

The regular July meeting of the Nassau Library System Board of Trustees was held at the NLS Service Center in Uniondale. These minutes are a summary, not a transcript, of the discussion that took place at this meeting.

Trustees Present: Barbara Behrens (presiding), Joe Carroll, Irving Chernofsky, Mary Mino Cross, Steve Dalton, and Pat Galaskas

Trustees Absent with Notice: Angeleta Dhandari-Donovan, Kathleen Kobbe, and Ken Ulric

NLS Administrators and Staff Present: Jackie Thresher (Director), Caroline Ashby (Assistant Director), Robert Drake (Assistant Director-Technology Operations), and Jan Heinlein (Business Manager)

Member Libraries Present: MaryAnn Tweedy (MLD Chair and Director, Franklin Square), Elizabeth Olesh (ALIS Chair and Director, Baldwin), Trina Reed (Director Levittown), and Mamie Eng (Director, Valley Stream)

Call to Order

President Behrens called the meeting to order at 7:34 p.m. The Pledge of Allegiance was recited.

Minutes

Trustee Mino-Cross moved the approval of the minutes of the June 26, 2017 meeting of the Board as written. The motion was seconded by Trustee Galaskas and passed unanimously.

Public Participation Period #1

Board President Behrens asked if anyone in the audience had any questions or comments about agenda items. There were none.

Treasurer's Report

The following General Fund warrants were approved via a motion made by Treasurer Mino Cross and seconded by Trustee Dalton, which passed unanimously:

- A17-27 in the amount of \$131,555.45 dated July 6, 2017
- A17-28 in the amount of \$ 66,672.40 dated July 20, 2017
- A17-29 in the amount of \$ 85,093.75 dated July 24, 2017

The following Trust and Agency Fund warrants were approved via a motion made by Treasurer Mino Cross and seconded by Trustee Carroll, which passed unanimously:

- T17-14 in the amount of \$4,299.12 dated July 6, 2017
- T17-15 in the amount of \$7,443.92 dated July 20, 2017

The following Grants Fund warrant was approved via a motion made by Treasurer Mino Cross and seconded by Trustee Dalton, which passed unanimously:

- G17-07 in the amount of \$1,477.87 dated June 24, 2017

All items on the above warrants (and the invoices with other relevant documentation) were reviewed and approved by two Board Members and the NLS Director prior to the meeting.

Financial Reports

Treasurer Mino Cross moved the acceptance of the following **June 2017** financial reports:

- General Fund Cumulative Expenditure Report
- General Fund Expenditure Report- Monthly Summary
- Grants Fund Activity Report
- Capital Fund Report
- Revenue Report

- Cash Reports (Cash Position Summary/Bank Account Activity/Bank Statement Balances)

The motion was seconded by Trustee Carroll and unanimously passed.

Director's Report

Director Thresher reported that she had spent most of her time since the last board meeting working on the numerous agenda items for this meeting but she did have a few brief updates:

- **Direct Access Reimbursement:** To date all but one of the "negative-use" libraries have paid the amounts that they owe, so NLS should be able to prepare the checks to "plus-use" libraries for approval by the Board at the August board meeting.
- **Member Library Support:** To date the 5 libraries with calendar-year fiscal years have all paid; 10 of the 12 libraries with June-May fiscal years have paid; and half of the libraries with July-June fiscal years (that were billed on July 1st) have paid.
- **State Aid:** NLS received its first state aid payment in July so it will be shown on the July fiscal reports prepared for the August meeting of the Board.

Assistant Director's Report

Assistant Director Caroline Ashby will be presenting the draft NLS Strategic Plan under "Unfinished Business". At this point she reported that 27 libraries (plus NLS' application if the Board authorizes it) have indicated that they intend to apply for Construction Aid this summer. This is the largest pool of applicants in recent history. The combined total of the project costs is over \$4.7M. NLS has \$1.4M to allocate, so NLS will not be able recommend the maximum funding awards (50% of eligible project costs, or 75% for libraries serving economically disadvantaged communities).

Assistant Director-Technology Operations Report

Assistant Director Robert Drake reported that he would be presenting two items later in the meeting under "New Business": the vendor's proposal recommended by the ALIS Executive Board and Technology Operations staff and a demonstration of NLS' new website.

Assistant Director Drake also asked board members if they had a questions or comments about his written report that was included in the packet distributed to them in advance of this meeting. Trustee Carroll asked about circulation statistics for Playaways (devices with pre-loaded digital content) that libraries lend. This resulted in a brief discussion about circulation of items in relation to the number of that type of item in a library's collection. Most, if not all, libraries that have Playaways have small collections of them. Circulation also can vary substantially from library to library depending on how they promote and use specific formats. When library directors are considering whether to add a new format to their collection or discard a format they often discuss this with their colleagues in person, on the NLS listservs and at meetings. It was also pointed out that the borrowing of some older formats from libraries often continues for some period of time after a new format is introduced.

MLD Report

MLD Chair MaryAnn Tweedy reported that the East Williston Library has new director – Emily Willis.

ALIS Report

ALIS Chair Elizabeth Olesh reported.

- A special meeting of the ALIS Executive Board was held on July 14th so that the responses to the Network Services RFP could be reviewed along with the staff evaluations of the

responses and a recommendation made to the NLS Board. It was pointed out that this recommendation was an action item on the agenda for this meeting under New Business.

- A budget committee is working with Robert Drake on a 2018 budget for ALIS. The nomination process for the 2018 Executive Board is also in process.
- Elizabeth left a voicemail message for ALIS Attorney Peter Fishbein asking for an update on any progress made on the ALIS dissolution process. He has not yet replied. At last report it was still in process at the State Attorney General's office.
- The ALIS 2016 audit work has been completed. Auditor Robert Craig (Craig, Fitzsimmons and Michaels, LLP) will present the draft financial statements to the ALIS Executive Board at their upcoming meeting on July 27th.

Staff Written Reports

Trustee Dalton moved the acceptance of the staff written reports as written. This motion was seconded by Trustee Galaskas and unanimously passed.

Unfinished Business

Architectural Services for the ADA-Compliant Unisex Single User Restrooms

NLS was awarded the \$30,171 in 2016-17 State Construction Aid Funds to renovate the multi-user men's restroom and janitorial closet on the east side of the building to create 2 ADA-compliant, unisex, single-user restrooms. Architectural fees are not eligible for state funding. Accordingly, the NLS Board approved the allocation of up to \$20,000 of NLS' unassigned General Fund balance to cover the cost needed for architectural services last year prior to NLS applying for State Construction Aid.

After we received state approval of this project Facilities Manager Nick Romuno met with three architectural firms at NLS to go over the details of the project. The proposals for architectural services ranged from \$2,000 to \$11,300 and varied in their approach and their proposed scope of work.

WSJS Architects of Huntington submitted a \$2,000 proposal. The firm was recommended by trusted contractor Don Femminella of Pequa Construction, who has done previous projects for NLS and submitted a quote last summer for the construction portion of this restroom project. Although WSJS is a smaller firm than the others Nick met with, WSJS past clients include the Village of Garden City, Cablevision, Winthrop Hospital, Modell's Sporting Goods, and Best Buy.

Assistant Director Ashby, Facilities Manager Romuno, and Director Thresher met with WSJS Partner, Bill Scherer, on July 11th to go over his proposal and discuss the process of using architectural drawings to obtain a building permit for the work from the Town of Hempstead. Mr. Scherer offered helpful advice for moving through the process and demonstrated that his firm prides itself on doing the due diligence to ensure the project complies with Building Code and ADA requirements before the plans are submitted to the Town. They all preferred the WSJS approach to do the research first to make sure that there were no problems with what is planned and that it is up to code before preparing architectural drawings. The following is the scope of work that he proposed:

- WSJS will confirm the floor area (square footage) and the occupancy classification types of the existing building. Based upon that information we will confirm the minimum quantity of toilet fixtures required for the entire building by applicable Building Code.

- WSJS will confirm the quantity of existing toilet fixtures in the building to verify whether or not the proposed accessible toilet room renovation project may be undertaken without compromising compliance with Building Code requirements.
- Assuming that the project will comply with Building Code requirements for quantity of plumbing fixtures, WSJS will field measure the existing toilet room and janitor's closet in the area of the proposed work.
- WSJS will also prepare architectural design and construction documents for the project. This will include architectural floor plans, handicapped toilet room details, ceiling plans and plumbing diagrams. It is assumed that any required HVAC, electrical, or other (alarm, etc.) work will be provided in accordance with design/build contract(s) by the contractor.
- WSJS will utilize the overall, small scale building floor plan that NLS has provided as a key plan for the project rather than provide a complete floor plan for the entire building. This approach has been approved by the Town of Hempstead previously.

Board authorization to contract with WSJS Architects for \$2,000 for the work described above was requested. It was obtained via a motion made by Trustee Galaskas and seconded by Trustee Chernofsky, which passed unanimously.

NLS Strategic Plan

After receiving board approval of the four goal areas for the NLS Strategic Plan at the June meeting of the NLS Board, Assistant Director Ashby drafted a complete plan. The draft plan was reviewed by the NLS Director as well as the NLS Managers and Specialists. The staff that was involved reviewed the results of the Board's SWOT analysis and the four goals areas and provided input about possible activities under each goal.

At this Board meeting Assistant Director Ashby introduced and reviewed the draft plan with the NLS Board. She explained that the Plan was intended to be outward facing with member libraries as the primary audience, which is why the first three goals are member library-focused and NLS' internal needs are included under the last of the four goals—"NLS stands ready for the future with rock solid operations." The development of facilities and technology plans, as well as several policies, and some new procedures and documents are included as activities under this internal goal. When the Strategic Plan is approved by the Board, Assistant Director Ashby will prepare another version of this document, which is even more outward-facing towards the member libraries, and outlines the planning process, how input was obtained and how we got to this point.

The Plan is intended to be a living document. During the life of the plan new needs will be identified and certain activities will no longer be deemed necessary or feasible. Assistant Director Ashby intends to update the board every six months on NLS' progress toward accomplishing the goals and any changes to the plan's activities.

NLS staff are excited about the direction the plan takes us in and eager to work together on accomplishing our goals. Several board members indicated that they thought the plan as written was comprehensive, yet realistic. Assistant Director Ashby will present and review NLS Strategic Plan with the member library directors at their September meeting as they do not meet in August.

The intent going forward is to have NLS' strategic plans inform NLS's plans of service especially at the activities level of the state-required elements and goal areas so that they are as relevant to member library needs and wants as possible and are, hopefully, more aspirational.

After Assistant Director Ashby's presentation, NLS Trustees asked some specific questions, mostly about the proposed activities in the Strategic Plan, which purposely did not contain much detail. Clarification of some of the terminology included in the plan was also requested and given. There was an extended discussion about libraries becoming less transactional and more experiential as well as why this change was needed and how to stimulate and facilitate this transition.

Following are some of the other things discussed: the focus on user experience; the relationship between one of the objectives in NLS' Strategic Plan and the current focus of the MLD Library Reinvention Committee; increasing public awareness of the offerings and value of libraries and increasing usage of libraries; the importance of increased awareness itself, especially for libraries with public budget votes; focused continuing education and professional development offerings developed and presented collaboratively by NLS staff with different expertise and areas of specialization; NLS taking the lead in cooperative marketing and public relations efforts for the services common to member libraries; and additional possible measures of achievement of the goals in the Plan.

Trustee Dalton moved the approval of the 2017-2020 NLS Strategic Plan. It was seconded by Trustee Galaskas and passed unanimously.

New Business

Replacement of a HVAC Unit and a related Transfer to the Capital Fund

NLS utilizes 13 rooftop package HVAC (Heating Ventilation Air Conditioning) units. Unit #2, which is one of the four largest units, is not currently operational. Because NLS can't hold any meetings in the large meeting room until Unit #2 is operational and because a nearby HVAC is being strained as a result of its inoperability, prompt action was urged.

These units contain separate systems which supply heating or cooling as required. The air conditioning (A/C) portion of this unit contains two A/C stages independent of one another. For efficiency purposes, only one stage is activated under lighter demand; both stages engage only under maximum demand. The service professional that NLS has been using to service its HVAC units has examined Unit #2 and determined that:

- The first stage compressor (the heart of an A/C system) was burnt out
- The second stage condenser coil (the lungs of an A/C system) was rotted out
- The second stage condenser coil had lost all refrigerant
- The A/C section of this unit needs complete replacement

When a compressor fails it contaminates the entire stage internally, and also damages other components necessary for the operation of the unit. The compressor and condenser coil are the two major components of an A/C system.

In ideal conditions, the average life expectancy of these units is twenty years. Due to our proximity to the ocean and its associated corrosive atmosphere, units on Long Island have a shorter lifespan. Unit #2 was manufactured in 2001 and is nearing the end of its functional lifespan. Replacing the A/C section of the unit would cost \$18,500. This would **not** address the aged heating section, electrical components, and shared blower motor assemblies.

Because of this Facilities Manager Nick Romuno has recommended replacing Unit #2 for \$28,500 rather than repairing it, as it will only cost \$10,000 more. Director Thresher concurred.

Trustee Chernofsky asked if NLS' roof-top HVAC units were installed on platforms as they are replaced to prevent damage to the roof. This will be discussed with Facilities Manager Romuno and answered at the next Board meeting.

Trustee Galaskas raised the issue of periodically seeking proposals from HVAC vendors / contractors for equipment maintenance as well as repair and maintenance. After some discussion of some of the challenges it was agreed that this would be explored but not required prior to the replacement of HVAC Unit #2.

Board approval of the replacement of HVAC Unit #2 at a cost of \$28,500, with a required 50% (\$14,250) deposit upon signing the contract and the remainder due upon completion of the work, was obtained via motion made by Trustee Dalton and seconded by Trustee Galaskas, which passed unanimously.

Board authorization of the preparation of two \$14,250 checks for the two payments required for the replacement of this HVAC unit and issuing them before the next Board meeting was obtained via motion made by Trustee Galaskas and seconded by Trustee Dalton, which passed unanimously.

Board approval of the transfer of \$50,000 from NLS' undesignated Operating Fund balance to the Capital Fund earmarked for HVAC replacement to cover the cost of replacing this HVAC unit and other aged units as necessary was obtained via a motion made by Trustee Galaskas and seconded by Trustee Carroll, which passed unanimously.

It was agreed that Director Thresher's recommendation of annually transferring \$25,000-\$50,000 (depending on the amount of undesignated funding available) to the Capital Fund for the purpose of HVAC replacement beginning in 2018 be deferred for possible future action. Trustee Carroll noted that there was a general guideline of having 4 - 6% of a building's operational costs on reserve for replacement of the building's mechanicals.

Network Services Proposal

The ALIS Network includes the central site equipment located at NLS and 51 member library locations that each have one router and one or more switches managed and operated by ALIS. As identified in last year's Network Audit, the majority of the equipment in use is either at or near the end of its technical lifespan. A majority of the equipment is also insufficient for the current bandwidth being utilized by our member locations.

In order to identify the best vendor to upgrade the network infrastructure, an RFP was issued by NLS at ALIS' request. Each perspective provider was asked to provide a technical proposal and cost estimate for one or more of the following component services:

1. Provide and install new equipment at NLS and provide ongoing support for 3-5 years.
2. Provide and install a network router at each member library participating in the shared ILS and provide ongoing support for these routers for 3-5 years.
3. Provide and install a primary network switch at each member library participating in the shared ILS and provide ongoing support for these switches for 3-5 years.
4. Be a preferred provider of any other network equipment for libraries participating in the shared ILS and the member libraries' internal networks and provide ongoing support for this equipment for 3-5 years.
5. Provide and operate a means of analyzing overall network performance as well as provide and maintain a proactive alert system so that the NLS Technology Operations staff is

promptly notified of network equipment problems or other network issues impacting optimal network efficiency.

Seven vendors submitted complete proposals. NLS Technology Operations staff evaluated these proposals and provided a ranked order recommendation to the ALIS Executive Board. The ALIS Board met on July 14th, 2017 and reviewed and discussed the staff recommendations. They concluded that meeting with a recommendation to the NLS Board to accept Core BTS' response and authorize NLS Assistant Director for Technology Operations, Robert Drake, to enter into contract negotiations for the purposes identified in the Network Services RFP and under the terms established between ALIS and NLS in their Memorandum of Understanding about the Network Services RFP.

Regarding our evaluation, there were two main types of contracts presented: Time and Materials (T&M) & IT as a Service (ITAAS). Robert Drake explained that the former is a contract where you pay per hour whereas ITAAS is basically a retainer where any work that falls within scope is completed with no increased cost beyond the monthly retainer. Core BTS is an ITAAS a service provider and, despite higher initial costs, the ALIS Executive Board found them to be cheaper over time due to the work included within the scope. This type of contract also entails a minimal administrative overhead since specific hours do not need to be tracked and provides us with the strongest cost projection for future years.

As a company, Core BTS has prior experience with schools and libraries and approximately 300 technical employees. It was not a component in the evaluation of their proposal, but Core BTS did perform the ALIS network audit in 2016. They also serve a number of entities, included BOCES, throughout the region. Some negotiation will be necessary to turn the existing proposal into a contract including a technical discussion regarding the routers specified for a few locations. The level of licensing or warranty specified is, in some cases, unnecessary for our environment. These will be clarified within contract negotiations.

As recommended by the ALIS Executive Board, the NLS Board accepted the Core BTS response to the Network Services RFP and authorized Robert Drake to begin contract negotiations with Core BTS for the purposes identified in the Network Services RFP and under the terms agreed upon between the ALIS Executive Board and the NLS Board in their MOU about the Network Services RFP via motion made by Trustee Galaskas and seconded by Trustee Dalton, which passed unanimously.

2017-18 Construction Aid Application

Board authorization to proceed to apply for 2017-2018 State Construction Aid for the acquisition and installation of network services equipment was obtained via motion made by Trustee Galaskas and seconded by Trustee Dalton, which passed unanimously.

Preview of the NLS Website

Robert Drake, Assistant Director for Technology Operations, demonstrated NLS' new website. He began by saying that the former NLS website did not represent the quality of the services provided by NLS. A new website was a priority.

The hope is that by enhancing the website, we are able to strengthen both our messaging as well as future operations. Specifically, by using *WordPress* content management software staff was able to improve the aesthetic presentation and the functionality of the NLS website. Importantly, *WordPress* also makes editing the site easier for staff, allowing us to keep the content up-to-date, add additional content on an ongoing basis and make changes that enhance the site's appeal and the experience of users.

In addition to the information available to the public on the website, there is a password protected portal that allows NLS to offer more detailed and targeted information to our member libraries. NLS staff is committed to making the new NLS website a strong resource for our members. We will be adding more content to our new website over time.

The site has been previewed by the entire NLS staff and by the attendees at the July 19th MLD meeting. In both cases the response was positive. The response of NLS Board members at this meeting was also positive. The plan is for the site to go live in the evening of July 29th.

Public Participation Period #2

Board President Behrens asked if anyone in the audience had any questions or comments. There were none.

Executive Session

The Board moved into Executive Session at 9:45 p.m. to discuss collective bargaining via a motion made by Trustee Galaskas and seconded by Trustee Dalton, which passed unanimously.

Return to Open Session

The Board returned to Open Session at 9:58 p.m. via a motion made by Trustee Galaskas and seconded by Trustee Dalton, which passed unanimously.

The Board authorized Board President Behrens and Director Thresher to sign the MOU for the one-year extension of the CBA (if approved by the Union leadership and their CSEA liaison) via motion made by Trustee Galaskas and seconded by Trustee Dalton, which passed unanimously.

Adjournment

The meeting was adjourned at 9:59 p.m. via motion made by Trustee Chernofsky and seconded by Trustee Dalton, which passed unanimously.

Respectfully submitted,

Stacey Hill

Stacey Hill *
Clerk of the Board

Certification of these Minutes



Joseph Carroll
Secretary, Board of Trustees

Date: 8/28/17

** Business Manager Heinlein took the minutes at the meeting in the absence of the Clerk of the Board. Stacey Hill prepared the draft minutes based on the information recorded at the meeting.*