

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
FEBRUARY 16, 2010, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, February 16, 2010, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Andrew Greene – President
Anna Kaplan – Vice President
Janet Eshaghoff – Secretary
Varda Solomon – Treasurer
Marietta DiCamillo – Assistant Treasurer
Josie Pizer – Assistant Treasurer

Absent: Martin Sokol

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

CALL TO ORDER

President Andrew Greene called the meeting to order at 8:15 p.m. After thanking all for attending, he asked for a motion to amend the previously posted agenda for tonight's meeting.

Upon motion by Anna Kaplan, seconded by Josie Pizer and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the amended agenda for tonight's meeting to include two items, Long Range Plan and Ralene Adler's January 12, 2010 correspondence.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

MINUTES

Upon motion by Janet Eshaghoff, seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the Special Meeting of January 13, 2010 and the regular meeting of January 19, 2010, as presented.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL CHANGES

During the month of January 2010, revenue received was \$989,386. Total expenses were \$483,400.

At the close of business, January 31, 2010, total unadjusted operating fund holdings were \$2,224,842. Of these funds, \$1,674,070 was on deposit at HSBC, \$547,992 was on deposit at Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to a January 31, 2008, balance of \$1,965,540.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,180,964; the Automated Library fund was \$122,053; the Restricted Gift fund was \$375,300; the Branch and Special Services fund was \$139,901. These funds totaled \$1,818,218 on January 31, 2010. The January 31, 2009, total was \$2,283,163.

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 February 16, 2010, Treasurer's Report.

Public Comment: Ralene Adler

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Warrants

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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated January 14, 2010 through February 12, 2010, Paid Checks numbered 0028087 through 0028092, 0028138 through 0028143, 0028183 through 0028189, 1229, and 40378 through 40392, and To-Be-Paid Checks numbered 40393 through 40566, the sums set against their respective names, amounting in the aggregate to \$262,399.98.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Payroll Warrants

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 Payroll Warrants for pay dates January 14 and January 28, 2010, which have been reviewed by the Treasurer, in the amounts of \$172,538.34 and \$171,108.34 respectively, for a total of \$343,646.68.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Personnel Changes

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 Personnel Changes of January 14, 2010 through February 12, 2010.

Public Comment: Ralene Adler

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

OTHER REPORTS

Finance Committee

Trustee Solomon, new chair of the Finance Committee, reported that the Finance Committee met prior to tonight's Board meeting. The way the Library is billed for Direct Access, among other procedural issues, was raised, in addition to the Committee's usual business of reviewing financial statements. A committee meeting will be scheduled in March just to review committee procedures.

Branch Committee

The report of the Branch Committee Meeting held on Tuesday, February 9, 2009 is appended to these Minutes.

In addition to the written report, Trustee Eshaghoff also reported that the revised lease was received today and will be reviewed by the Director. Trustee Kaplan and the Director have been meeting with reputable local architects and contractors and so far the numbers that are coming in are less than was previously estimated.

Building Committee

The report of the Building Committee Meeting of January 19, 2010, is appended to these Minutes.

President Greene, outgoing chair of the Building Committee, further reported that based on conversations with Ernesto Vela, Mr. Heuberger's assistant, and Paul Bloom, the Library's Zoning Counsel, the consensus appears that they are pursuing a full submission and not a waiver to the Town of North Hempstead which will allow for full consideration of all zoning issues. The site plan is now being modified due to revisions by the engineer. That is a necessary step in the completion of the environmental submission. The environmental submission is necessary for the completion of the full set of drawings to the Board. With the revised site plan, the complete set of architectural drawings, then the Board will be in a position for full submission to the Town. When the hearing is scheduled, the public will have an opportunity for input. The Board is anticipating that may happen within the next three to four months followed by a referendum in the Fall.

Trustee Greene stated that the Board is pursuing funding through IDA, sponsored by the Town of North Hempstead. The Library is also receiving stimulus money from the Federal Government through DASNY. The Director explained that she received a phone call from DASNY that \$100,000 is earmarked for the Great Neck Library but it must be linked to a specific item. She looked at the cost estimates for the Main Library building project and \$75,000 was allocated for an RFID system, which is a book security system that enables the tagging of books, is inventory controlled, and also includes self-check stations. She was given a price quote of \$109,000 from the RFID vendor. She will be sending the information via email to DASNY in order that this money will not be bonded twice.

Trustee DiCamillo reminded the Board that in 2003 the Town of North Hempstead was paid \$34,266 for filing fees and they had given a commitment that they would allow us a credit for the next filing fees. She was thanked for this piece of information and the Director will look into it.

Public Comments: David Werber, Ralene Adler, Norman Rutta

Assistant Director [Report is appended]

Director [Report is appended]

The following items are in addition to her written report:

- Kris Bauman replaced Zach Morris as the head of Jr. Levels. However, Zach will be staying on as a part-timer.
- The engineer's report was received. Four to five probes were done to determine the integrity of the retaining wall. Findings show that the wall is structurally sound and there is no need to tear it down but it requires a veneer. The soil behind the wall is not draining or percolating properly. Weep holes need to be repaired and new ones installed.
- Although there were no plans to use a PR firm for the Main Building project, Libby Post who runs Communication Services, an independent marketing firm for libraries, was highly recommended to her. Her firm specializes in working with libraries to accomplish whatever they are trying to accomplish - be it a referendum, budget vote. The Board needs to bring the concept and the reality to the public and make it clear what they want and why they want it. Her services cannot be funded from taxpayer's money but could come from the Library's unrestricted gift fund. Her fee does not include printing and advertising. Both Trustee Pizer and Trustee Solomon have heard her speak and they feel that she could be instrumental in getting community involvement in the referendum. She would be useful as a catalyst to start a friends group. The Board decided to refer this to the Building Committee for analysis.

A member of the public thanked the Board for the *Love Your Library* Open House at the Parkville Branch on Sunday, February 7th which was very successful. The Director was instructed to write a congratulatory letter to the Head of that Branch and it will be signed individually by the Trustees.

Public Comment: Marianna Wohlgemuth

OLD BUSINESS

Station Branch

The Trustees were provided at tonight's meeting with copies of the revised lease received from the landlord. The Director highlighted the revisions that were made to the lease. There was much discussion as to what the current code is for railings and staircases. President Greene insisted that whether the railings are code compliant or not, they need to be made thinner. This falls into the category of "special use" as young children will be using these stairs.

The Board came to some consensus that a vote could not be taken at this point as the Branch Committee has not yet reviewed the lease to make a recommendation to the Board as a whole. Consequently, a Branch Committee meeting was set for Tuesday, February 23rd at 7:30 p.m. The Committee will then come up with a recommendation for the Board to vote on. Subsequently, a Special Board meeting will take place on Wednesday, February 24th at 8:00 p.m. to discuss the Branch Committee's recommendations.

Attorney Kevin Seaman should be asked if the Library decides to assume the responsibility for the repair and maintenance of the HVAC units, whether or not the landlord expects the units to be turned back over in the same condition at the end of the lease.

These are the issues that the Director was instructed to resolve before the Board can vote:

- (1) A not-to-exceed dollar amount that is supported by review of the space by the contractors and architects. The Director did report that the architects that had looked at the space said they could work with a budget of \$300,000;
- (2) Creditable proposal on how to pay for it;
- (3) Unallocated fund balances;
- (4) Pre-referendum costs;
- (5) Moving costs associated with the lower level;
- (6) Back of steps closed and railings closed with either grates or plexiglass;
- (7) Recommendation of architect(s) and contractor and provide reason for selection;
- (8) Phrase in the lease that specifies the tenant's ability to be satisfied with the landlord's completion of work.

Trustee Eshaghoff and Director Marino were thanked for their thoroughness and their diligence in finding architects which helps the process to move forward.

Public Comment: Ralene Adler, Norman Rutta, David Werber

Long Range Plan [Long Range Plan appended]

Trustee Pizer, chair of the Long Range Planning committee, reported that the committee had several meetings. She thanked the staff committee and members of the Long Range Planning Committee for going through the document with a fine-tooth comb and for making such wonderful suggestions. The Citizens Ad Hoc Committee was also thanked. Cosmetic changes were made to the draft plan since it was first presented at a previous Board meeting. She asked the Director to email this document to the Trustees and for them to send their comments to her. Cards will be provided at the next Board meeting for members of the public to write their comments. The document will be voted on at a subsequent Board meeting.

Public Comment: Naomi Feldheim

NEW BUSINESS

Board Committee Assignments

BRANCH

Janet Eshaghoff, Chair
Varda Solomon
Josie Pizer
Andrew Greene

BUILDING

Martin Sokol, Chair
Janet Eshaghoff
Anna Kaplan
Andrew Greene

FINANCE

Varda Solomon, Chair
Marietta DiCamillo
Josie Pizer
Andrew Greene

LONG RANGE PLANNING

Josie Pizer, Chair
Janet Eshaghoff
Anna Kaplan
Andrew Greene

PERSONNEL

Marietta DiCamillo, Chair
Josie Pizer
Martin Sokol
Andrew Greene

POLICY & BYLAWS

Anna Kaplan, Chair
Marietta DiCamillo
Varda Solomon
Andrew Greene

Excess Equipment

Upon motion by Anna Kaplan and seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule dated February 9, 2010, excessed and authorize the Director to dispose of same in an appropriate manner

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE [Appended to these Minutes]

Ralene Adler spoke to her letter of January 12, 2010, addressed to President Andrew Greene, and his February 8, 2010 response.

Eva and Jerry Shmoys and Dan Nachmanoff were not present to speak to their letters of February 1, 2010 and February 2, 2010, respectively.

OPEN TIME

Trustee Pizer thanked Director Jane Marino for her letter to Michael Flamhaft soliciting the Great Neck Rotary Club's co-sponsorship of the Great Neck Reads 2010 event.

ADJOURNMENT

The meeting was adjourned at 10:02 p.m.

Respectfully submitted,

Janet Eshaghoff
Secretary of the Board of Trustees