

RESOLVED, that the Great Neck Library Board of Trustees approve the following advertisement to search for a Library Director for the Great Neck Library:

Library Director

The Great Neck Library Association seeks a dynamic leader to provide strategic direction and continue to develop the Library's role as the cornerstone of the community's intellectual and cultural life. The Great Neck Library is an association library consisting of a main building and three branch facilities serving a population of 40,000 with an annual circulation of 800,000, a staff of 150 and an annual budget of \$8+ million. Essential attributes and skills include: excellent communications skills with strong management background, successful leadership in managing the budget, staff and personnel issues; labor relations and highly developed community outreach.

Qualifications: MLS or MLIS degree from an accredited graduate library school; eight years administrative experience, five of them as Library Director, Assistant Director, or similar level, as well as experience in working closely with a Board of Trustees.

Salary: Competitive with full benefits package.

Please submit cover letter and resume electronically by April 15, 2013, to:
Francine Ferrante Krupski, Chairperson, Director Search Committee

directorsearch@greatnecklibrary.org

President DiCamillo thanked the Director Search Committee, under the chairmanship of Trustee Ferrante Krupski, for the wonderful work done in getting this information together at such a short notice.

Public Comment: Karen Rubin

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Pizer)

MOTION CARRIED UNANIMOUSLY

Director Search Advertisement Placement & Funds

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the placement of the Director Search advertisement, as approved in the preceding resolution, in the following publications: ALA Joblist, LinkedIn, Metro New York, New York Times Online, as well as free listings in the New York Library Association JOBl ine and Nassau and Suffolk Listserv at a total cost not to exceed \$1,000 for all sites listed. Such funds to be taken from the Recruitment & Training budget line.

Public Comment: Karen Rubin, Ralene Adler

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Pizer)
MOTION CARRIED UNANIMOUSLY

BUDGET DISCUSSION

President DiCamillo turned this portion of the meeting over to Trustee Pizer, Chair of the Finance Committee. Trustee Pizer stated that a zero base budgeting was used to rationalize every item for expenditure in the budget. She thanked Mr. Zitofsky for being flexible and diligent. She then asked him to review the draft budget for the fiscal year July 2013 to June 2014.

Starting with income, Mr. Zitofsky explained that he held the tax revenue under the 2% tax cap. He then trimmed all the operating revenues to achieve a realistic and conservative draft budget of \$8,400,000, a 1.97% increase.

The operating revenue lines – fines, interest on savings, vending equipment commission, expense recovery, lost books, book sales, and local library service aid, etc., were trimmed for a more realistic picture resulting in a 20% decrease down from the current year.

This draft budget shows a deficit of \$48,300 which means we have to find out where we are going to cut.

Personnel Salaries – Last May each Department Head was told to cut hours in their departments resulting in \$39,000 savings in Personnel Services. Despite these salary cuts, pension costs continue to rise resulting in \$85,800 increase in Employee Benefits. This draft budget shows an overall increase of \$46,500 for total personnel services.

The Business Manager highlighted selected lines that are best candidates to look for savings.

The floor was then opened up for questions from the Trustees and following that from the audience.

Trustee Pizer then summarized the following areas of the draft budget that need to be looked into when preparing the second draft to see some savings:

- i. Book Sale Author Events – There is a \$5,000 budget on this line. If the unsold books were returned to the bookstore, then the dollar amount should be zero.
- ii. Employee Health Insurance Costs – There are 46 current employees with health benefits. There is a provision in the draft budget to combine one existing part-time position with one part-time vacancy into a full-time position to make 47 full-timers. There would not be additional health costs for this position since one of the fulltime employees switched to part-time so the health benefits would go towards this new full-time position. If this new full-time position was not created, then there would be savings.

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- iii. Instead of combining ebooks and print material, these two categories should be separated. Need a comprehensive listing of all databases and their costs.
 - iv. Computer Software (E-Commerce/Windows/MS Office Upgrade) – E-Commerce has not yet been approved by the Finance Committee. The Interim Director to find out which version of MS Software – 2003 or 2007 – that the library is currently using.
 - v. NLS – Discussions are ongoing with the intent of reducing the Great Neck Library's portion of the fee. The deciding factor will be the cost of our databases based on statistics and facts.
 - vi. Substitute Pay – \$1,800 increase over last year is built in this draft. This had not gone through Finance or Personnel Committees. Discussion needs to take place at these levels on whether or not to cut the \$1,800 and bring it down to its previous level.
 - vii. Sunday Pay – Requires analysis of peak times on Sundays. Staffing should be looked at whether there should be less staffing when there are no events and more when there are events rather than consistently having the same amount of staff working every Sunday.
 - viii. Time Attendance System – The Library will not be going back to paper timesheet and the Business Manager was asked to see whether or not this is the best program for the Library. Mr. Zitofsky believes he can get the program to work the way it should.
 - ix. Staff Conferences – Send one person instead of two to each conference.
 - x. YA Programming – Needs justification for having a budget line for this age group. The Interim Director to find out for what programs the money is being requested.
 - xi. Newsletter Printing – Changed last year from bi-monthly to quarterly. The printing and postage lines of the draft budget would now see a savings of \$14,000.
 - xii. Station Branch Lease – Mr. Zitofsky to research how much of this is for property tax.

Trustee Pizer thanked all, especially the Business Manager.

Public Comment: Ralene Adler, Karen Rubin, Dan Gluan, Marianna Wohlgemuth

OPEN TIME

Speaking: Ralene Adler

ADJOURNMENT

The meeting was adjourned at 8:50 p.m. on motion by Francine Ferrante Krupski and seconded by Michael Fuller.

Respectfully submitted,

Joel Marcus
Acting Secretary, Board of Trustees