

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
JANUARY 14, 2014 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, January 14, 2014, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. The public meeting was preceded by an Executive Session at 7:00 p.m. in the Multi-Purpose Room to discuss personnel matters. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President
Francine Ferrante Krupski – Vice President *[attended the executive session then left and returned at 8:49 p.m. for the public meeting]*
Varda Solomon – Secretary
Josie Pizer – Treasurer
Michael Fuller – Assistant Treasurer *[left at 9:14 p.m.]*
Janet Nina Esagoff

Absent with Prior Notice: Joel Marcus – Assistant Treasurer

Also present: Laura Weir – Interim Director
Christine Johnson – Interim Assistant Director
Neil Zitofsky – Business Manager

CALL TO ORDER

President DiCamillo called the public meeting to order at 8:05 p.m.

MINUTES

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 December 17, 2013, Board meeting as presented.

VOTE: Yes – 5 (DiCamillo, Fuller, Nina Esagoff, Pizer, Solomon)

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:

- January 14, 2014, Treasurer's Report;
- Warrant dated December 7, 2013 through January 10, 2014, Paid Checks numbered 0031741 through 0031746, 0031769 through 0031773, 0031797

through 0031802 and 47650 through 47680, and To-Be-Paid Checks numbered 47681 through 47768, the sums set against their respective names, amounting in the aggregate to \$234,122.92;

- Payroll Warrants for pay dates December 12, 2013 and December 26, 2013 which have been reviewed by the Treasurer, in the amounts of \$153,556.92 and 170,828.25 respectively, for a total of \$324,385.17.

VOTE: Yes – 5 (DiCamillo, Fuller, Nina Esagoff, Pizer, Solomon)

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 of December 7, 2013 through January 10, 2014 as presented, and which have been reviewed by the Finance Committee.

VOTE: Yes – 5 (DiCamillo, Fuller, Nina Esagoff, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

REPORTS

Finance Committee

Trustee Pizer thanked Trustee Fuller for summarizing the financial reports at last night's committee meeting. She also thanked everyone for their participation and help.

Branch Committee

Trustee Fuller reported that the committee met on January 7, 2014, and the discussion focused on the weeding project and the renovation to the Parkville Branch. Weeding is progressing, except for the Station Branch, which is lagging behind. He is hopeful that by the middle of March the branch will be on target.

There will be another meeting in mid-February to make sure everything is finalized for the Parkville Branch renovation which is tentatively scheduled to begin on March 3, 2014. The Branch will be closed for about 7-10 days.

The Interim Director reported that she received a quote from American Interfile for \$6,000 for moving the books from their present location to the new space at the rear of the branch.

Trustee Fuller offered another cost saving alternative over hiring a moving company. Shelving would be transported to Parkville and situated along the walls in the new space. The staff from the other branches could be used to assist with the relocating of the books to facilitate the painting and carpeting of the branch. Carpet tiles, which are replaceable if damaged, would be used for floor covering. Once the painting and carpeting have been completed, staff would move the books back to their original location. He was confident, that despite reservations, the whole

process could be handled by staff instead of hiring a moving company. He received a consensus from the Board to move forward with his recommendation.

Public Comment: Ralene Adler

President DiCamillo reminded the Committee to take up the issue of the air conditioning at Parkville at their next Branch Committee meeting.

Building Advisory Committee (BAC)

President DiCamillo reported that the next meeting will be on Thursday, January 16, 2014. The timeline will be reviewed at that meeting.

Outreach

Trustee Pizer reported that there was a meeting on January 8, 2014, but most of the committee members were unable to attend. A second newsletter is being prepared which will provide some information on relocation and where people will find things.

Trustee Solomon liked the idea of summarizing what has already been accomplished but she asked that information not be too specific since it is premature to know where things will be located until the plans are in place.

Relocation

Trustee Solomon reported that the committee met and discussed outstanding issues and a report will be prepared. One of the biggest frustrations is finding some site in the north end of town to provide limited services and free parking.

Trustee Fuller was able to locate space for storage for free conditional upon the building not being available for development. There is also another possibility which he has to explore.

A member of the committee, Ralene Adler, inquired about the budget for the redesign of the satellite location. She stated that the Board has not figured out what to do with the three branches in terms of audio visual material, access for the public and computer usage.

Fundraising

President DiCamillo reporting on the last meeting stated that a professional fundraiser, who is a Great Neck resident and who volunteered her time free of charge, attended to provide information pertaining to the fundraising process. She made the committee realize that they need a professional fundraiser to provide guidance on how to move forward. President DiCamillo recommended that the Board consider putting out an RFP to hire a professional fundraiser. [See New Business on page 5 for resolution]

Public Comment: Naomi Penner

Grants

The Interim Assistant Director reported that:

- She took two classes at the Foundation Center on how to write proposals and how to prepare a budget. She will be attending another class at the Center in February on how to find fundraisers and using the Foundation Center.

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- She will be applying for the John Cotton Dana \$10,000 grant using publicity for the referendum. The grant is awarded at ALA in June.
 - The NYS Construction Grant application has not been released for this year. The application will require the full bonding information.
 - She sent information on LIPA to the Head of Maintenance, Charlie Wohlgemuth, for him to review. She will be working with him on this but the help of the architect may be required.

Public Comment: Ralene Adler

Director Search Committee

The Interim Director reported that only one response was received from the potential candidates who were targeted and the individual was not interested.

Long Range Planning Committee

Trustee Nina Esagoff reported that the Long Range Plan has to be revised to incorporate the changes that are being made.

Policy & Bylaws Committee

Proposed policy changes are listed under Old Business and New Business.

Staff Reports

Ralene Adler, a member of the BAC, asked if the report from the Staff Users Group Meeting with the architect will be distributed to the BAC and the Board. President DiCamillo asked the Interim Director to distribute the report.

Trustee Pizer reminded the Interim Director to have the Branch Heads include statistics in their narratives, and the Interim Director replied that this was already done at the department heads meeting on the previous day.

Trustee Solomon asked about the fire alarm on December 29th. The Interim Director reported that the fire alarm went off for about 15 minutes and the fire department did not respond until they were called. Upon review, the problem had to do with the dedicated line for the fire alarm which had been successfully tested in November, but was temporarily connected to one of the Library's fax machine lines. Verizon subsequently repaired the line and the fire alarm is now restored to its dedicated line. She promised that a schedule will be established for the Maintenance Department to test the system on a monthly basis both at Main and the branches.

President's Report

President DiCamillo said there will be a Board resolution at tonight's meeting to establish a compliance team comprised of staff members. Both the BAC and the Relocation Committee have been working diligently to keep the momentum of the building program moving. They realized that the bulk of the work must come from within the Library on a more regular and

precise schedule and for that reason they are recommending the establishment of a compliance team. [See New Business on page 7]

Public Comment: Ralene Adler

OLD BUSINESS

Policy Manual Changes (Second Reading)

In the absence of Trustee Marcus, Trustee Solomon read the proposed changes to the policies below:

(a) Email – 200-70

The Open Meetings Law is intended to provide the public with the right to observe the performance of public officials in their deliberations. That intent cannot be realized if members of a public body conduct public business as a body or vote by email, phone or any other organized manner.

Notwithstanding the above, emails and texting may be generated and distributed among trustees and administrative staff for informational purposes *or as part of collaboratively editing documents for future discussions* [Text in italics was added since the first reading on 9/24/13]

(b) Rules and Regulation for Use of Library – 500-20

Eating or drinking except in the snackbar or if food or drinks are served as part of a library program. (Rev. 12/15/11)

~~Drinking bottled water is acceptable except near public computers or other electronic devices. Patrons are responsible for any spillage of water as well as the appropriate disposal of the bottle.~~ [Proposed 9/24/13 and subsequently withdrawn by Policy Committee 12/16/13]

Bringing animals or pets into the Library except service animals as defined by the Americans with Disabilities Act

St. Aloysius Food Pantry Extension

The Board agreed that the Library should continue the St. Aloysius Food Pantry drive for March and April since it was so successful.

Trustee Solomon stated that in the thank you letter received from St. Aloysius, it was noted that the Library's publicity for the food pantry over the last two months not only served to collect food but also made the community more aware of the existence of the food pantry; and this was very much appreciated.

NEW BUSINESS

Professional Fundraiser

Trustee Fuller was asked to provide background information before the resolution was read. In addition to the information that President DiCamillo had given earlier [see page 3], he stated that

the fundraiser's experience included helping to raise a couple million dollars for a sixty million dollar building in Manhattan.

[Trustee Ferrante Krupski entered at this point during the discussion]

The fundraiser outlined the process for a successful fundraising and how to target individuals. Her approach is to put together a survey and target approximately 50 people. She then uses a detailed questionnaire which raises the awareness and interest level of the targeted individuals and based on how they respond, she knows how to approach them. Her goal is to sit down with these people to the point where she gets results from them.

The fundraiser estimated that under \$10,000 was sufficient to get the process started and then going forward the Board could negotiate a contract if necessary. She would love to participate but she recognizes that she may not be chosen. The fundraiser hired would put together a detailed questionnaire and do the initial round of interviews.

President DiCamillo has asked Counsel for his opinion on whether library funds could be used to hire a fundraiser. In a memo to the Library, Attorney Peter Fishbein recommended that the money for the fundraiser not be taken from the reserve funds but from the regular collection of taxes contracted with the School District.

The RFP for the fundraiser will be reviewed by the Board before it goes out.

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

RESOLVED, that the Great Neck Library Board of Trustees approve the request from the Fundraising Committee to hire the services of a professional fundraiser at a cost not to exceed \$10,000 for the purpose of raising funds for the Main Building Renovation Project; and that such expenditures be charged against a new Professional Fees - Fundraiser line of the operating budget;

And further,

I move that the Interim Director be instructed to prepare and send out a Request for Proposal to solicit bids for a professional fundraiser.

Public Comment: Ralene Adler, Naomi Penner

VOTE: Yes – 5 (DiCamillo, Fuller, Nina Esagoff, Pizer, Solomon); Abstention – 1 (Ferrante Krupski) *MOTION CARRIED.*

Records Destruction

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of the following financial records in accordance with Record Retention Policy 400-30:

Bank statements and reconciliations (3.10) – 2007
Budget preparation work papers (3.20) – 2007
Subsidiary Leger – Vendor Ledgers (3.41) – 2007
Cash receipts register and Petty Cash disbursements (3.43) – 2007
Employee’s time sheets (4.5) – 2007
Paid invoices (3.47) – 2007
Forms 940 & 941 (4.11) – 2007
Forms 1096, 1099, W-2 (4.12) – 2007

VOTE: Yes – 6 (DiCamillo, Ferrante Krupski, Fuller, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Building and Relocation Compliance Team

Upon motion by Janet Nina Esagoff and seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the formation of a new group to be called the Building and Relocation Compliance Team reporting to the Board of Trustees, to be chaired by Chris Johnson, with up to four (4) staff members of the Great Neck Library. Once they accept their role, they will act as a unified team to assist in the facilitation and implementation of tasks necessary for building and relocation of the Main Library. An incentive will be offered to the Compliance team members based on their performance in an amount to be decided by the Board of Trustees.

The original motion had the compliance team reporting to the Board of Trustees, the Building Advisory Committee, and the Relocation Committee. However, after discussion, it was amended for the team to report to the Board of Trustees. Monetary incentive was replaced with incentive.

The Library Director will be an ex-officio member of the team and will continue to manage the day-to-day tasks of the Library. [See page 5]

In response to questions from the public, Trustees rendered their opinion regarding the establishment of this team:

President DiCamillo – the process currently taking place with the Building Committee and the building project has become a very daunting task for the same individuals to handle all the different elements. There is no intention to disband the Relocation Committee but the committee will function better with more information from the Compliance Team. Staff will be able to meet on a regular basis and will be able to plan what needs to be done and advise the Board and Relocation Committee. We are at the point where we need to have serious movement and the team will provide what is needed to move forward.

Trustee Nina Esagoff – it is a voluntary association of team members with no hierarchy to it except Christine Johnson is an administrative staff. A schedule of tasks has not yet been done but the team members will be compensated based on performance.

Trustee Fuller – things are not lined up where we want them and the Board only meets once per month. The team of staff members will be given tasks along with their due dates to perform on their own time without being micromanaged.

Trustee Solomon – the team is a voluntary association of staff, who are best suited to take charge of certain activities that may or may not be in their job descriptions, but are necessary to move us forward. The monetary incentive is not different from when the Library is open on Sundays and those who volunteered to work are paid time and a half.

Trustee Ferrante Krupski expressed her concern stating that she feels uncomfortable with the proposal. She is not against the idea but she has reservations with this expenditure when the Board is looking for ways to save money. She wondered if compensation could be explored in another way. The Library will be closed for a year maybe certain people on the committee could be given time off then since all the staff won't be needed.

Public Comment: Ralene Adler, Naomi Penner, Pam Marksheid

The question was then called and the vote taken.

VOTE: Yes – 6 (DiCamillo, Ferrante Krupski, Fuller, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

[Trustee Fuller left at this point at 9:14 p.m.]

Policy Manual Changes (First Reading)

(a) Overdue Notices, Fines – 700-45

The Great Neck Library accepts three methods of payment for overdue fines and bills. These methods are cash, check and credit card/debit card via Ecommerce. Ecommerce, accessible only through the internet, is an online payment service which allows patrons to pay fines and bills via the Library's catalog. Credit card information is not stored on the Library's servers and the information is encrypted before it is transmitted to PayPal via a secure gateway connection. The following credit cards are accepted: Master Card, Visa, and Discover. Debit cards must display the logo for Master Card or Visa. Charges in excess of \$3 may be paid by credit or debit card through Ecommerce.

The adding of the E-Commerce to the circulation system enabling patrons to pay for overdue materials with their debit/credit card necessitates a policy change.

There was some discussion on whether the threshold should be lower or higher than \$3. The consensus of the Board was to leave it at \$3 based on the recommendation of the Head of Circulation Services.

President DiCamillo inquired if the program is not currently in effect since this is the first reading. The Business Manager replied that the financial end has been taken care of but not the software.

Public Comment: Pam Marksheid

(b) Responsibilities of Trustees – 200-20

Trustee relations with library personnel should remain cordial and friendly at all times. Trustees should not manage or direct library personnel in ~~the librarians'~~ **their** execution of their responsibilities and duties. The Library Director is responsible for each ~~librarian's~~ **employee's** assigned duties.

If a trustee feels that an aspect of an ~~librarian's~~ **employee's** behavior or job description should be modified then the trustee must express the concern to the Library Board President. The Library Board President can then decide, in consultation with the Personnel Committee, if necessary, whether to convey the concern to the Library Director. The Library Director will determine whether change would be useful and to carry out the recommended changes.

The Interim Director explained that this is being revised to present a better structure of how trustees communicated with staff.

Trustee Nina Esagoff made the following changes to the document which were accepted by the rest of the Board: In the first paragraph, the words *Librarians* on the second line was changed to *their* and *librarian's* on the third line was changed to *employee*. In the second paragraph on the first line *librarian's* was changed to *employee's*.

Public Comment: Ralene Adler

OPEN TIME

Naomi Penner spoke with reference to her letter to the Board President which was on the agenda of the November 2013 meeting which she did not attend.

ADJOURNMENT

The meeting was adjourned at 8:47 p.m. on motion by ~~Joel Marcus~~ Josie Pizer and seconded by ~~Josie Pizer~~ Janet Nina Esagoff. Corrected 2/18/14

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees