

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, DECEMBER 15, 2015 AT 8:15 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, December 15, 2015, in the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, NY 11040. [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 7:15 p.m. in the Community Room for a Re-Organization discussion. The Board came out of executive session at 8:15 p.m. No action was taken in executive session.

## **CALL TO ORDER**

The meeting was called to order by President DiCamillo at 8:17 p.m.

## **MINUTES**

**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 November 17, 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 Varda Solomon 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:

- December 15, 2015, Treasurer's Report;
- Warrant dated November 7, 2015 through December 4, 2015, the sums set against their respective names, amounting in the aggregate to \$1,122,686.80;
- Payroll Warrants for pay dates November 12, 2015 and November 25, 2015 which have been reviewed by the Treasurer, in the amounts of \$129,439.65 and \$131,970.82 respectively, for a total of \$261,410.47.

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

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

**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 Payroll Changes reports of October 17, 2015 through December 15, 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**

Per Trustee Fuller a meeting of the committee is scheduled for January 25<sup>th</sup>. President DiCamillo asked that the committee circulate their meetings to all branch locations.

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

President DiCamillo reported that a date change is pending for the originally scheduled December 17<sup>th</sup> meeting. The new proposed date is Monday, December 21<sup>st</sup>. She reminded everyone that a second walk-through for the Board and the BAC committee is scheduled for December 20<sup>th</sup> at noon.

Trustee Pizer requested that the Construction Newsletter Committee be reinstated. She requested that the committee meet during the day with herself, Trustee Marcus, Marianna Wohlgenuth, Kathy Giotsas and staff. President DiCamillo explained to Executive Director Giotsas that this committee is a branch of the Building Advisory Committee. Secretary Solomon stated that this committee disseminated information through bookmarks so patrons were kept up to date. President DiCamillo asked that some materials be developed and placed on the website as well.

### **Policy Committee**

Trustee Marcus reported that a meeting of the Policy & By Laws Committee will be held on Wednesday, January 6, 2016 at Station branch.

### **Programming Committee**

Trustee Solomon reported that the Programming Committee did not meet in December. The next meeting will be held on January 7, 2016. She reminded Executive Director Giotsas that the price and cost for each program needs be included in the monthly programming statistics.

Trustee Pizer referred to the prior committee meeting minutes and noted that follow up is needed. She requested a detailed report for school visits, solutions to assist patrons with A/V problems experienced downloading to their devices and requested to see the standardized evaluation program form mentioned by Jonathan Aubrey. The legal provisions for volunteers should also be looked into.

*Public Comment: Naomi Penner*

### **Website/Technology Committee**

Trustee Schaufeld reported that the December 14<sup>th</sup> meeting was cancelled and will be rescheduled.

Trustee Schaufeld asked Executive Director Kathy Giotsas about the IT Consultant's findings. Kathy Giotsas will provide a report to the Board of Trustees for their review.

Trustee Schaufeld then asked if Levels needs have been reported and Executive Director Kathy Giotsas said that Adam will send it. In response to a question about the timing for developing a strategic technology plan, President DiCamillo stated that things should be done in the proper order and that the hiring of the IT professional should occur first.

In response to Trustee Solomon's question about a Long Range Plan, Executive Director Giotsas explained that an organizational chart is first needed and then an RFP for a Strategic Plan can be done. Additionally, regarding an RFP for an IT Strategic Plan, the IT professional should be hired and then that person can assist in writing the RFP..

### **Staff Reports**

Trustee Pizer requested further details on the Children's department report; how are our librarians encouraging children to read?

Trustee Pizer requested an analysis for the museum passes and asked who is handling them. Executive Director Giotsas explained how the passes will now float between the branches. A discussion ensued. President DiCamillo does not believe the Board authorized the floating of the passes, only reserving the passes. Many of the trustees believed that floating the passes would waste time and limit availability of the passes to patrons. Executive Director Giotsas is investigating options to make the passes printable. Vice President Ferrante Krupski has experienced issues securing museum passes and felt reservations are necessary. She also feels

one locale is preferred over floating. Trustee Fuller agreed with one locale and felt printable was a better way to go and suggested centralizing them at the Station branch. President DiCamillo suggested that the Lakeville branch, because of its convenient access and easier parking, would be best suited to hold all museum passes. The point that the Lakeville branch is closed on Sundays was brought up and will be considered in the details of planning.

Trustee Pizer resumed her questions with the Technical Services statistics. She requested more information on the 837 new titles added to the collection. On the subject of the Great Neck Library's collection, President DiCamillo felt that the Relocation Committee should be reconvened in the new year to start planning the move back to the Main branch.

On the Reference Report, the new subscription to WorldCat Discovery was questioned. What is the cost? Same as last year? On the YA report, Trustee Pizer asked what is the follow up? She feels that we need to serve the Middle School children.

Vice President Ferrante Krupski commented on the program attendees and the very poor attendance. We need to do outreach and publicity.

Trustee Solomon was disappointed that the Snoopy Scavenger Hunt only yielded one participant at the Parkville branch and asked how it was publicized.

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

Executive Director Kathy Giotsas provided highlights of her report. Paychex training for the new time and attendance service will be held at tomorrow's staff meeting and an additional RFID tour of Elmont Library will be scheduled. The Parkville branch was experiencing a heating issue but it has now been resolved with thanks and assistance from the Great Neck School Superintendent. Kathy reported that Janet Fine, Head of Computers and Circulation, is retiring.

Text of the Executive Director's written report dated December 9, 2015 below:

#### **Administration**

We have been working with Paychex to convert our payroll system. We will be going live on January 1<sup>st</sup> and staff will be trained in December how to clock in and clock out of the system. We will have more report functionality with the system as well as an HR component.

With all the changes in staffing these past few months I have increased the number of staff meetings. We will be having meeting with the Circulation Department, IT and Technical Services to address any questions and concerns they may have in reporting.

Work has been progressing at the main library and the Library Board had an opportunity to tour the library. We will be making regular tours from this point on.

#### **Technology**

We have looked at RFID at Elmont and Merrick and have met with two companies that provide RFID (Bibliotheca and Envisionware). We have seen that both companies are similar but if the Library Board does pursue implementing RFID we will be looking at customer service and response time of correcting problems. We will continue providing information to the Board on this topic.

The Library Board has also been emailed a link to the prototype of the new library website we are waiting for feedback and hope to go live by the beginning of the New Year. The new website is much cleaner and is readable.

### Personnel

This month we conducted our annual Staff Development Day. It gave us an opportunity to educate the staff on LILink, update the staff on the conversion of the payroll system and developing communication skills. It was also an open forum for Administration to get to know the entire staff as well as answer questions and put staff at ease with the changes and the reorganization.

We have received a letter of retirement from Janet Fine and we have set up meetings to ensure that there is a smooth transition until we get a new department head. This change will also assist in the transition into the reorganization of the department. We will advertise for the position once the board approves the posting and hope to have the position filled by the first two months in 2016.

We are still looking for an Interim Assistant Director but do not have sufficient qualified applicants to make a decision. We will continue to accept applications until the end of January and make a decision at that time.

### Community Outreach

We have been working with Adam Hinz, Interim Levels Director, to ensure that the Levels program continues to grow. He has been finding new ways to bring in more students and has a lot of great ideas. He does have one vacancy in his department but would like to wait in filling the position to see what skill sets the new person would need to make the department grow and increase attendance. Levels has a Contest they are working on called “Woman on the \$10 Bill”. Levels is partnering with “The American Association of University Women” for this event. Levels is off to a great start!

These past few weeks staff has been coming to me with some great ideas and we are working on implementing them. Jayne Alexander has created a game day at her branch so patrons can play backgammon, scrabble, checkers and chess. We are also thinking about a knitting club.

The Reference staff will be watching a webinar on a grant called “Thinking Money Traveling Exhibition”. We will be applying for the grant so that we can develop a Financial Literacy program. We would also like to develop a financial literacy program for kids who that will be starting college to prepare them for independent living while they are away from home.

### Building Maintenance

Parkville has been having problems with the heating system for several months (maybe from last year). It was brought to my attention that the back office area was very warm and the front end of the library was very cold. We did call the Superintendent’s office and the problem was corrected within a day. The maintenance staff bled the system to remove all air pockets and the temperature has been very comfortable since the work was done.

Since Walbaums has left the Station Branch area the smell has gotten better. We will see when the new tenant moves in if the smells continue. Another issue is the repair of the roof is creating a smell when it is being sealed. The work has not been completed but we have noticed that when it rains we do not see any leaks. It seems that things are slowly getting done but only after repeated requests.

At the last construction meeting we did discuss rebates for the lighting at the main building. Neil will be working with the contractors to get the information and process the rebates.

President DiCamillo said she is reconvening the Relocation Committee, and it will be chaired by Trustee Francine Ferrante-Krupski. Its objective will be to assist in developing the plans and schedules needed for a successful move to the Main Building.

## **OLD BUSINESS**

### **Policy Manual Revision: Board Committees-Second Reading**

#### **200-40: Board Committees**

Standing Board Committees are formed following the Annual Re-organization Meeting in January, by appointment by the President from volunteer Trustees. The President is a member of all committees. In selecting the Trustees to serve on each of the library committees, other than the Nominating Committee, the President shall appoint as one of the four members a member of the Finance Committee. Committees gather information and make recommendations, preferably in writing, to the Board as a whole. A Committee may only act on behalf of the Board pursuant to a Board Resolution made in public session. **All standing committees will meet a minimum of four (4) times a year except for the Nominating Committee which will meet as needed.** In addition to the following standing committees, special committees may be formed as needed: (Rev 6/21/11)

Nominating Committee – Article VII, Section E of the Bylaws states that at the Annual Re-organization Meeting immediately following the Annual Meeting the Board shall elect to the Nominating Committee two persons from the Board or the general membership of the Association to serve for one year or until their successors are elected. No Trustee may serve on the Nominating Committee in the year that such Trustee's term expires. Any Board elected member of the Nominating Committee who seeks or shall accept nomination to the Board of Trustees or Nominating Committee shall be deemed to have resigned from or vacated his/her office on the Nominating Committee. The Board President shall advise the chairperson of the Nominating Committee to convene the Committee when required by the Bylaws. (Rev 2/27/01; 1/22/02; 2/26/02; 12/17/02)

Personnel & Salary Negotiations – This Committee shall negotiate with the Staff Association and Department Heads Association for an employment contract, and review other Staff Association and Department Heads Association requests during the year. The Committee is empowered to proceed with negotiations within parameters established by the Board as a whole. If negotiations go beyond a year, the Committee remains the same unless a vacancy occurs. The Committee also negotiates the Director's contract and recommends to the Board other management contracts. (Rev. 10/24/95; 10/23/01; 5/19/11)

Finance Committee – This Committee is composed of the President, the Treasurer, and two Assistant Treasurer(s). See 400-5, Investment Policy, for legal and financial restrictions, meetings, etc. (Rev 5/19/11)

Each of the following standing committees shall be appointed by the President and composed of a chairperson, two members and the current President of the Board: (5/19/11)

Long Range Planning – Long Range Planning is a responsibility of the Board as a whole. The Steering Committee consists of four Trustees who discuss with the Director proposed

changes or plans for improvements at the four libraries. If action is required, information is supplied and recommendations made to the entire Board. (5/19/11)

**NLS Representative—A representative to NLS should be appointed by the President.**

Policy/Bylaws Committee – This Committee reviews the Board’s Policy Manual and presents new or revised policies to be adopted by the Board as a whole. (5/19/11)

Branch Committee – This Committee reviews issues regarding the Branches and make recommendations to the Board as a whole. (5/19/11)

Revised 10/24/95; 10/23/01; 2/26/02; 5/19/11; 6/21/11

## **NEW BUSINESS**

### **Acceptance of Gift from R. Rubenstein**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the donation of \$500 from Mrs. Rita Rubenstein, in memory of her daughter Carol Rubenstein, to be used “for a children’s art program – or anything related to children” into the Restricted Gift Fund, and that an acknowledgment and thank you letter be issued to Mrs. Rubenstein.

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

### **Approve/ Ratify the Approval of Two (2) Construction Change Order Requests**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Change Order Request number 6 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 a double check backflow prevention valve required by the GN Water Authority to our existing water service at a cost of \$10,082.18.; such funds to be taken from the contingency line in the construction budget.

**VOTE:** Yes – 6 (DiCamillo, Krupski, Solomon, Marcus, Fuller, Schaufeld)  
Opposed – 1 (Pizer)  
*MOTION CARRIED*

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Change Order Request number 46 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 the upgrade to ceiling height tile in four (4) restrooms as requested by the Board following their walk-through, at a cost of \$10,736.47; such funds to be taken from the contingency line in the construction budget

**VOTE:** Yes – 5 (DiCamillo, Krupski, Pizer, Marcus, Schaufeld)

Opposed – 1 (Solomon)

Abstention – 1 (Fuller)

*MOTION CARRIED*

### **Resignation/Retirement of Janet Fine**

Janet Fine, Head of Computers & Circulation, is retiring on December 30, 2015 after 35 years of service. President Marietta DiCamillo read a heartfelt statement thanking Janet for all of her hard work and dedication to the library and the community, and presented her with flowers and a certificate of appreciation on behalf of the entire board.

Text of Statement read for Janet Fine:

In 1981, the Great Neck Library hired Janet Fine as a Part Time Librarian serving in Reference, providing thirty-five years of uninterrupted, committed and dedicated service. Janet, you have always conducted yourself as a professional. You continue to make the Great Neck Library look good and truly are a role model.

Janet promoted quickly to her current title as Department of Circulation and Computer Services; she continues to provide this community with great service. No job too big or too small, Janet has undertaken so many tasks and completed them expediently and successfully. She does her job seamlessly, she makes it look easy and without her support and knowledge we would not have been as successful when we needed to relocate out of the main building. Janet, you will not be soon forgotten and we hope you'll celebrate with us when we move back into this fine institution. On behalf of the Board of Trustees of the Great Neck Library thank you.

*Public Comment: Naomi Penner*

### **Acceptance of Posting & Description for Information Technology Director**

**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 Information Technology Director Job Posting as per the attached Job Description.

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

*MOTION CARRIED UNANIMOUSLY*

### **Acceptance of Posting & Description for Assistant Director**

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

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Assistant Director Job Posting as per the attached Job Description.



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

*President DiCamillo requested this posting be re-distributed after revisions/corrections are made.*

**Acceptance of Bequest from Ann Hyde Estate**

**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 bequest of a 20% share of the Ann Hyde Estate, in the amount of \$654,908.60, and authorize the transfer of said amount to the Library's Restricted Gift Fund pending future discussion and determination as to how the funds can best be used.

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

**MOTION CARRIED UNANIMOUSLY**

**Candidates are Needed to Serve as Board Appointees on the Nominating Committee**

Secretary Varda Solomon announced that at the Annual Reorganization meeting, the Board of Trustees will appoint two (2) Association members to serve on the Nominating Committee of the Great Neck Library. Interested Association members should send a letter and resume so stating by January 15, 2016, to the Director's Office. She also asked the Executive Director to publicize this within the library and the community.

**OPEN TIME**

*Speaking: Naomi Penner*

**DATE OF NEXT MEETING**

Regular Board of Trustees Meeting – January 19, 2016 at Station Branch.

**ADJOURNMENT**

The meeting was adjourned at 9:20 p.m. on motion by Josie Pizer and seconded by Joel Marcus-

Respectfully submitted,

Varda Solomon  
Secretary, Board of Trustees