

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
FEBRUARY 18, 2014 AT 7:45 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, February 18, 2014, 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:

Marietta DiCamillo – President
Varda Solomon – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Janet Nina Esagoff

Absent with Prior Notice: Francine Ferrante Krupski – Vice President
Christine Johnson – Interim Assistant Director

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

CALL TO ORDER

An Executive Session to discuss personnel matters was convened at 7:15 p.m. on a motion by Varda Solomon and seconded by Josie Pizer. The Board came out of Executive Session and President DiCamillo called the public meeting to order at 7:55 p.m.

MINUTES

Upon motion by Varda Solomon, seconded by Michael Fuller and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of January 14, 2014, Board meeting as corrected.

Correction: Page 9 under Adjournment – replace Joel Marcus with Josie Pizer and Josie Pizer with Janet Nina Esagoff.

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

TREASURER'S REPORT

President DiCamillo read the following statement prior to the reading of the resolution:

“Due to the closing of the Library due to inclement weather, the Finance Committee was unable to meet prior to this Board Meeting. Consequently, the financial reports have not yet been reviewed in Committee. Although the Treasurer is recommending the acceptance and adoption

of the February 2014 Treasurer’s Report, Warrant dated January 11 through February 7, 2014, and the Payroll Warrants, no checks will be signed or sent until a proper review by the Finance Committee is completed.

It is my understanding that the Finance Committee meeting will take place February 24 at 7:30 p.m. Payroll and the Treasurer’s Report will be reviewed as well. The results of the Committee’s work will be reported at the next regular meeting of the Board in March.”

Upon motion by Josie Pizer, seconded by Joel Marcus, 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:

- February 18, 2014, Treasurer’s Report;
- Warrant dated January 11, 2014 through February 7, 2014, Paid Checks numbered 0031826 through 0031830, 0031851 through 0031856, and 47769 through 47792, and To-Be-Paid Checks numbered 47793 through 47913, the sums set against their respective names, amounting in the aggregate to \$285,649.95;
- Payroll Warrants for pay dates January 9, 2014 and January 23, 2014 which have been reviewed by the Treasurer, in the amounts of \$149,748.82 and \$155,789.31 respectively, for a total of \$305,538.13.

Public Comment: Ralene Adler

VOTE: Yes – 6 (DiCamillo, Fuller, Nina Esagoff, Marcus, 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 January 11 through February 7, 2014 as presented, and which will be reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

The agenda proceeded out of sequence to accommodate the architects’ schedule. Architect Russ Davidson did a power point presentation of the schematic design that the Board would be voting on. [See New Business, page 8]

REPORTS

Finance Committee

Trustee Pizer reported that the committee had two meetings in February and another two are scheduled for March. The February 24 and 25 meetings will focus on the discussion of the 2015 budget and cost cuttings.

Branch Committee

Trustee Fuller, in his report, said that the topic of the last meeting was Parkville Branch and its upcoming renovation which is put off because the carpeting is not ready. There was discussion on how long the branch should be closed. The plan to use staff to move books from one area to the other has changed since it is a violation of Union rules. They are in the process of getting bids from professional movers and plan to close the branch from Sunday to Sunday to limit the closure to one week. There was also discussion on reassigning staff from Parkville during closure to assist with the weeding at the other locations. Bids were received to fix the air conditioning at Parkville.

President DiCamillo asked for a full written report from the committee regarding the entire process to be submitted to the Board.

Trustee Fuller was commended for the fantastic job he did.

Public Comment: Ralene Adler

Building Advisory Committee (BAC)

President DiCamillo reported that the Committee met and established a timeline which will be mounted on fiber board and monitored by Chris Johnson and Laura Weir.

Outreach

Trustee Pizer reported that the committee will be meeting on February 27 and the third newsletter will be released. She said it was a pleasure to work with Marianna Wohlgemuth and Joel Marcus on the committee.

Relocation Committee

President DiCamillo commended Trustees Solomon and Ferrante Krupski who were responsible for putting together the Interim Report which is on tonight's agenda for a vote [see New Business – page 8]. She stressed that the report is not final but a work in progress.

Building Relocation Team

The Interim Director reported that the committee met last week and discussed programming that the Station Branch could accommodate.

Fundraising

President DiCamillo asked the Secretary to the Board to email her a reminder to ask the fund raising committee to set the next meeting date.

Grants

Interim Director Weir reported on behalf of Chris Johnson, who was absent, that due to the snow storm last Thursday, Chris was unable to attend the two classes in Manhattan. Ms. Weir had spoken to Russ Davidson about the windows in the mezzanine regarding estimates for grant money. She will work with Russ to do a boiler plate.

Public Comment: Ralene Adler

Director Search Committee

President DiCamillo reported that the last round for the Director Search produced one response who was not interested. The committee has decided to recruit internally and to post the advertisement internally. The other option is to secure the services of head hunter which is costly. She asked for any comments on editing the posting used the last time to be sent to her. The posting will be an agenda item on the February 25 Special meeting.

Public Comment: Ralene Adler

Long Range Planning Committee

Trustee Nina Esagoff reported that a meeting was scheduled but had to be given up because of other priorities.

Public Comment: Ralene Adler

Policy & Bylaws Committee

Trustee Marcus said the committee met in January and there is still one open item to be discussed – a policy for fast-tracking construction approval, which might include a committee. The Business manager was asked if he had any suggestions.

Staff Reports

Trustee Pizer will email to the Interim Director a list of her questions, and Trustees Solomon and DiCamillo will be copied in, and she asked for this to be taken care of as soon as possible.

President DiCamillo noted that only four nonresidents attended programs system wide. Trustee Solomon noted that she attended a Yiddish program last Sunday and although the room was not full, there was no staff member at the doors checking library cards. The Interim Director will discuss with the Programming staff member who covers the programs.

A member of the public inquired about the heat jump-up time clock for controlling the heat in the main building. He stated that he tried a similar strategy and was shocked at the cost – it does not save money. He was asked to submit to the Interim Director his questions via email.

In addition to the Interim Director's written report [attached to these Minutes], she stated that the Girls Scouts, in working with the Parkville Branch, will be accepting new pajamas for kids in need.

President DiCamillo inquired if a thank you letter for the scanners was sent to Senator Martins to which the Interim Director replied that she has already done. She was asked to have a press release sent to the papers. The press release should also be posted in the branches to advertise the scanners.

Interim Director's Report

The report is attached to these Minutes.

OLD BUSINESS

Policy Manual Changes

EMAIL & RULES AND REGULATIONS FOR USE OF LIBRARY (Third Reading)

Upon motion by Joel Marcus and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the changes to the Board Policy manual specifically regarding Section 200-70 (Email) and Section 500-30 (Rules and Regulation for Use of the Library and for these changes to be incorporated in the Board Policy Manual

VOTE: Yes – 6 (DiCamillo, Fuller, Marcus, Nina Esagoff, Pizer, Solomon);
MOTION CARRIED UNANIMOUSLY.

RESPONSIBILITIES OF TRUSTEES (200-20) (Second Reading)

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

If a trustee feels that an aspect of a librarian'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.

OVERDUE NOTICES, FINES (700-45) (Second Reading)

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: Mastercard, Visa, Discover. Debit cards must display the logo for Mastercard or Visa. Charges in excess of \$3 may be paid by credit or debit card through Ecommerce.

NEW BUSINESS

Policy Manual Changes – (First Reading)

(i) GASB 54

The Business manager was asked to explain what this proposed policy was about. He also stated that the auditor recommend that the Board adopt the option chosen.

GASB has issued Statement No. 54, *Fund Balance reporting and Governmental Fund Type Definitions* (GASB 54). The objective of this Statement 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied.

Fund Balance Classifications (pursuant to GASB Statement 54)

Fund balance classifications will be reported by the Library in accordance with accounting standards issued by the GASB.

General Policy

Fund balance measures the net financial resources available to finance expenditures within current or future periods. The Library's Unassigned General Fund Fund Balance will be maintained to provide the Library with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur unexpectedly during the fiscal year. The Unassigned General Fund Fund Balance used for these purposes may only be appropriated by resolution of the Board of Trustees unless voter approval is required.

Any portion of Fund Balance may be applied or transferred for a specific purpose either by voter approval if required by law or by formal action of the Board of Trustees if voter approval is not required. Amendments or modification to the applied or transferred fund balance must also be approved by formal action of the Board of Trustees.

The Board of Trustees shall delegate the authority to assign fund balance, for encumbrance purposes, to the person(s) to whom it has delegated the authority to sign purchase orders.

In circumstances where an expenditure is incurred for a purpose for which amounts are available in multiple fund balance classifications (e.g., expenditures related to reserves):

The Board will assess the current financial condition of the Library and then determine the order of application of expenditures to which fund balance classification will be charged.

Trustee Pizer asked that the policy to be put on the agenda for the next Finance Committee meeting for discussion. Some of the edits suggested may not be in conformity with the GASB standards. Mr. Zitofsky will investigate before the next reading of the policy.

(ii) NONRESIDENTS USE OF PUBLIC COMPUTERS (600-10)

Preference in the use of computers shall be given to residents of the Great Neck Library District. This may be accomplished by requiring non-residents to use a dedicated Non-Resident computer with a time limit of 30 minutes per session. In

order to use a Resident Designated Computer the resident must present a valid Great Neck Library Card or other proof of residency in the Great Neck School District.

If a Resident Designated Computer is available, a nonresident may use the Resident Designated Computer until such time as a resident requests the use of the computer. In order to accommodate the resident's request, the non-resident user will be given a maximum of ten minutes to complete all work on the computer and relinquish the computer to the resident.

Trustee Marcus explained that this policy is being made because there is a concern that during the main building closure there might not be enough computers for ~~everyone~~ residents [corrected 3/25/14] to use, so having a policy in place to limit the use by nonresidents will alleviate the problem.

Scenarios, for example, what happens if a grandparent who is a Great Neck resident wants the grandchild to use the computer or vice versa, how this would be handled.

Public Comment: Justin Crossfox (staff), Norman Rutta, Marianna Wohlgemuth

(iii) ADMISSION TO PROGRAMS (900-20)

To insure the health and safety of our patrons and staff at programs in which a large attendance is anticipated, advanced registration tickets will be distributed in the following preferential order:

1. Great Neck Library Card Holders
2. Great Neck Library District Resident
3. Nonresidents on an equal basis.

Library personnel in charge of supervising the library program will not admit anyone beyond the capacity of the meeting room.

Doors will be opened for seating one-half hour prior to starting time. Seating will be on a first-come, first-serve basis and seats may not be reserved

The Great Neck Library Director or his or her designee may determine that the issuance of admission tickets to Great Neck Library will be required for programs which seem likely to attract overflow crowds. Such tickets will be available at least one week prior to the program and will be valid until ten (10) minutes prior to the scheduled start of the program at which time others will be admitted as space permits

(iv) CHILDREN'S PROGRAMS (900-30)

The Department Head for Children's Services is responsible for the formulation and supervision of all children's programs. These plans are reviewed by the Library Director or his or her designee may be limited to specific age or grade level groups.

Advanced tickets will be limited to Great Neck Library cardholders. If space permits, Great Neck Library District residents will be admitted next, and finally, non-residents. Any attendee creating a disturbance will be asked to leave the program.

The 900-20 and 900-30 policies were sent back to committee to work on conformity between the two policies. Policy requires input from the departments that these policies impact.

Building Advisory Relocation Committee Interim Report

Upon motion by Varda Solomon and seconded by Michael Fuller-, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Building Advisory Committee Relocation Interim Report dated February 13, 2014, as presented. [Report attached]

Trustee Solomon was asked by a member of the public to highlight the most salient points in the report which she said were the location of the administrative offices and support services, Levels and operational issues e.g. music programs.

Trustee Pizer had additional edits which she will give to Trustee Solomon.

Public Comment: Marianna Wohlgemuth, Ralene Adler

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

Acceptance of Schematic Plans

[This was the first agenda item to accommodate the Architects' schedule]

Architect Russ Davidson did a power point presentation of the schematic design that the Board would be voting on.

He first reviewed the layout of the lower level showing the location of the vestibule and area where strollers will be parked, the children's area which includes a program room, circulation and help desks and a bathroom. The diagonal stairs lead into a glass vestibule that leads to the Patio Garden. Technical Services was reconfigured and the History Room and stacks for overflow storage are moved to this level. A portion of the garage will be used for mechanical space. Levels will have a handicapped lift installed.

The main floor will have a new front entrance. The biggest change was the moving of Audio-Visual Room and leaving the stacks under the mezzanine. In the previous design, AV was located under the mezzanine but after getting the input from staff, this was reconfigured. The Community Room is now oriented the long way to provide better sightlines. There is a one stall bathroom accessible from the Community Room. There is also storage located in this area. Reading rooms are located in the corners.

On the mezzanine, there is an open reading area, administrative offices, conference room and staff room. One change in this area is that staff will not have to walk through one office to get to the other.

The front entrance will have automatic sliding doors. The same type of doors will be explored for the lower level entrance for the children's area.

He then showed a 3-D sketch-up model without the roof of the new design.

Mr. Davidson explained that 15% of their design has been completed and the next stages are design development and construction documents followed by bidding. He does not expect the design he presented to change. More interviews will be done with staff for the outfitting of the space.

Two independent cost estimates were done and they came within 2% of each other. After the Board approves this schematic design tonight, design development will take another three months to complete, and the schedule is still on target for a November closure of the building.

Dominick Calgi, Project Manager, continued the presentation by stating that the construction cost with the design contingencies is estimated to be \$10.2 million. Allowance for escalation is bumped up 1½% putting the total construction costs to \$10.9 million. Soft Costs amount to \$1.2 million bringing the total for the project to \$12.4 million.

A member of the public commended the architect for the beautiful design and wondered that since the public approved a bond for \$10.4 million if any portion of the design was optional or deferrable and if a windfall happens and then could be finished later. This triggered a discussion.

Mr. Davidson said this was not the time and place for this discussion but stated that the only additional costs that were added were for asbestos and work in Levels. Two more independent estimates will be done before going to bid and to find ways to fund furniture. Mr. Davidson commented that KG&D will still be looking for places to cut, and he also expects the Board to look for additional funding.

Trustee Solomon asked if any of the funds for FF&E were deferrable.

Trustee Pizer stated that she planned on having a line item for things not currently in the \$10.4 million that will knock off the additional \$2 million; FF&E is not deferrable for her.

President DiCamillo – have assurances we can do cost cutting. The Library has some money in in reserve funds and looking at ~~cost-cuttings~~ [corrected 3/25/14] fundraising and grants to offset the deficit.

Public Comment: Norman Rutta, Ralene Adler, Marianna Wohlgemuth

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

RESOLVED, that the Great Neck Library Board of Trustees accept the schematic plans by KG&D Architects as presented;

and further,

I move that KG&D Architects be directed to continue with design development based on these plans for the renovation of the Great Neck Library Main Building.

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

MOTION CARRIED UNANIMOUSLY

Board Committee Assignments

BRANCH Marietta DiCamillo, Francine Ferrante Krupski, Michael Fuller [Chair] , Varda Solomon

BAC: Marietta DiCamillo [Chair], Joel Marcus, Josie Pizer, Varda Solomon, Justin Crossfox, Christine Johnson, Laura Weir, Charlie Wohlgemuth, Neil Zitofaky, Ralene Adler, Mike Currie, Don Dillon, Allegra Goldberg, Leslie Kahn, Amy Levinson, Alice Merwin , Marianna Wohlgemuth

BAC OUTREACH: Joel Marcus, Josie Pizer [Chair] , Christine Johnson, Michael Currie, Amy Levinson, Marianna Wohlgemuth

BAC ELOCATION: Marietta DiCamillo, Francine Ferrante Krupski [Chair], Joel Marcus, Varda Solomon, Jonathan Aubrey, Janet Fine, Chris Johnson, Ethan Mann, Laura Weir, Neil Zitofsky, Ralene Adler, Charles Wohlgemuth, Marianna Wohlgemuth

DIRECTOR SEARCH

Marietta DiCamillo, Janet Nina Esagoff, Michael Fuller. Francine Ferrante Krupski [Chair], Joel Marcus, Josie Pizer, Varda Solomon, Nick Camastro, Sandy Garrison, Deidre Goode, Linda Burghardt, Amy Levinson

FINANCE

Marietta DiCamillo, Michael Fuller, Joel Marcus, Josie Pizer [Chair]

FUNDRAISING

Marietta DiCamillo, Michael Fuller, Francine Ferrante Krupski, Laura Weir, Neil Zitofsky, Carol Frank, Norman Rutta, Mariana Wohlgemuth

LONG RANGE PLANNING

Marietta DiCamillo, Janet Nina Esagoff (Chair), Francine Ferrante Krupski, Michael Fuller

NLS FUNDING

Marietta DiCamillo [Chair], Janet Nina Esagoff, Josie Pizer, Laura Weir, Neil Zitofsky, Marianna Wohlgemuth

PERSONNEL

Marietta DiCamillo, Janet Nina Esagoff, Josie Pizer [Chair}, Varda Solomon

POLICY & BYLAWS

Marietta DiCamillo, Janet Nina Esagoff, Francine Ferrante Krupski, Joel Marcus [Chair]

Parkville Air Conditioning

Upon motion by Michael Fuller and seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees retain the services of SavMor Mechanical Services, Inc. to repair the leaking air conditioning unit at the Parkville Branch at a cost not to exceed \$6,160 as per their proposal dated December 11, 2013. Such funds are to be taken from the Branch Services fund.

The Board wanted to know if there would be a warranty on the work. but there was no answer forthcoming. Trustee Solomon moved and Trustee Pizer seconded for the resolution on the table to be tabled. Trustee Solomon then moved to strike this motion and to amend the original motion on the table.

Public Comment: Marianna Wohlgemuth

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

RESOLVED, that the Great Neck Library Board of Trustees retain the services of SavMor Mechanical Services, Inc. to repair the leaking air conditioning unit at the Parkville Branch at a cost not to exceed \$6,160 as per their proposal dated December 11, 2013. This resolution is conditional upon the Board being presented with a guarantee commitment for services provided from SavMor. Such funds are to be taken from the Branch Services fund.

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

MOTION CARRIED UNANIMOUSLY

Records Destruction

Upon motion by Janet Nina Esagoff and seconded by –Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of records in the Director's Office as specified in the memo dated February 12, 2014, in accordance with Record Retention Policy 400-30:

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

MOTION CARRIED UNANIMOUSLY

Excess Equipment

Upon motion by Janet Nina Esagoff and seconded by Joel Marcus-, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the schedule dated February 12, 2014, excessed and authorize the Interim Director to dispose of same in an appropriate manner.

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

MOTION CARRIED UNANIMOUSLY

OPEN TIME

Speaking: Ralene Adler

EXECUTIVE SESSION

Michael Fuller moved and Joel Marcus seconded for the Board to go into Executive Session at 9:40 p.m. to discuss personnel matters. No action would be taken.

Varda Solomon moved and Michael Fuller seconded for the Board to come out of Executive Session and for an adjournment at 10:05 p.m.

ADJOURNMENT

The meeting was adjourned at 10:05 p.m. on motion by Joel Marcus and seconded by Josie Pizer.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees