

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING & BUDGET WORKSHOP
MARCH 23, 2010, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees followed by the second workshop for the 2011 proposed budget was held on Tuesday, March 23, 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 with prior notice: Martin Sokol

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

EXECUTIVE SESSION

Prior to the open meeting, the Board met in executive session at 7:00 p.m. for an update on the environmental issues regarding the Main Building expansion by Zoning Counsel Paul Bloom. On motion by Josie Pizer and seconded by Varda Solomon, the Board came out of executive session.

CALL TO ORDER

President Greene called the public session to order at 7:50 p.m.

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 regular meeting of February 16, 2010, the special meeting of February 24, 2010, and the Budget Workshop of March 9, 2010, as presented.

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

TREASURER'S REPORT – PERSONNEL CHANGES

During the month of February 2010, revenue received was \$13,638. Total expenses were \$577,493.

At the close of business, February 28, 2010, total unadjusted operating fund holdings were \$1,649,571. Of these funds, \$1,098,673 was on deposit at HSBC, \$548,118 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 February 28, 2009, unadjusted balance of \$2,302,903.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,181,562; the Automated Library fund was \$122,067; the Restricted Gift fund was \$375,305; the Branch and Special Services fund was \$139,917. These funds totaled \$1,818,852 on February 28, 2010. The February 29, 2009, unadjusted total was \$2,282,828.

Trustee Solomon pointed out that the large difference in the balance on hand on February 28, 2009, when compared to February 28, 2010, was due to the February check not deposited in the bank as the Library was closed on February 26th because of a snow storm. It was then deposited in March. Therefore, the end of month balance did not reflect the amount of that check.

Public Comment: Ralene Adler

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 March 23, 2010, Treasurer's Report.

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 February 13, 2010 through March 19, 2010, Paid Checks numbered 0028229 through 0028233, 0028270 through 0028275, and 40567 through 40586, and To-Be-Paid Checks numbered 40587 through 40721, the sums set against their respective names, amounting in the aggregate to \$319,493.90.

A member of the public, who had attended the Finance Committee meeting, inquired whether the check for VHB Engineering, that was inadvertently signed, was included in the warrants. Trustee Solomon then amended the motion to exclude that check as supporting documentation for the work done has not yet been received.

Public Comment: Marianna Wohlgemuth, Ralene Adler

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 February 13, 2010 through March 19, 2010, Paid Checks numbered 0028229 through 0028233, 0028270 through 0028275, and 40567 through 40586, and To-Be-Paid Checks numbered 40587 through 40721, the sums set against their respective names, amounting in the aggregate to \$319,493.90, with the exception of check number 40697 payable to VHB Engineering in the amount of for \$4,497.20.

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 February 11 and February 25, 2010, which have been reviewed by the Treasurer, in the amounts of \$176,278.88 and \$172,196.87 respectively, for a total of \$348,475.75.

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 February 13, 2010 through March 19, 2010.

Trustee DiCamillo, Chair of the Personnel Committee, requested that this motion be amended to exclude the Senior Custodian position and for it to be referred to the Personnel Committee as process was not followed. This was agreed on.

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 February 13, 2010 through March 19, 2010, with the exception of the Senior Custodian position which is being referred to the Personnel Committee.

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

OTHER REPORTS [Reports appended]

The reading of the reports from the Finance Committee, Branch Committee, Assistant Director and the Library Director was dispensed with to save time. Copies were made available to the public prior to the start of the meeting.

The Director was asked if she wished to highlight any portions of her report which she did. In addition to her written report, the Director provided the following information:

- Clarification of report on Unique Management. In February 2009, \$1,075 was collected for lost books. Revenues for lost books in February 2010 amounted to \$3,820 which is a 72% increase. Revenue for fines saw a 53% increase.
- Census Bureau's representatives on Mondays and Fridays 5-9 p.m., Saturdays 12-5 p.m. and Sundays 1-5 p.m. from March 26 through April 19 in the lower level lobby to provide assistance in filling out the questionnaires. This information is on the Library's website as well as that of the Census Bureau. Forms are available in English, Spanish, Chinese, Korean, Russian, and Vietnamese.
- She showed the Trustees the annotations that the children's librarians put together on the historic children's books. She is hoping to have the titles on the Library's website. She showed a picture of the tree that the Jr. Levels kids helped to decorate; also the Great Neck Reads poster which was on display in the room. Great Neck Reads Program starts on April 12th. Calendars for all the activities are available online and at all Library locations.
- Ron Zachary, architect for the Station Branch relocation, sent bid documents to four contractors and they have been advised that time is of the essence. The Board will be notified when the bids have come in. She will also provide the Trustees with a set of the plans.

Public Comment: Pam Marksheid

OLD BUSINESS

Long Range Plan [Appended]

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

RESOLVED, that the Great Neck Library Board of Trustees approve the attached Great Neck Library Long Range Plan 2010-2015 document.

Committee Chair, Trustee Pizer, was commended for the excellent document that has evolved. Trustee DiCamillo asked for the removal of “Friends of the Library” from the document because of legal discussions in the past pertaining to this group. She also objected to the use of the word “encourage” appearing on page 7 of the document which states: *Objective: Encourage Library patrons to develop a “Friends of the Library” group to function as a separate 501C-3 organization whose charge would be to help raise awareness of the Library through fund-raising for special programs and events.* She wanted to know what tools will be used to accomplish this as it gives the connotation that staff would be involved in the development of this plan, and no member of staff should be involved.

Trustee Pizer assured her that no member of staff will be asked to work on developing a friends committee. It will be separate and apart from the Library and the Board of Trustees. It will function as a fundraising committee. Trustee Pizer and Trustee DiCamillo mutually agreed to discuss these issues at a later date.

Director Jane Marino advised that she had sent a copy of the plan to Jackie Thresher, Director of NLS, and Ms. Thresher had no objections to a “Friends Committee.” Ms. Marino has worked with many friends groups and they operate independently as a fundraising and programming arm of the Library and are not political. She expressed hope that such a group will be formed for the Great Neck Library. She assured everyone that staff time and resources would not be used.

A consensus was reached amongst the Trustees to replace the word “encourage with “welcome.” The motion was therefore amended to reflect this change.

Public Comment: Ralene Adler, Dan Nachmanoff, Stanley Romaine, Karen Rubin, Carol Frank, Norman Rutta

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

RESOLVED, that the Great Neck Library Board of Trustees approve the attached Great Neck Library Long Range Plan 2010-2015 document with an amendment changing the word from “encourage” to “welcome” on page 7.

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

NEW BUSINESS

Retirement Incentives

The Personnel Committee recommended that the Board of Trustees approve a retirement incentive for all eligible staff for the year 2010. This incentive would be announced by March 24 and any interested staff would have until April 15, to express his/her interest in participating so that savings may be included in the final draft of the budget.

All staff, fulltime and part-time, who have been continuously employed by the Great Neck Library from 7/1/1995 through 6/30/2010, and who will be aged 55 or higher as of 6/30/2010 and whose combined age and years of service will total 85 years or more as of 6/30/2010 are eligible.

The incentive will constitute a lump sum payment of 25% of the employee's annual salary for all employees whose combined age and years of service total 100 years or less. For those employees whose combined age and service total more than 100 years, they would be offered a weighted incentive which would be computed as follows:

$$\frac{2010 \text{ Base Salary}}{4} \times \frac{\text{Combined Age} + \text{Years-of-Service}}{100}$$

The NYS Retirement System will not include this payment in its calculation of the employee's Final Average Salary.

In order to qualify, the employee would have to notify the Director on or before 4/15/2010 of his/her decision to retire on or before 6/30/2010 and, if a member of the NYS Retirement System, file the appropriate paperwork.

[There are 18 employees who are eligible, of which 8 have more than 100 years of combined age and years of service.]

Public Comment: Norman Rutta, Carol Frank, Pam Marksheid, Michael Currie, Courtney Greenblatt, Ralene Adler

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

RESOLVED, that the Great Neck Library Board of Trustees approve the retirement incentive plan as outlined above.

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

Parking Lot Repairs

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

RESOLVED, that the Great Neck Library Board of Trustees hereby authorize the award of a contract for the patching, sealing and striping of the parking lot at Main to Blacktop Unlimited, Inc., as per their proposal dated March 17, 2010, at a cost of \$8,045, to be charged to the Repairs and Maintenance line of the operating budget.

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

Public Comment: Norman Rutta, Ralene Adler, Pam Marksheid, Carol Frank

Landscaping Contract

In response to the President's question on whether this was put out for bid, the Business Manager read the following into the record:

“As per our conversation, inasmuch as it has taken years to find a landscaping contractor we like at a most reasonable cost, and as the Board has mentioned on numerous occasions over the past year their pleasure with this contractor and its price structure, we have agreed to forego competitive bids this year. Such practice is allowed in the Board Policy Manual, section 400-70, Procurement Policy, second to last paragraph which states: “Should a vendor have provided satisfactory service, the Library may renew an existing contract if the cost of a contract remains unchanged or if the cost increase is deemed minimal, i.e., if the cost increase approximates the annual inflation rate.” Island Associates has submitted a proposal for 2010 with no increase over 2009.”

Public Comment: Carol Frank, Ralene Adler

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the renewal of the landscaping services contract for the season, April 1 through November 30, 2010, to Island Associates, at a cost of \$655 per month as per their proposal dated March 18, 2010, to be charged to the Landscaping and Snow Removal budget line.

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

Excess Equipment

Upon motion by Janet Eshaghoff and seconded by Anna Kaplan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule dated March 11, 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

Excess Furniture

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

RESOLVED, that the Great Neck Library Board of Trustees declare the Concorde boat-shaped table, serial number 6600820579901 that was used for Board of Trustees meeting as 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

OTHER BUSINESS

Trustee Pizer asked the Board to consider starting Board of Trustees meetings at 7:30 p.m. instead of 8:00 p.m. as this would be more efficient and effective. This was agreeable to the Trustees. The Director will research to ascertain if this is a policy and if it is, it will be referred to the Policy Committee for recommendation to the Board for a vote at the next meeting. If it is not, the President has the power to make that change. A meeting of the Policy Committee should be scheduled very soon to discuss this as well as the time change for opening the Library on Saturdays at 10:00 a.m. instead of 9:00 a.m.

President Greene congratulated Trustees Kaplan and DiCamillo for their awards as Women of Distinction.

Public Comment: Ralene Adler

CORRESPONDENCE [Appended to these Minutes]

Ralene Adler spoke to her letter of February 5, 2010, addressed to Treasurer Varda Solomon, and the latter's response on March 18, 2010.

Michael Currie spoke to his letter of March 2, 2010, addressed to the Board of Trustees.

Public Comments: Pam Marksheid

OPEN TIME

Marianna Wohlgemuth inquired of the Library Director about the status of the Parkville Branch. Director Marino reported that she has not yet heard from Superintendent Dolan of the Great Neck School District on whether or not the recreation program at the Parkville School will be discontinued but she will send him an email reminder.

ADJOURNMENT

President Andrew Greene called for a motion to adjourn this portion of the meeting at 9:12 p.m. The motion was made by Trustee DiCamillo.

DISCUSSION OF PROPOSED 2011 BUDGET

The Budget Workshop was called to order at 9:17 p.m. for a discussion of the second draft of the 2011 proposed budget. Business Manager Zitofsky, as was suggested at the first budget workshop, implemented items B-G below in this second draft.

- B Open the Main Library at 10:00 a.m. instead of 9:00 a.m. on Saturdays.
- C Reduce Sunday hours by closing one Sunday earlier in June and one less staff person.
- D One less Circulation clerk from 6:00 – 9:00 p.m.
- E Reduce Circulation staff by 56 hours and Reference staff by seven hours.
- F Computer Consultant – reduce from \$9,000 to \$6,000.
- G Materials and Programs – 10% cutback in most areas except for audio-visual.

The implementation of the above resulted in a total savings of \$148,500 and cuts the growth of the first draft of the 2011 budget down to a 1.4% increase over the 2010 budget. This would reduce the tax increase from 5.7% to 4.4% or from \$20 to \$15 for a home assessed at one million dollars. The savings from the incentive will reduce tax increase from 4.4% to about 3.4% with the ability to go down to 2.9%. This will not be known until after the April 15th incentives

deadline. Other options were looked at if the incentive does not give the desired results. Unfilled vacancies needed to be looked at and if they have not been filled for a while, they should be eliminated.

The Director asked the Board for some guidance in terms of numbers to reduce the proposed budget. Trustee Greene proposed something in the range of 3.4% or 3.5% with or without the incentives.

According to Mr. Zitofsky, the audit at the end of 2010 will show a surplus of \$174,000 due to the timing differences in the taxing systems. Trustee DiCamillo's question is that if this surplus is being built into the 2011 budget, the cash is not there as of 12/31/2010 – only \$87,000. She contended that the Business Manager is locking in \$87,000 of unallocated monies to take care of the 2011 budget. President Greene asked Mr. Zitofsky to run this by the auditor, Al Coster, and have him explain it as well as provide the definition of unapplied balance. A third Budget Workshop was scheduled for April 7th at 7:30 p.m. at which time discussion will continue on further cuts in the budget that may be necessary. The Business Manager will ask Mr. Coster to attend that meeting pro bono.

Trustees Eshaghoff and Kaplan left at 9:55 p.m.

Public Comment: Karen Rubin, Ralene Adler, Norman Rutta, Janet Fine, Michael Currie

ADJOURNMENT

The meeting was adjourned at 10:00 p.m. on motion by Trustee DiCamillo

Respectfully submitted,

Janet Eshaghoff
Secretary of the Board of Trustees