

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MARCH 21, 2013 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees followed by a Budget Workshop was held on Thursday, March 21, 2013, 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
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Janet Nina Esagoff

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

Absent with prior notice: Francine Ferrante Krupski – Vice President
 Varda Solomon – Secretary

CALL TO ORDER

The meeting was called to order by President DiCamillo at 7:42 p.m.

APPOINTMENT OF ACTING SECRETARY

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

RESOLVED, that the Great Neck Library the Board of Trustees appoint Janet Nina Esagoff to act as Secretary for this meeting in the absence of Varda Solomon.

VOTE: Yes – 5 (DiCamillo, Nina Esagoff, Fuller, Marcus, Pizer)
MOTION CARRIED UNANIMOUSLY

MINUTES

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the February 19, 2013, regular meeting and the March 5, 2013, special meeting and budget workshop as presented.

VOTE: Yes – 5 (DiCamillo, Nina Esagoff, Fuller, Marcus, Pizer)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

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

- March 21, 2013, Treasurer's Report;
- Warrant dated February 9, 2013 through March 8, 2013, checks numbered 0031141 through 0031146, 0031170 through 0031175, 1259 through 1260 and 46224 through 46232, and To-Be-Paid Checks numbered 46233 through 46339 the sums set against their respective names, amounting in the aggregate to \$162,510.56.
- Payroll Warrants for pay dates February 7, 2013, and February 21, 2013, and which have been reviewed by the Treasurer, in the amounts of \$152,274.63, and \$152,415.96 respectively, for a total of \$304,690.59.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Changes of February 2013, as presented, and which have been reviewed by the Personnel Committee.

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

RESOLVED, that the Board of Trustees of the Great Neck Library table the Payroll Changes of February 2013, as they have not yet been reviewed by the Personnel Committee.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Finance Committee

Chair Josie Pizer reported that the committee is working diligently on a very lengthy agenda as they continue to review old and new business.

Below is text of the written report of the March 12, 2013, Finance Committee meeting held at 7:30 p.m., at the Station Branch Library.

In attendance: Josie Pizer (Treasurer), Joel Marcus (Assistant Treasurer), Michael Fuller (Assistant Treasurer), Marietta DiCamillo (President), Laura Weir (Interim Director) and Neil Zitofsky (Business Manager).

Old Business

1. NLS

- (a) *14 day count of bins, by day and date, received and # returned: spreadsheet presented.*

The count reveals that during a 14 day period 450 books were received.

In the NLS Board meeting Minutes, Dec 17, 2012, Jackie Thresher pointed out that, "... the amounts budgeted for health insurance for staff and retirees were revised and the increase in the proposed budget was reduced from 2% to 0.6% increase." NYShip has indicated that they will reduce their rates for retirees eligible for whom Medicare is their primary coverage."

- (b) *Neil, could you find out:*

Neil cannot answer where the surplus in those lines went at this time. NLS and the Great Neck Library belong to the same Empire plan. The Great Neck Library will benefit from the same reduction as the one received by NLS.

- (c) Database usage: Irina Zaionts created several spreadsheets to detail the cost and usage of the Winter package of databases and the Summer package of databases; the NLS core collection; the cost comparison of 12 databases that we receive from the NLS consortium and the amount the library would be charged as a standalone purchase. Trustee Pizer asked that Irina and Marge Chodosch be present at the next Finance Committee meeting to discuss database usage in greater detail. The Library currently purchases several databases from the WALDO consortium in Westchester. The Interim Director was charged with finding out what other databases are available to us through the WALDO consortium.

- (d) Copy of bill w/2% surcharge affixed was in the Financial Report created by Mr. Zitofsky. Neil is to find out if we are assessed a greater amount of payment for the data bases, based on our NLS assessment.

- (e) All budgeted expenses for Main: Mr. Zitofsky noted that breaking out the branch operating budget and the programming budget would not have a significant impact on the Great Neck Library position in the NLS formula for fee structure. He was asked to have the breakout nonetheless.

- (f) Budget analysis: ongoing

2. Door count devices that record by time of day have not yet been researched. A manual hourly door count was done for a two week period and the results show that the library is busiest between 2:30 p.m. and 6 p.m. on weekdays: On behalf of the Board, Janet Fine is to be thanked for completing the extra tasks with dispatch and accuracy.

3. Costs for five years of remedial repairs for Main: this is a work in progress. This should be available at our next meeting with any revisions.

4. An amount not to exceed \$10,970 was appropriated by the Library Board for digitization of personnel records. \$3337.50 has been spent on the purchase and annual maintenance of the software. A check for \$207.14 is in the current warrant for the delivery charges of the boxes sent to be scanned and shredded. We need to know how much and when the personnel files will be completed. We also need to know if there will be any additional expense.

5. The New preventative maintenance schedule is a work in progress. This should be ready for presentation at our April meeting,

6. Alarm Log: There were four false alarms, one at each branch, all aborted by Jose Rodriguez.

New Business

1. Discussion and appropriation of money for work shoes for maintenance: The discussion revolved around the method of payment: should the Maintenance person receive a stipend to purchase appropriate footwear and then present a receipt? Or should the maintenance person purchase the shoes himself then be reimbursed after he presents the receipt? How often would a new set of shoes be issued? How can we enforce that the shoes are worn? A discussion ensued about the possibility of the Policy Committee creating a dress policy. The discussion revealed, after a review of the memo and a question from Trustee Fuller that this was to be an annual appropriation. And as an annual appropriation was not envisioned by the committee the item was tabled.

2. Discussion and recommendation for further reductions to the budget, Sunday pay, overtime, substitute pay, branches: is ongoing and further recommendations will be explored at our next BOT meeting.

Marietta DiCamillo found that Time Vantage has overbilled GNL for the time and attendance monthly fees and we will receive about \$7,000 back.

Upon the Business Manager's recommendation, we will not fill the full-time librarian position vacated in the Reference department, saving about \$27,000 in benefit monies. The finance and personnel committees will consider, at a later date, a part time position which will restore all reference department hours. We are also able to cut some money from the database budget. An amount is to be determined after a review of usage of all databases at our next meeting.

3. Review, discussion, recommendations and resolution of automated time reports difficulties with samples of those with lateness, overrides, vacation requests, absences. This item was not discussed and will be placed on the next agenda.

Monthly Review

1. Review of warrant

2. Review of financial statements:

Actions:

- The automated library fund is very low and needs to be replenished.
- Michael Fuller would like a copy of the Branch leases.
- Place, number of employees, full and part-time, in the Benefits pages of the Treasurer's Report

3. Sign checks

Open Time

Next Meeting: April 16 at Station Branch; 7:30 p.m. Meeting Adjourned at 9:30 p.m.

Branch Committee

Committee Chair Michael Fuller did an initial review of the leases he received. He had requested all the leases but he ended up getting only the amendments which reference the original leases. He again requested all the original leases so he can compare to see if he could re-negotiate any reduction, especially for Station Branch. He is planning on scheduling a committee meeting for

either April or May to allow the Branch Heads the opportunity to bring their issues to the forefront.

He also reported that he attended the Great Neck Village Officials Association meeting. Assemblywoman Anna Kaplan and her staff were present and they highlighted the happenings in the Town. Tom Devaney, Town of North Hempstead Grant Coordinator, spoke about the different grants the Town was receiving. Trustee Fuller subsequently met with Mr. Devaney to see what grants would the library be able to obtain to offset the costs of the renovation of the Main Building. He will be pursuing this.

Public Comment: Marianna Wohlgemuth

Building Advisory Committee

President DiCamillo reported that the Building Advisory Committee (BAC) had a very productive meeting with KG&D Architects. The architects have already visited with staff. The BAC decided to meet on April 2, prior to meeting with the architects again, to review the Interim Report submitted this past September and to discuss some of the items that are still undecided.

The Interim Director reported that she will start working on the RFP for the Owner's Representative next week. If she runs into any problem, she will call on the professionals on the BAC for assistance. Ms. Weir could use the RFP for construction manager that was prepared for the previous project as a starting point and then send it to Allegra Goldberg, one of the professionals on the Building Committee for review.

The BAC has formed an Outreach Sub-Committee to explore alternate methods of communication. That committee consists of Josie Pizer, Mike Currie, Chris Johnson, Amy Levinson, and Marianna Wohlgemuth.

Trustee Pizer also reported that the sub-committee was working with the Interim Director and the Head of Circulation to get a company at a very nominal cost to put together an email list that patrons can use to subscribe to specific library information. Bookmarks are being placed in books that are being checked out and some have been dropped off at the UPTC for distribution in the school district so our community is being updated where we are in the process leading up to the renovation of the building.

Director Search Committee

The Interim Director reported that several applications have been received in the email box setup for this purpose.

Trustee Fuller also reported that a subcommittee will narrow down the applications to those who meet the qualifications. These applicants will subsequently be interviewed by the committee as a whole.

Emergency Manual

The Interim Director Weir met with Trustee Ferrante Krupski and went over the changes to the Emergency Manual, which she will make next week.

Long Range Planning Committee

Committee Chair Janet Nina Esagoff asked the Secretary to the Board to poll the Trustees to set up a meeting for April.

Policy & Bylaws Committee

The Finance Committee is working on a dress policy which was discussed at the Finance Committee level. Trustee Fuller explained that the reason that this is being considered is that there was a safety issue with footwear – whether the maintenance staff should be required to wear steel-toe shoes and would the Library pay some of the costs. This led to more discussion regarding the safety of non-maintenance staff who may wear open-toe shoes; and also whether this would be a discriminating issue if one group of employees was provided with safety gear and not the other. Policy Committee Chair Joel Marcus suggested that instead of having this as a dress code policy, it might be better as a safety policy. He will go through the Board Policy Manual to see if there is a policy on safety which could be amended to include this proposed dress code policy.

Trustee Solomon and Marjorie Malcolm, Secretary to the Board, are working together to come up with a method of indexing the Minutes so they are accessible to staff as well as the public.

Staff Reports

The Station Branch Head in her written report stated that parents would like to see more programming especially for the age group – nine months to two years. Trustee Pizer asked the Interim Director to take a look to see how we can provide those services.

Interim Library Director

(Text of written report below)

Staff Interviews with Architects: Erik Kaeyer and Russ Davidson of KG&D Architects visited the Main Library on Wednesday, March 13 to talk to the library staff about the renovation project. They wanted to hear about space issues, adjacencies, what would work and what would not from the people who work here and know how the library functions. The Architects moved around the building meeting the staff at the area where they work. Each department had a 20 minute timeslot in which to discuss their ideas for the new space. The staff was eager to share their thoughts and suggestions.

Project Hope: The Project Hope Crisis Counseling program has been a presence at the Main Library on three occasions recently. Project Hope was created by the New York State Office of Mental Health to help individuals and families impacted by the disaster caused by Hurricane Sandy. They go out into the community to highlight the support services they provide to people who are having disaster related problems. The Great neck Library has provided a prominent table in the Library for Project Hope counselors to greet and explain the services they can provide to people in need of assistance. I have been

working with Team Leader Stephanie Saetta to schedule their appearance at various times of the day to coincide with programs that attract diverse segments of the community. On February 6 Project Hope counselors set up a table outside the Community Room before a Wednesday movie matinee. On February 26 they set up a table near the front lobby to meet and greet parents and caregivers arriving for at a number of Children's programs that take place throughout the morning. On March 14 Project Hope was at the Library at 2 pm to take advantage of the audience arriving to hear a local author speak. We plan to set up more dates, both at Main and the branches to highlight this unique service.

LEVELS Tribute: Attached is a glowing letter from a parent of a high school senior, whose child participated in Levels activities beginning in 8th grade who has now been accepted into the very prestigious Tisch School of the Arts at New York University. He attributes her success largely to the mentoring and guidance of Ethan Mann, Barry Weir and Kris Bowman and the LEVELS program.

Delayed Opening: I delayed opening the Library for two hours on Friday, March 8 because of an early morning snowfall. Because of our reduced maintenance staff, we prepared in advance by scheduling Galvin Brother, who usually plows and sands the parking lot, to help out with the shoveling and salting of the walkways. Maintenance staffer Jose Rodriguez arrived early to begin the snow removal process. Jose arranged in advance to have Daryl Goins, a part time staffer arrive at 8 a.m. to help at the branch locations. It was still snowing lightly at 11 a.m. when we opened, but the steps were clear and the parking lot navigable when the both staff and public arrived.

Updates

President DiCamillo reported on the following:

- *NLS* – A letter was sent to State Librarian Bernard Margolis to follow up on his commitment to hold a meeting with NLS Director, Jackie Thresher, for a resolution of the fee dispute. The second letter was a request to Ms. Thresher from the Great Neck Library for a formal resolution of the ongoing fee dispute. The third letter was a response to Mike Turner, NLS Board President, addressing some of the issues in his response. There was a fourth letter to NLS from Treasurer Josie Pizer and Business Manager Neil Zitofsky and they jointly requested sufficient documentation for database invoices received from NLS in the past to understand the formulas used to bill the Great Neck Library.
- NYS Department of Environmental Conservation held a meeting at the Great Neck Library concerning the Mayflower Cleaners who dumped contaminated water in the drywells during their operation. The DEC was asked to include the Great Neck Library as an interested party since the Lakeville Branch is located in the vicinity of that site. She asked Mike Currie, who worked with the Sperry pollution remediation, to look at the documents on the Library's behalf and he will advise us accordingly. These documents are available in the Great Neck Library.
- There was an article in last week's Great Neck Record concerning donations to the Great Neck School District. It lists individuals who have very generously donated money to the School Board for scholarships etc. The Minutes on the School's Website have a listing of these donors. She suggested that this is something that the BAC could explore as well as fund raising in the future. Trustee Fuller also suggested reaching out to volunteers in the community and those who specialize in fundraising.

OLD BUSINESS

Amendment to Budget Advertisement Placement for Library Director

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

RESOLVED, that the Great Neck Library Board of Trustees amend the resolution approved on March 5, 2013, to expend an amount not to exceed \$1,000 to a new not-to-exceed total of \$1,025 for the purpose of placing an advertisement for a Library Director in several publications.

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

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Administrative Staff Contracts

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 execution of the Administrative Staff contracts with accompanying job descriptions for Assistant Director Laura Weir (salary range \$110,141-\$113,479), Business Manager Neil Zitofsky (salary range \$106,575-109,796), Administrative Assistant Marjorie Malcolm (salary range \$67,274-\$69,309), and Staff Accountant Roslyn Gill (salary range \$59,401-\$61,196); and authorize and direct the President to execute Letters of Employment between the Board of Trustees and the aforementioned employees for a three-year period, January 1, 2013 through December 31, 2015.

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

MOTION CARRIED UNANIMOUSLY

Salary Range and Benefits Package for Library Director

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

RESOLVED, that the Great Neck Library Board of Trustees approve a salary range of \$118,000-\$128,000 per year with full benefits package as outlined in the attached memo from the Business Manager to the Director Search Committee dated March 14, 2013 for the position of Library Director.

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

MOTION CARRIED UNANIMOUSLY

Library Information Email Alerts

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 approve the Library's subscription to Constant Contact which will allow the Great Neck Library to collect email addresses, create a database of these email addresses and send out email blast to all or some of the names on the list at a cost not to exceed \$15 per month for 0-500 email addresses with the understanding that the Great Neck Library can increase the number of email addresses for an additional charge. Such funds are to be taken out of the Computer Software budget line.

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

MOTION CARRIED UNANIMOUSLY

Landscape Contract

This item was removed from the agenda as quotes were not provided.

CORRESPONDENCE

Correspondence was received from Naomi Penner, dated March 4, 2013. Ms. Penner was not present to speak to her letter which is attached.

OPEN TIME

No one spoke.

ADJOURNMENT

This portion of the meeting was adjourned at 8:24 p.m., after which the Board moved into the second Budget Workshop.

SECOND BUDGET WORKSHOP

At the first Budget Workshop, the Business Manager was directed to trim specific areas of the proposed budget by \$48,300 to eliminate the deficit.

For the second draft, he reduced the non-tax operating revenues – in areas of fines, interest on savings, computer printing fees, book sales and gift income – an additional \$8,000 resulting in a reduction of the total operating revenue by \$43,000.

Newsletter printing and postage line was cut by \$12,000, family health and dental benefits by \$18,900, salaries reduced \$5,900 in the on-call/substitute line resulting in an additional \$300 savings in employee taxes, electronic format materials remain flat rejecting the \$15,000 request for additional funds, books for author events cut by \$4,000, and payroll processing fees – after analyzed and corrected – decreased by \$7,000. Computer maintenance of the OPAC and service

contracts lines were reviewed revealing a shortfall of \$2,000 and \$1,200 respectively. Both lines were adjusted upward to cover the shortfall. Mr. Zitofsky will take a look at the databases budget to see if can come up with some more savings.

This second draft of the budget now shows a total expenditure of \$8,532,000 (1.41% increase over the previous year).

ADJOURNMENT

The meeting was adjourned at 8:45 p.m. on motion by Joel Marcus and seconded by Josie Pizer.

Respectfully submitted,

Janet Nina Esagoff
Acting Secretary, Board of Trustees