

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
JANUARY 17, 2012, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Thursday, January 17, 2012, in the Community Room of the Great Neck Library, 169 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Janet Nina Esagoff – President
Joel Marcus – Secretary
Varda Solomon – Treasurer
Marietta DiCamillo – Assistant Treasurer
Josie Pizer, Assistant Treasurer
Martin Sokol

Also present: Jane B. Marino – Director
Neil Zitofsky – Business Manager

Absent with prior notice: Laura Weir – Assistant Director

EXECUTIVE SESSION

An Executive Session of the Board of Trustees was called to order at 7:10 p.m. on motion by Marietta DiCamillo and seconded by Josie Pizer to discuss the Collective Bargaining Agreement for staff. The meeting was held in the Multi-Purpose Room. At 7:50 p.m. the Board came out of Executive Session on motion by Marietta DiCamillo and seconded by Josie Pizer.

CALL TO ORDER

President Esagoff called the public meeting to order at 8:04 p.m.

MINUTES

Upon motion by Joel Marcus, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of December 10, 2011, December 15, 2011, and January 3, 2012, as presented.

VOTE: Yes – 5 (DiCamillo, Esagoff, Marcus, Pizer, Solomon) *Note: Trustee Sokol was not present in the room during this vote. MOTION CARRIED UNANIMOUSLY*

TREASURER'S REPORT

Upon motion by Varda Solomon, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the following financial reports which have been reviewed by the Treasurer:

- January 17, 2012, Treasurer's Report;
- Warrant dated December 10, 2011 through January 13, 2012, for Paid checks numbered 0030095 through 0030098, 0030133 through 0030137, 0030169 through 0030174 and 44071 through 44084 and Checks To-Be-Paid numbered 44085 through 44214 the sums set against their respective names, amounting in the aggregate to \$379,307.81;
- Payroll Warrants for pay dates December 1, 2011, December 15, 2011 and December 29, 2011, in the amounts of \$171,413.66, \$176,879.73 and \$182,725.19 respectively for a total of \$531,018.58.

Ralene Adler, a member of the public, asked the Board to remove check number 44210 (payable to Great Neck Plaza, LP) from the Warrant and hold it in escrow until repairs have been done to the Station Branch. She contended that wet tiles have not been replaced, the elevator which has not been inspected since July needs fixing, the front door is not ADA compliant and black filament is in the light fixture next to the leaky tiles.

Ms. Marino explained that the landlord will be replacing everything in the elevator except the cab. As soon as the contractor is ready to begin work, the public will be notified. Regarding the front doors, the Director has had discussions with the Building Inspector for the Village of Great Neck Plaza who maintained that the doors are compliant. She further explained that the only time a building is required to have automatic doors, such as the doors in Wauldbaums, is when there is an expectation that most if not all the people who use those doors are physically challenged. For the landlord to change the doors would require a change in the rental agreement. The wet tiles are being replaced on an ongoing basis.

The consensus of the Board was to send a letter to the management stating the concerns of the Library and to get some timeline as to when these repairs will be carried out as well as requesting a copy of the inspection certificate for the elevator. This should also be referred to counsel.

Public Comments: Carol Frank

VOTE: Yes – 6 (DiCamillo, Esagoff, Marcus, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

PERSONNEL CHANGES

Upon motion by Marietta DiCamillo, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Personnel Changes of December 2011, as presented and reviewed.

VOTE: Yes – 6 (DiCamillo, Esagoff, Marcus, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

REPORTS

Below is the text of the written reports:

Finance Committee

Thursday, January 12, 2012, 7:30 p.m. in the Multi-Purpose Room in the Main Library. In Attendance: Varda Solomon, Chair; Trustee; Josie Pizer. Absent with Notice: Marietta DiCamillo. Also in Attendance: Jane Marino, Library Director; Laura Weir, Library Assistant Director; Neil Zitofsky, Business Manager.

Call to order: Chair Solomon called the meeting to order at 7:35 pm.

New Business

Mr. Zitofsky reported that he met with Jill Sanders from Cullen and Danowski, our new auditing firm this week. They agreed that the week of January 20 would be the start date for their work on the audit for the year 2011. The Business Manager indicated that she hopes to be able to present her report to the Board at their March, 2012 meeting.

Old Business

Construction Manager MOA. Ms. Marino reported that a draft of the MOA (Memorandum of Agreement) is being reviewed and revised by the Library's attorneys and that it will be ready to be sent out in the Board packet on Friday for Tuesday's meeting.

Generator Proposal

The Director reported that her staff was working on compiling other quotes and she hopes to have them ready for the February Board Meeting.

Regular Activities

The warrant was reviewed by the committee and the Business Manager addressed any questions about specific invoices. The financials were also reviewed by the committee. Once the review was complete the committee signed the warrant checks.

Adjournment. There being no further business or questions, the chair adjourned the meeting.

Building Advisory Committee

Meeting January 5, 2012, in the Multi-Purpose Room in the Main Library. Attending: Marietta DiCamillo, Chair; Josie Pizer, Trustee; Martin Sokol, Trustee; Varda Solomon, Trustee. Library Staff: Jane B. Marino, Library Director; Justin Fuchs, Children's Librarian; Christine Johnson, Technical Services and Reference Librarian. Volunteer Experts: Don Dillon, Allegra Goldberg, Leslie Kahn, Richard S. Kestenbaum. Volunteers from the Community: Ralene Adler, Naomi Feldheim, Stu Hochron, Amy Levinson, Shirley Samansky, Marianna Wohlgemuth.

Call to order: 7:30 p.m. Chair DiCamillo called the meeting to order and welcomed the group. She then asked each of the attendees to introduce themselves. She reviewed the purpose of the committee and call the members' attention to the resolution passed by the Board creating this committee. She thanked each person for being willing to participate and give their time.

Tour

Library Director Jane Marino, aided by staff members Justin Fuchs and Chris Johnson, gave the committee a tour, primarily of the lower level. She concentrated, at the Chair's request on the "back offices" and areas the public would not normally see. The group toured the book room, the business office, programming office and technical services. She then led the group up to the mezzanine where a great many shelves have recently been emptied because many of the Library's bound journals have been discarded.

Discussion

After the tour, the group discussed a number of items, including:

- A more efficient use of space and sharing space;
- Mezzanine – show of hands indicated the committee's unanimous support to retain the mezzanine, though its use may change;
- Committee acknowledged the foot print of the renovated building (47,000 sq ft) will not change;
- The need for a vision of the library into the future;
- The need for staff to restate their needs in order to better serve the public;
- The influence of technology on the consideration of space;
- The role the committee's volunteer professionals should play
- The need to possibly enlist an outside architect or space planner once needs are identified.

In order to provide the committee with information, the Chair asked the Director for the following information:

- Statistics on use, including programs, circulation and traffic.
- The square footages of each area of the building
- To compare the 2006 document (the RFP) with current needs

This information will be provided to the committee and any documents examined by the committee will also be posted on the library's website.

There being no further business, the meeting was adjourned at 9:30 p.m. and the committee will meet again on Thursday, January 19 at 7:30 p.m. at Station Branch. The purpose of meeting at Station is to tour that space and see if any space there can be used to better efficiency. [End of written report]

In addition, Trustee DiCamillo briefly reported on the January 5th meeting. She alerted the Trustees that there will come a point in time when the Board will need to pay the architect on an hourly basis for consultation with the committee. This will be an agenda item for the February Board meeting. The Committee will also be seeking direction from Park East Construction for cost estimates. These are the two expenditures that the Building Committee would like the Board to consider.

Trustee Marcus who attended the meeting in an unofficial capacity complimented Trustee DiCamillo on the excellent way she ran the meeting. He called for the updating of the Long Range Plan as there are some important things in there than can be used by the Building Advisory Committee in its planning process.

The Long Range Plan will be available at the next Building Advisory Committee meeting. The public was invited to attend.

Assistant Director (Laura Weir)

Technical Services Department

The Technical Services Department ordered, received and processed 30,807 books, 3,022 DVDs and 1,453 CDs in 2011. 10,500 new book titles were added to the Great Neck Collection in 2011. The Book Room and Tech Services staff facilitated in the discarding of 25,060 books, 927 audio cassettes and CDs and 2,101 VHS and DVDs.

In addition, 4,771 virtual items, including downloadable e-Books, e-Reference titles and e-Audiobooks were added to the library catalog allowing users access to a variety of online resources that can be accessed remotely any time of the day or night. This year the Technical Services Department coordinated the cataloging and processing of the Main Library's four new paperback collections shelved on spinner racks for easy browsing. At the direction of the book selector, a librarian from the Reference Department, the books were designated as *Good Reads*, *Romance*, *Mystery/Suspense* and *Popular Fiction*. The 1500 items in these collections have proved to be very popular with a combined circulation of 7,500 (including renewals) in 2011.

Adult Books

This year we have weeded, enhanced and reorganized our collection to create much needed shelving space, especially for the fiction, mystery, and Young Adult collections. By discarding or moving the bound periodicals, we were able to move the Mystery collection into a space that houses 280 shelves vs. the 170 shelf space it previously occupied. The Fiction collection will expand into that mystery space. By weeding the Biography collection we were able to free up 112 shelves into which the Young Adult Collection will expand.

The Main Library's continuous used book sale generated \$7,552.80 for the year. The Parkville Branch collected \$940.85 in book sale money. This amounts to a combined total of \$8,493.65 in sales of used books and audio-visual materials.

Our shipments of library discards to Better World Books generated an additional \$868 for the Library and \$290 for our Literacy Partner “Worldfund” to support teacher training in Latin America.

Branch News

Young Adult Librarian Courtney Greenblatt and I have been discussing ways to unify services to teens and establish a better Young Adult program for the Branch libraries. On Thursday, January 12 we met with the three branch heads to brainstorm. Many ideas were discussed, including sending emails to branch heads with updates on popular teen issues and book titles. But most exciting was the idea of using programming to attract teens in grades seven through twelve into the Library. Each branch head had exciting ideas to share and we have already begun planning programs for the next newsletter cycle, April, May and June that will be held at the branch libraries.

Library Director (Jane B. Marino)

Personnel

Many members of the staff volunteered to be part of our e-book help desk which has been set up in the front of the library near the new books section. There were 5 sessions, the last of which is coming up on January 21st. The idea was for patrons to come in with their digital devices and receive one-on-one help with them. It has proven to be very successful and popular and it has lead us to consider bringing this act on the road, perhaps to the Senior Center, so that we can provide help there as well. There were 14 staff members who were part of the help desk. It was the brainchild of Chris Johnson and Justin Fuchs. I wish to thank them all for their innovative idea and help they provided to the community.

Building Renovation

The Building Advisory Committee Chair, Marietta DiCamillo, has scheduled 2 meetings a month for January, February and March. The first meeting was held on January 5 at Main and it was an opportunity for all members, trustees, staff and public, to meet one another and to learn about the process on which they are about to embark. The Chair suggested that the committee tour the building, with an emphasis on the non-public areas of the lower level. The Committee looked at the Business Office, Programming Office, Technical Services and Maintenance as well as the mezzanine. The Chair asked the committee, as its first task, to imagine the library as an empty space and what each member would like to see in that space. She also asked the Director to put together some statistics on programming, circulation and traffic through the building which I have sent out prior to the next meeting on January 19th. That meeting will take place at Station, so the committee can view that space as a means to think about how some of the extra space in Station could be used.

Meetings and Programs

I was invited to give a presentation at REAP (The Academy for Retired Executives and Professionals) about the Library and its services which I did on January 10th. My presentation was very well received and I especially enjoyed the many people who came up to me following my presentation to tell me stories of how well served they were by the staff members at Great Neck Library. We have one staff member planning to attend the midwinter ALA meeting and two staff members who will attend PLA in March. I continue to attend the monthly MLD (Member Library Director) meetings at NLS.

Tax Cap

Attached is some further information about the Tax Cap and its possible implications on the Great Neck Library. In short, regardless of our intention to stay within the tax cap requirements, we will have to file paperwork with the comptroller’s office in order for that office to tell us what the expected inflation factor

will be for the coming year. The law, in fact, states that the tax cap will be 2% or the inflation factor, whichever is lower. [End of written report]

Trustee DiCamillo had a question about the filing for the tax cap calendar requirements where there was a suggestion to move the Library's fiscal year to coincide with the Great Neck School District fiscal year. The Library Director stated that this was discussed with the new auditor and she will be contacting the Comptroller's Office for clarification although she thinks it is not necessary to change our fiscal year.

Trustee Pizer, in commenting on the statistics, would like to see the Library reach out to the high and middle schools with YA programs, and the YA librarian visiting all the branches.

The Director and the Assistant Director have met with the Branch Heads and the YA librarian and some exciting YA programs have been planned for the branches in the Spring.

OLD BUSINESS

Construction Manager's Contract – Cooling Tower

Upon motion by Josie Pizer and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the execution of the Memorandum of Agreement between the Library and Park East for their work in the installation of the cooling tower. Such work to include establishing a budget, soliciting bids, submitting such bids to the Board for their review and oversight of the actual installation work.

VOTE: Yes – 6 (DiCamillo, Esagoff, Marcus, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

Sunday Closing

The Director stated that the last Sunday in June when the Library is closed is right before the AP/Regents exams and this eliminated a place for students to study. The Board had asked her to take a look at the Sunday schedule to see if there was an alternative to the current schedule. Her recommendation to the Board was to close on Mother's Day since it has been the least busy for the past two years of the month of May. Circulation and door traffic on that Sunday was about half of what it normally is. To open on June 10th would not affect the budget.

Upon motion by Martin Sokol and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the closing of the Library on Sunday, May 13, 2012, and the opening of the library on Sunday, June 10, 2012.

VOTE: Yes – 6 (DiCamillo, Esagoff, Marcus, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS

Trustee Pizer reported that Joe Nocerno of the New York Times did a terrific program at the Library this past Sunday. She suggested the taping of some of these programs, including Levels productions, and putting them on the Library's website and TV channel.

The Director reported that programs of wide interest are already being taped by a Levels staff member and in hindsight the Joe Nocerno program should have also been taped. She will figure out the logistics of how to get these on the Library's channel. She thanked Jon Aubrey and the Authors@GNL Committee for another excellent program.

OPEN TIME

Nick Camastro, President of the Library Staff Association read the following statement:

“The staff Association has come here tonight to ask the Board to treat us fairly. We have been bargaining for a new contract since November and we understand that these are difficult economic times. We are willing to collaboratively work with the Board to find solutions. However, the library budget cannot and should not be balanced on the backs of the hardworking library employees who provide so much to this community. Like everyone else, many of our members have spouses who were laid off and we are all dealing with the increases in costs of living.

We cannot ask our members to vote on a contract which would end up reducing their salaries permanently so that three years from now they are making less than they are making today. Many of us have worked at the Great Neck Library for decades. We know how much goes into making it the beloved institution that it is. While the staff association and the library have not always agreed on everything, in the past our relationship with the library and its Board has been based on mutual respect and collaboration. And we are here tonight to try and persuade you to continue that relationship and work with us to find solutions we can all live with.”

Trustee Pizer was unsure of what Mr. Camastro meant by “permanent” as every contract has a life and at the end of the life of the contract, it gets renegotiated. She does not think the word applies.

President Esagoff made a general statement that everything he said is respected. The Board appreciates every one of the staff who works here and they contribute to this wonderful library and the Board wants to continue and improve upon the relationship.

ADJOURNMENT

On motion by Marietta DiCamillo and seconded by Josie Pizer, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Joel Marcus
Secretary of the Board of Trustees