Great Neck Library
SPECIAL BOARD OF TRUSTEES MEETING
MAIN LIBRARY
159 Bayview Avenue, Great Neck, New York 11023

Tuesday, July 18, 2023
6:00 P.M. - Board Meeting

AGENDA

Please Note: Members of the public may comment on the published agenda for 3 minutes at the beginning of the meeting and on any new topic for 3 minutes at the end of the meeting during open time. There shall be no public comments during the board discussions or votes. Please wait until the President recognizes you for discussion. Please turn off cell phones or place in silent mode.

CALL TO ORDER

PUBLIC COMMENTS ON PUBLISHED AGENDA

APPROVAL OF MINUTES

Motion (Kathleen Gold)
I move that the Great Neck Library Board of Trustees approve the minutes of the June 20, 2023, board meeting as presented.

Second __________________ All those in favor ________________
Opposed __________________ Abstention __________________

PAYROLL CHANGES REPORT

Motion (Mimi Hu)
I move that the Great Neck Library Board of Trustees accept the Payroll Change report of June 16, 2023, through July 13, 2023, as presented, which has been reviewed by the Treasurer.

Second __________________ All those in favor ________________
Opposed __________________ Abstention __________________

NEW BUSINESS

1. Approve Construction Change Order #1 for Parkville Branch Renovation to Furnish and Install Alarmed Panic Device in Children’s Room

Motion (Scott Sontag)
I move that the Great Neck Library Board of Trustees approve the Construction Change Order to furnish and install an alarmed panic device on the exit door leading to the parking lot in the children’s room at
the Parkville Branch in the amount of $962.00 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

Second ____________________  All those in favor ________________
Opposed ____________________  Abstention ________________

2. Approve Construction Change Order #2 for Parkville Branch Renovation to Relocate Ladder in Staff Room

Motion (Josephine Mairzadeh)

I move that the Great Neck Library Board of Trustees approve the Construction Change Order to relocate ladder in the staff room at the Parkville Branch in the amount of $9,002.40 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

Second ____________________  All those in favor ________________
Opposed ____________________  Abstention ________________

3. Approve Construction Change Order #3 for Parkville Branch Renovation to Replace Faucets in Existing Restrooms

Motion (Donald Panetta)

I move that the Great Neck Library Board of Trustees approve the Construction Change Order to replace two faucets in existing restrooms at the Parkville Branch in the amount of $1,548.80 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

Second ____________________  All those in favor ________________
Opposed ____________________  Abstention ________________

4. Approve Construction Change Order #4 for Parkville Branch Renovation to Furnish and Install Exhaust Fans in Existing Restrooms

Motion (Barry Smith)

I move that the Great Neck Library Board of Trustees approve the Construction Change Order to furnish and install two exhaust fans in existing restrooms at the Parkville Branch in the amount of $3,700.00 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

Second ____________________  All those in favor ________________
Opposed ____________________  Abstention ________________

5. Approve Construction Change Order #5 for Parkville Branch Renovation to Furnish and Install Acoustic Boards in the Quiet Study Room

Motion (Kathleen Gold)
I move that the Great Neck Library Board of Trustees approve the Construction Change Order to furnish and install acoustic boards in the quiet study room at the Parkville Branch in the amount of $3,700.00 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

Second ___________________  All those in favor ________________
Opposed ___________________  Abstention ___________________

6. Approve Construction Change Order #6 for Parkville Branch Renovation to Obtain OCP Policy

Motion (Scott Sontag)

I move that the Great Neck Library Board of Trustees approve the Construction Change Order to obtain OCP policy for the Parkville Branch renovations in the amount of $3,171.56 from Jobco Incorporated. If a second entity needs to be included an additional $250.00 will be added; such funds to be taken from the Branch and Special Services Fund.

Second ___________________  All those in favor ________________
Opposed ___________________  Abstention ___________________

7. Approve Proposal to Repair AV System in Main

Motion (Josephine Mairzadeh)

I move that the Great Neck Library Board of Trustees approve the proposal with Profound Technologies to repair the audiovisual system in the Community Room of the Main Library in the amount of $2,934.85; such funds to be taken from the Automated Library Fund.

Second ___________________  All those in favor ________________
Opposed ___________________  Abstention ___________________

8. Discussion – 2023 Library Election

9. Approve Additional Polling Location for 2023 Library Election

Motion (Rory Lancman)

I move that the Great Neck Library Board of Trustees approve the use of the Great Neck Plaza Village Hall, located at 2 Gussack Plaza, Great Neck, as an additional polling location for the October 30, 2023, library election, and authorize the Director to put out notices with the voters assigned polling site.

Second ___________________  All those in favor ________________
Opposed ___________________  Abstention ___________________

10. Approve Moving of Polling Location from Parkville Branch to a Location TBD for the 2023 Library Election
Motion (Donald Panetta)

I move that the Great Neck Library Board of Trustees approve the moving of the polling site from the Parkville Branch to a location to be determined for the October 30, 2023, library election, and authorize the Director to put out notices with the voters assigned polling site.

Second ___________________  All those in favor ________________
Opposed ___________________  Abstention ______________

11. Approve Additional Expenses for 2023 Library Election

Motion (Mimi Hu)

I move that the Great Neck Library Board of Trustees approve additional expenses related to the October 30, 2023, library election, in an amount not-to-exceed $9,000.00; such funds to be taken from the Board Election Expenses Line in the General Fund.

Second ___________________  All those in favor ________________
Opposed ___________________  Abstention ______________

ADJOURNMENT

Motion ________________  Second ________________
# GREAT NECK LIBRARY
## TREASURER'S REPORT
### July 18, 2023
#### Payroll Changes Report
**For the period 06/16/2023 - 07/13/2023**

<table>
<thead>
<tr>
<th>Action</th>
<th>Name</th>
<th>Dept</th>
<th>Title</th>
<th>Current Hours</th>
<th>Change in Hours per Week</th>
<th>Change in Annual Salary</th>
<th>New Weekly Hours</th>
<th>New Annual Salary</th>
<th>Effective Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additions</td>
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<td>Reductions</td>
<td>Alexandra Raine</td>
<td>Reference</td>
<td>Page-2 Librarian - FT</td>
<td>$15.00 (15.00)</td>
<td>$ (12,460)</td>
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<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>5/30/2023 Separated</td>
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<tr>
<td></td>
<td>Chloe Baker</td>
<td>Reference</td>
<td>Librarian - FT</td>
<td>$31.38 (35.00)</td>
<td>$ (57,120)</td>
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<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>6/30/2023 Separated</td>
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<tr>
<td>Foot note</td>
<td>Ashley Gonzalez</td>
<td>TS</td>
<td>TS manager</td>
<td>$42.66 -</td>
<td>$ - $6,000</td>
<td>$ 78,000</td>
<td>7/13/2023</td>
<td>Promoted to TS Manager from Librarian - SR2</td>
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<tr>
<td></td>
<td>Karen Trager</td>
<td>Circulation</td>
<td>Clerk, Head</td>
<td>$27.47 -</td>
<td>$ - $26,132</td>
<td>$ 50,000</td>
<td>6/9/2023</td>
<td>Promoted to Clerk, Head from Clerk, PT</td>
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<td>Totals</td>
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<td>$51.00 (51.00)</td>
<td>$ (63,000)</td>
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<td>-</td>
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**Note: The following hours are unfilled at this time:**

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<tr>
<th>Admin</th>
<th>Assistant Director</th>
<th>$ 57.69</th>
<th>35.00</th>
<th>$ 105,000</th>
<th>5/15/2023</th>
<th>10/10/2020</th>
<th>T. Van Dyne position to be replaced</th>
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<td>Levels</td>
<td>Levels - PT</td>
<td>$ 28.00</td>
<td>13.00</td>
<td>$ 18,928</td>
<td>5/1/2023</td>
<td>10/30/2022</td>
<td>J. Handelman to be replaced</td>
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<td>6/1/2023</td>
<td>7/2/2021</td>
<td>K. Tull position to be replaced</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>6/28/2023</td>
<td>7/1/2023</td>
<td>K. Trager position to be replaced</td>
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<tr>
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<td></td>
<td></td>
<td>5/1/2023</td>
<td>8/13/2022</td>
<td>L. Fuentes &amp; L. Ogiste hours to be replaced</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>1/1/2024</td>
<td>3/28/2023</td>
<td>R. Sullivan position to be replaced</td>
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<td></td>
<td></td>
<td>7/1/2023</td>
<td>7/10/2023</td>
<td>A. Gonzalez position to be replaced</td>
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<td></td>
<td></td>
<td>6/1/2023</td>
<td>2/23/2023</td>
<td>A. Li position to be replaced</td>
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<td></td>
<td></td>
<td>6/1/2023</td>
<td>1/13/2023</td>
<td>D. Martin position to be replaced</td>
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<td></td>
<td></td>
<td>5/1/2023</td>
<td>10/11/2022</td>
<td>R. Ginnsi position to be replaced</td>
</tr>
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<td>6/1/2023</td>
<td>1/2/2023</td>
<td>L. Tang position to be replaced</td>
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<td></td>
<td></td>
<td></td>
<td>8/20/2023</td>
<td>12/1/2023</td>
<td>J. Marroquin position to be replaced</td>
</tr>
</tbody>
</table>

**Budget date** | **Date Open** | **Comments**
--- | --- | ---
5/1/2023 | 10/10/2020 | T. Van Dyne position to be replaced
5/1/2023 | 10/30/2022 | J. Handelman to be replaced
6/1/2023 | 7/2/2021 | K. Tull position to be replaced
6/28/2023 | 7/1/2023 | K. Trager position to be replaced
5/1/2023 | 8/13/2022 | L. Fuentes & L. Ogiste hours to be replaced
1/1/2024 | 3/28/2023 | R. Sullivan position to be replaced
7/1/2023 | 7/10/2023 | A. Gonzalez position to be replaced
6/1/2023 | 2/23/2023 | A. Li position to be replaced
6/1/2023 | 1/13/2023 | D. Martin position to be replaced
5/1/2023 | 10/11/2022 | R. Ginnsi position to be replaced
6/1/2023 | 1/2/2023 | L. Tang position to be replaced
8/20/2023 | 12/1/2023 | J. Marroquin position to be replaced
July 12, 2023

Attn:  Elisabeth Martin, FAIA  
MDA designgroup architects & planners  
874 Carroll Street, Ground Floor  
Brooklyn, NY 11215

Re:  Great Neck Library – Parkville Branch  
10 Campbell St.  
New Hyde Park, NY 11040

Dear Elisabeth,

Please find below our cost breakdown to furnish and install an alarmed panic device (Harney PE 5500) for the new children’s room exit door to parking lot.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panic Bar/Alarmed exit device</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fasteners</td>
<td>$20.00</td>
</tr>
<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>Carpenter 3-man hour at $175/hr</td>
<td>$525.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$795.00</td>
</tr>
<tr>
<td>21% Overhead &amp; Profit</td>
<td>$167.00</td>
</tr>
</tbody>
</table>

Our proposal for the above work is $962.00

Let me know with any questions. Thank you for the opportunity to bid on this work.

Jobco Incorporated

Spiros Triantafyllou
July 12, 2023

Attn: Elisabeth Martin, FAIA
MDA designgroup architects & planners
874 Carroll Street, Ground Floor
Brooklyn, NY 11215

Re: Great Neck Library – Parkville Branch
10 Campbell St.
New Hyde Park, NY 11040

Dear Elisabeth,

Please find below our estimate cost breakdown to for the following work as per SK-04 (Pantry Ladder Work)

Remove section of wall and door frame in order to relocate ladder.
Relocate ladder, extend ladder above ceiling, provide side handrails, furnish and install access panel, re-arrange ceiling tiles work, patch wall and paint as needed.

<table>
<thead>
<tr>
<th>Material</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel Ladder Extension, Side Rail</td>
<td>$900.00</td>
</tr>
<tr>
<td>Access Panel</td>
<td>$500.00</td>
</tr>
<tr>
<td>Framing and Sheetrock</td>
<td>$170.00</td>
</tr>
<tr>
<td>Plaster, Paint</td>
<td>$150.00</td>
</tr>
<tr>
<td>Fastener and Misc. Ceiling Trim</td>
<td>$200.00</td>
</tr>
<tr>
<td>Carting</td>
<td>$80.00</td>
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<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>Carpenter 32-man hours at $170/hr</td>
<td>$5,440.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$7,440.00</td>
</tr>
<tr>
<td>21% Overhead and Profit</td>
<td>$1,562.40</td>
</tr>
</tbody>
</table>

Our proposal for the above work is $9,002.40

Let me know with any questions. Thank you for the opportunity to bid on this work.

Jobco Incorporated

Spiros Triantafyllou

Builders | General Contractors | Construction Managers
July 12, 2023

Attn: Elisabeth Martin, FAIA
MDA designgroup architects & planners
874 Carroll Street, Ground Floor
Brooklyn, NY 11215

Re: Great Neck Library – Parkville Branch
10 Campbell St.
New Hyde Park, NY 11040

Dear Elisabeth,

Please find below our cost proposal for the following work:

Replace two (2) faucets for the existing lavatories at the 2 restrooms with two (2) Delta 2559 (ADA – Water Sense) Faucets.

Cost of Materials
2 Faucets at $250/each $ 500.00
Fittings, Washers, Misc. $ 60.00
Labor
Plumber 4-man hours at $180/hr $ 720.00
Subtotal $ 1280.00
21% Overhead & Profit $ 268.80

Our proposal for the above work is $1,548.80.

Let me know with any questions. Thank you for the opportunity to bid on this work.

[Signature]

Jobco Incorporated

Builders | General Contractors | Construction Managers
July 12, 2023

Attn: Elisabeth Martin, FAIA
MDA designgroup architects & planners
874 Carroll Street, Ground Floor
Brooklyn, NY 11215

Re: Great Neck Library – Parkville Branch
10 Campbell St.
New Hyde Park, NY 11040

Dear Elisabeth,

Please find below our estimate cost breakdown to furnish and install two (2) new exhaust fans at existing restrooms (exhaust fan: Panasonic WhisperFit DC 110)

Materials
2 fans at $160/each $ 320.00
Duct fittings 2 at $60/each $ 120.00
Electrical wire & connection 2 at $50/each $ 100.00

Labor
Tin knocker 4-man hour at $180/hr $ 720.00
Electrician 4-man hour at $180/hr $ 720.00
Subtotal $1980.00

21% Overhead & Profit $ 415.80

Our proposal for the above work is $2,395.80

Let me know with any questions. Thank you for the opportunity to bid on this work.

Jobco Incorporated

[Signature]

Spiros Triantafylou

 Builders | General Contractors | Construction Managers
June 16, 2023

Attn: Marsha-Ann Cadougan
MDA designgroup architects & planners
874 Carroll Street, Ground Floor
Brooklyn, NY 11215

Re: Great Neck Library – Parkville Branch
10 Campbell St.
New Hyde Park, NY 11040

Dear Marsha-Ann,

We would like to submit a proposal to: Furnish and install Homasote Acoustic Board at one side of the three (3) interior walls at the quiet study, attached to studio A.
Furnish and install acoustic sealants around all penetrations, electrical outlets, plates and junction boxes.

Our proposal for the above work is $3,700.00.

Let me know with any questions. Thank you for the opportunity to bid on this work.

Jobco Incorporated

Spiros Triantafyllou

Spiros Triantafyllou
Scope of Work

INTRODUCTION OF SERVICE

Profound Technologies would like to thank you for the opportunity to present this proposal for review. Profound Technologies is a professional AV integration and programming company that has designed, implemented, and programmed thousands of systems across the US and overseas. We would like to earn the right to be your Technology Partner for audio visual and collaboration solutions. To this end, we have prepared a design/build approach to solve your AV needs. Profound Technologies is excited to work with your team, and I look forward to answering your questions.

SCOPE OF WORK

The following sections define the scope of this work effort. Only the items detailed here will be considered IN SCOPE to this project.

Profound Technologies will provide (3) Wattbox Power conditioners with surge protection. Profound Technologies will install and test all devices after install of the new Wattbox units.

This will replace (2) units in the main rack and (1) unit in the Podium rack.

Products

Room 1 $2,934.85

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
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<td>PF Technician Labor</td>
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<td>PF Travel</td>
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<tr>
<td>WattBox</td>
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<td>$394.95</td>
<td>$1,184.85</td>
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<tr>
<td>Power Conditioner with Safe Voltage, Coax and Ethernet Protection</td>
<td>10 Outlets</td>
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## Summary

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<td><strong>Total Price</strong></td>
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