selections. Trustee Pizer stated that although she was not in attendance at this meeting, she was told that all who attended were pleased with the new selections. President DiCamillo requested that samples of the agreed upon carpet and fabrics be brought to the November 5<sup>th</sup> BAC meeting.

### **Grants**

Per Kathy Giotsas and Neil Zitofsky, there is presently nothing new to report.

### **Long Range Planning**

Committee Chair Varda Solomon stated that Long Range Planning work overlaps with the Programming Committee. A meeting for Long Range Planning will be scheduled after the November 3rd Programming Committee meeting at the Parkville Branch.

### **Policy Committee**

Trustee Marcus reported that the next meeting of the Policy & By Laws Committee will be held on November 4<sup>th</sup>.

### **Programming Committee**

Committee Chair Varda Solomon reported that the next meeting of the Programming Committee will be held on November 3<sup>rd</sup>.

### **Website/Technology Committee**

Trustee Schaufeld reported that the committee held a meeting on October 7<sup>th</sup> and the minutes are included in the Board packets. Highlights of the meeting were that a current inventory of all equipment will be completed, a replacement schedule for the equipment will be developed, new internet providers will be investigated, and an updated website is being explored.

### **Staff Reports**

Trustee Josie Pizer had some questions on the staff reports that she will discuss directly with Kathy Giotsas. She would also like some changes in the format, and will discuss this at the Programming Committee meeting.

President DiCamillo asked about the class visit mentioned on the Children's report. Was it part of an outreach program? Will more of these visits occur? Executive Director Kathy Giotsas said that she would like to hold more of these in the future.

President DiCamillo asked if LILink was up and running. Kathy Giotsas expects it to be in the beginning of November. It has been a labor intensive process as records need to be modified in order to make them compatible.

The Station Branch elevator was brought up. In particular the October 5<sup>th</sup> event, mentioned in the Maintenance Report, where a person became trapped. The response time from the landlord for the repair was poor and this caused an inconvenience for many library patrons. President DiCamillo asked that this matter be followed up with the landlord.

Trustee Schaufeld mentioned that Executive Director, Kathy Giotsas was interviewed by PATV recently in connection with a service they are doing on community leaders.

### **Executive Director's Report**

Kathy Giotsas reported that interviews were conducted for Interim Director of Levels and other open library positions. All vacancies are slowly being filled. Kathy also related that the Human

Library event that was held last weekend proved interesting and was well received. The staff also worked hard planning for the Chinese New Year.

Text of the Executive Director's written report dated October 22, 2015 below:

#### Administration

The month of September I completed my meetings with the Department Heads. The feedback that I received from the Board as well as the staff has provided critical information in the reorganization of the library. Some of the concerns were as follows:

- Departments working as silos
- Lack of cooperation between departments and branches
- More programs provided in the branches
- The voice of the branches being heard

A presentation will be provided at the October meeting to present the reorganization.

Once the reorganization is put in place short term goals and objectives will be put in place for the Executive Director and management. Upon completions of the main library and the Library Strategic Plan we will put in place long term and rolling annual goals and objectives.

I had the opportunity to meet the Superintendent of the Great Neck School District and the BOE Board President at the BOE September meeting. We briefly discussed some partnerships with robotics in the library and other projects that students and parents are interested in participating. I will be meeting with her in October.

We are planning on changing our payroll system to Paychex. We currently use two services to meet a payroll and state reporting needs. Paychex combines everything under one roof. We will also be subscribing to their HR services. This will help fill our HR gap. We did go out to bid for these services and Paychex provided the most services at the lowest cost.

#### Technology

Some of our technology plans are currently being put on hold until we evaluate our current processes. We are hoping to evaluate our technology process in the next two months and develop a Five Year Technology Plan in the next few months. These initiatives will also help us evaluate the Quilt Network and see if it is the right fit for the Great Neck Library.

We are in the process of implementing Wowbrary. We should have it up and running by November. We are also working on getting LILink up and running by our go live date in November. We will also be training staff on all new technology on Staff Development Day.

We had the Digital Bookmobile from Overdrive visit Great Neck at Parkwood Pool. The event was successful and interest in streaming video was shown. When I attend the New York Library Conference in October I will be investigating and pricing for streaming videos. More and more libraries are pursuing streaming video and it is the next wave.

#### Personnel

We have been interviewing for the Interim Levels Director and have found decided on offering the position to Adam Hinz. He did a great PowerPoint presentation and a STEAM program that he would conduct in levels. He also developed a cost efficient budget to execute the program. The Levels kids also interviewed the candidates were impressed with Mr. Hinz, he was their candidate.

We are currently interviewing for a part time Children's Librarian and hope to have a decision made by the end of October. The full-time Levels position will be filled after Mr. Hinz start to involve him in the interview process.

We have extended the deadline for the Interim Assistant Director. The current pool of candidates are not sufficient to make a responsible decision.

### Community Outreach

We have been having programming meetings to find ways to reach out to the community. We have put together several programs that will be successful. The first one that happened in September was the Snoopy event. The library was packed and it was well received by the community. The next thing that we are working on is the street fair. We also purchased bags with the library logo and other promotional materials for the event. Any excess bags we are planning on selling them in the branches. Some patrons prefer a cloth bag that they can reuse instead of a plastic bag.

We are all excited about the Human Library that will be on October 25<sup>th</sup>. Patrons have been asking me questions about the event and were very excited about the event. We have also advertised it on PATV.

We have placed “Suggestion Boxes” at all library locations to get feedback from the community. We have started getting suggestions. I will be compiling the suggestions and forwarding them to the board. I will be responding, when appropriate, to the suggestions. So far the suggestions have been very reasonable and logical. It has been a positive move in addressing some of the needs of the community.

### Building Maintenance

We are still having problems with the Station Branch library as follows:

- Leaks in the ceiling – The landlord is in the process of fixing it
- Windows are dirty
- Lights are out in the staff parking lot
- The floors are dirty

I have requested that Atty. Fishbein send the landlord a letter to resolve these issues. I will review all these issues and make sure they are resolved by the end of the month.

## **OLD BUSINESS**

### **Policy Manual Revisions-Third Reading & Vote**

#### **Gift Policy**

##### **SECTION 1200: GIFTS**

All gifts offered to the Library and accepted by it shall become the sole property of the Library. Unless indicated otherwise by written agreement, the Library will have the rights of displaying, using, or lending the same, or of selling or disposing of said gifts. For any cash gift of substantial value, i.e. **\$250** or more, the gift will be formally accepted by the Board at a public meeting. For any cash gift to the Library, the Director’s office will send a letter of thanks to the donor.

For any other gift determined to be of substantial value, the gift will be formally accepted by the Board at a public meeting and a letter should be forwarded to the donor indicating a description and the conditions of the Library’s acceptance of the gift stated above. The Library Director and the Board of Trustees shall use discretion in accepting any such gift.

Any appraisal of a gift to the Library is the responsibility of the donor. The acceptance of a gift which has been appraised by a third, disinterested party does not in any way imply an endorsement of the appraisal by the Library

*Notwithstanding the value of the gift, all gifts shall be reported to the Public at the next scheduled Board of Trustees Meeting.*

**Upon motion by Joel Marcus, seconded by Varda Solomon, and after discussion, it was, RESOLVED,** that the Great Neck Library Board of Trustees accept the changes as outlined to Section 1200 (Gift Policy) and that these changes be incorporated in the Board Policy Manual accordingly.

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

### **Extending Terms of Board Officers**

#### **200-30: Board Officers, Election and Responsibilities**

Article IX of the Bylaws states specific duties and responsibilities of Board Officers. In addition, the following shall also be expected of officers:

- |              |  |
|--------------|--|
| President    | - shall confer with the Director in preparation of agendas for all Board meetings;   |
|              | - shall, with the Director, inform new Trustees of their duties and responsibilities and the operations of the Library;                              |
|              | - shall appoint special Board Committees, from volunteer Trustees as necessary, and establish the scope and purpose in the charge of each committee; |
| Treasurer(s) | - shall confer with the Director in preparation of monthly financial reports, budget reporting and investments;                                      |
| Secretary    | - shall review monthly minutes of all Board meetings prior to submission to the Board;   |
|              | - shall review official minutes of the Board annually for correct and up-to-date records;  |
|              | - shall be responsible for maintaining the Board's policy manual with approved policy established by resolution in the minutes.                      |

Officers must be elected by the Board at the Re-organization Meeting of the Library Association. Effective with the 1994 election of Officers:

1. The President, Vice President, Secretary and Treasurer shall be elected for one year terms.
2. No trustee should be elected to the same office for more than two (2) consecutive years, unless the Board determines that due to exigent circumstances it is in the best

interest of the Library to maintain certain officers in their respective positions. Should this be the case, the Board may re-elect a trustee or trustees to the same office. The foregoing Board Policy to allow a *fourth* term will expire by January 2017. Rev. 9/16/14

Revised 10/24/95; 3/27/01; 2/26/02; 9/16/14

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the changes as outlined to Section 200-30 (Extending Terms of Board Officers) and that these changes be incorporated in the Board Policy Manual accordingly.

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

## **NEW BUSINESS**

### **Presentation of June 2015 Audited Statements by R.S. Abrams & Co., LLP**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the audited Financial statements and the Auditor's Report for the fiscal year ended June 30, 2015.

Jennifer St. Denis of R.S. Abrams & Co. distributed bound copies and discussed the annual audit report. She noted two financial highlights for this past year: the library implemented GASB 68 to recognize pension liability and also issued bonds to finance the library's building renovation. She also made recommendations for a few procedural changes.

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

*Public Comment: Karen Rubin, Naomi Penner*

### **Interim Director of Levels**

**Upon motion by Francine Ferrante Krupski, seconded by Robert Schaufeld, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the hiring of Adam M. Hinz to the position of Interim Director of Levels, November 2, 2015, at an annual salary of \$69,500.

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

*Public Comment: Karen Rubin, Naomi Penner*

**RFP for Strategic/Long Range Planning**

**Upon motion by Varda Solomon, seconded by Joel Marcus, and after discussion, it was, RESOLVED,** that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for Strategic/Long Range Plan for the Great Neck Library.

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

*Public Comment: Karen Rubin*

**Acceptance of a Library IT Specialist**

**Upon motion by Robert Schaufeld, seconded by Francine Ferrante Krupski, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of proceed in hiring an independent contractor, Colleen Bailie, MLS, to evaluate the IT systems and processes of the Great Neck Library. The cost of the independent contractor should not exceed \$1,000 to be paid from the Computer and Network Consultant line.

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

**RFP Five Year Technology Plan**

**Upon motion by Robert Schaufeld, seconded by Josie Pizer, and after discussion, it was, RESOLVED,** that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for a Five Year Technology Plan for the Great Neck Library.

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

*Public Comment: Marianna Wohlgemuth*

**Approve/Ratify the Approval of Four (4) Construction Change Order Requests**

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

**RESOLVED,** that the Great Neck Library Board of Trustees approve / ratify the approval of the following Change Order Requests in accordance with Procedures for Approval for Construction Contracts approved by the Great Neck Library Board of Trustees on May 20, 2014, and amended March 24, 2015, for:



1. Change Order #12 (VRD #25) for the creation of a dedicated Elevator Machine Room from within the existing Mechanical Room, as submitted by VRD, in an amount not to exceed \$11,000; such funds to be taken from the contingency line in the construction budget;
2. Change Order #13 (VRD # 28) for the relocation and enclosure of an existing storm pipe in the Children’s Library, as submitted by VRD, in an amount not to exceed \$8,100; such funds to be taken from the contingency line in the construction budget;
3. Change Order #14 (VRD #30) for furring and sheetrock of the Children’s Library wall from which wood paneling was removed and found to have been affixed directly to the existing wall, as submitted by VRD, in the amount of \$7,102.50; such funds to be taken from the contingency line in the construction budget;
4. Change Order #15 (VRD #40) to change the Handicap Lift in Levels from what was specified as an inclined wheelchair lift to a vertical wheelchair lift, as submitted by VRD, in the amount of \$3,215.65; such funds to be taken from the contingency line in the construction budget.

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

### **Paychex Payroll/HR Proposal**

**Upon motion by Michael Fuller, seconded by Robert Schaufeld, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the Executive Director to contract with Paychex, Inc. to provide payroll processing, tax remittance, time and attendance, ACA compliance, and full HR Solutions services as per their proposal dated September 22, 2015, at an initial monthly cost of \$4,336 plus a one time set-up fee of \$3,150. Within a year, and as soon as possible, the full HR Solutions product will be replaced with their HR Online product, and the monthly cost will be reduced to \$1,140. This will be charged to the Payroll Processing line of the Operating Budget.

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

### **Secretary’s Report on Election Results**

Secretary Varda Solomon reported the October 26, 2015 election results. One hundred twenty five (125) voters in total, including proxies, as follows:

Board of Trustees-Four Year Term Ending January 2020 to fill seat currently held by Francine Ferrante Krupski; **Francine Ferrante Krupski-102 Votes**

Nominating Committee-Three Year Term Ending January 2019 to fill seat currently held by Stacey Bernstein; **Donald Panetta-116 Votes**

Nominating Committee-Three Year Term Ending January 2019 to fill seat currently

held by Andrew Dorf; **Ian Lustbader-94 Votes**

## **OPEN TIME**

*Speaking: Naomi Penner, Marianna Wohlgemuth*

## **DATE OF NEXT MEETING**

Regular Board of Trustees Meeting – November 17 at Station Branch.

## **ADJOURNMENT**

The meeting was adjourned at 9:10 p.m. on motion by Joel Marcus and seconded by Michael Fuller.

Respectfully submitted,

Varda Solomon  
Secretary, Board of Trustees