

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
& BUDGET HEARING/ADOPTION
APRIL 17, 2012, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, followed by a Budget Hearing and Adoption, was held on Tuesday, April 17, 2012, 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:

Varda Solomon – President
Martin Sokol – Vice President [left at 7:40 p.m.]
Francine Ferrante Krupski – Secretary
Marietta DiCamillo – Treasurer
Joel Marcus – Assistant Treasurer
Josie Pizer – Assistant Treasurer
Janet Nina Esagoff [left at 9:35 p.m.]

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

CALL TO ORDER

President Solomon called the meeting to order at 7:35 p.m.

MINUTES

Upon motion by Francine Ferrante Krupski, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of March 20, 2012, as presented.

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

TREASURER'S REPORT

Upon motion by Marietta DiCamillo, seconded by Josie Pizer, 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:

-
- April 17, 2012, Treasurer's Report;
 - Warrant dated March 17, 2012 through April 13, 2012 for Paid checks numbered 0030355 through 0030359, 0030393 through 0030398, and 44559 through 44578 and Checks To-Be-Paid numbered 44579 through 44700, the sums set against their respective names, amounting in the aggregate to \$198,292.10, with the exception of check number 44617 in the amount of \$9,870.73;
 - Payroll Warrants for pay dates March 8, 2012, and March 22, 2012, in the amounts of \$172,040.06, and \$187,545.99 respectively for a total of \$359,586.05.

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

PERSONNEL CHANGES

Upon motion by Marietta DiCamillo, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Personnel Changes for February and March 2012 as presented and which have been reviewed by the Personnel Committee.

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

REPORTS

Branch Committee

Wednesday, April 11, 2012 at 7:30 p.m. at the Station Branch.

In Attendance: Josie Pizer (Chair), Janet Esagoff (Trustee), Varda Solomon (Board President). Absent with Notice: Francine Ferrante Krupski (Trustee). Also in Attendance: Jane Marino (Library Director), Laura Weir (Assistant Director).

Call to Order: Chair Josie Pizer called the meeting to order at 7:40 p.m.

Parkville Lease Amendment. The Director indicated that the Lease Amendment that was signed by the Board was not acceptable to the School Board and that the School Board indicated that they wanted the Lease amendment signed by April 18th. The committee reviewed the lease amendment and Ms. Marino answered questions of the committee. The committee recommended that the lease amendment be signed.

Station Branch. The committee reviewed the plans for the back area of Station Branch to see how much space there would be for offices or collections to be moved there. The committee agreed that the space should be better utilized and that it was necessary to consult an architect to see how the space could be reconfigured.

Lakeville Branch. The committee will meet at the Lakeville Branch on May 16 and will look at the facility and hear from its Branch Head.

Adjournment. There being no further business, the meeting was adjourned at 8:25 p.m. [End of written reports]

Branch Committee Chair Josie Pizer inquired of the Director as to when the questionnaire for the Parkville Branch will be ready for the Branch Committee to review and she would like it for the next Branch Committee meeting.

She also had corrections to the March Report of the Branch Committee meeting which was already presented to the Board on March 20th. [See amendment under ‘Old Business’ on page 11 of these Minutes]

Building Advisory Committee

Below are the written reports of the Building Advisory Committee meetings which were held on March 22 and April 4 at 7:30 p.m. in the Multi-Purpose Room.

THURSDAY, MARCH 22

In attendance: Trustees – Marietta DiCamillo (Chair), Josie Pizer, Varda Solomon, Martin Sokol. Committee Members – Ralene Adler, Mike Currie, Naomi Feldheim, Stu Hochron, Amy Levinson, Marianna Wohlgemuth. Professional Members – Donald Dillon, Leslie Kahn, Allegra Goldberg. Absent with notice Richard Kestenbaum. Staff Members – Jane B. Marino (Library Director), Justin Fuchs (Children’s Librarian), Christine Johnson (Technical Services and Reference Librarian).

The meeting was called to order by Ms. DiCamillo at 7:35 p.m.

- 1. Meeting with Architect – Update.** Marietta advised the committee that the meeting has been set for Wednesday March 28 at 5:15 p.m. The meeting will be held at Dattner offices. As previously agreed, Marietta DiCamillo, Josie Pizer, Jane Marino and Don Dillon will attend.
- 2. Review of Time Line.** Marietta asked Don Dillon for an assessment against the original timeline. Don stated that while we are doing well against the timeline, it is essential to start the meetings with the architect. That will start the process of putting our scheme and budget together.
- 3. Budget.** Marietta asked the committee members for their opinions concerning a dollar amount that might be acceptable to the community for the renovation project.

Marianna Wohlgemuth stated that she had polled her civic group in New Hyde Park and gave them a variety of ranges to consider. She stated that the community felt that \$5-10 million is sufficient. There are about 25-30 people in each of the New Hyde Park civics. Leslie Kahn stated that from an informal canvass of people he has spoken to, he believed \$10M was a number that could be supported. He added that the MEP (mechanical, engineering and plumbing) upgrade would be around \$80 per square foot. He further stated \$200 a square foot overall for the project should be doable.

Don Dillon stated that establishing a number at this point is really not relevant. It might be useful to see what the community might bear but we should not throw numbers around. We could think of it as a target, but we really need to establish a program and a design – one with options. It is

important that our committee support the plan. Then this committee becomes an ambassador that supports the plan.

Marietta DiCamillo stated this was the process used during the last referendum and it didn't work, you have to have a range to work within. Varda Solomon stated that we can't know now what \$10 million will buy. Amy Levinson agreed that there is a danger in throwing out numbers. Since much of the work is related to mechanical and lighting upgrades that are not immediately apparent, the community won't be able to see a lot of the work that we did. They want to see the results.

Stu Hochron stated that the actual number that it is going to cost us is somewhat irrelevant. We want to spend money in the proper manner. The community has told us not to make changes not for the sake of spending money. Taxes from other entities in Great Neck are all added into what the community pays. We have to think responsibly.

Many committee members agreed that both a desired budget number and the elements of a desired program should be considered, rather than fall into the trap of having a design with a price tag too high for the community to accept.

- 4 **Task Analysis Report.** Marietta DiCamillo put together a list of the priorities for the building, both interior and exterior and stated that the intention of this list is to focus on the items we need to accomplish. Since this list had been sent to the committee ahead of time, she asked for feedback.

Mike Currie mentioned that there was no mention of the curbside drop off and there is no mention of deliveries. The committee went on to discuss the issue of deliveries and safety. Amy Levinson had drawn up a delivery plan in which trucks would park away from the building and use a walkway to make deliveries. The walkway could be covered.

Mike Currie stated that he had walked past the front of the building to see about an entrance there and noted that there are trees, poles and a hydrant. This would be an issue when consideration was given for a curb cut. He added that there could be other obstacles not seen i.e., gas lines.

Marietta DiCamillo stated that the Director will forward both the map of the proposed delivery solution and the task analysis in preparation for our first meeting with the architects.

- 5 **Review of current configuration and needs.** Ms. Marino put together a spreadsheet for each department, citing square feet, number of employees, size of offices, collection numbers, seating availability, notes from the staff meetings she had and her recommendations. The goal in this presentation was to indicate where departments could shrink and other departments needed to expand. This list would be shared with the architects when we meet with them.
- 6 **Next Meeting and Adjournment.** Ms. DiCamillo reminded the committee that our next meeting would be April 4th at 7:30 p.m. sharp. There being no further business, the meeting was adjourned at 9:30 p.m.

WEDNESDAY, APRIL 4

Present: Trustees – Marietta DiCamillo (Chair), Josie Pizer, Martin Sokol, Varda Solomon (Board President). Committee Members – Naomi Feldheim, Stu Hochron, Amy Levinson, Marianna

Wohlgemuth. Professional Members – Leslie Kahn (Engineer), Mike Currie (Engineer). Staff Members – Jane B Marino (Library Director), Justin Fuchs, Christine Johnson.

1. **Call to Order.** The meeting was called to order at 7:35 p.m. Marietta advised the committee that Richard Kestenbaum resigned due to time constraints. In the absence of Richard Kestenbaum, she asked Mike Currie if he would serve the committee in his Professional Category since he is an engineer. Ms. DiCamillo further advised the committee that the curb cut was going to be far more involved than originally believed to be. The Director had met with a representative from the Nassau County DPW who pointed out the electrical, water and gas lines that would be affected by the cut. There would need to be plans drawn up; an engineer would need to be consulted and Nassau County would need to be involved in the entire process. Even after all of that there was no guarantee that it would even go forward.
 - a. **March 28 Meeting with Dattner.** Don Dillon, Marietta DiCamillo, Josie Pizer and Jane Marino met with Daniel Heuberger and Ernesto Vela at the Dattner offices on March 28. Marietta referred the committee to her March 28th email summarizing the meeting. The biggest take-away from the Dattner meeting were the tasks Daniel Heuberger asked the four participants to complete. The first is to identify the logic behind the decision concerning space and programs, to identify the options library could be doing that it is not doing and to identify items that could be potential down falls. The second, for the Director, was to evaluate the shape of the collection and the analysis of staff integration. Marietta indicated that these tasks should be discussed with the committee so there would be additional input. Two of the architect's concerns were ease of connection between the main and lower floors which would require some creativity to make it work. Another concern was use of the mezzanine; egress from the mezzanine and air circulation. Josie indicated that Dan Heuberger thought offices might be possible for the mezzanine. Marietta indicated that the second meeting, originally scheduled for April 3, was cancelled in order to get BAC feedback. She then spoke about the document she and Josie put together in response to Mr. Heuberger's task and using the information in the Director's departmental analysis. Marietta discussed office space and flexible space and indicated that flexibility and mobility of the staff and the space should be considered number one priority. There was a discussion concerning "phasing" during the construction project, which is another potential problem, since it could add both time and cost to the project. Leslie Kahn indicated that the committee must decide if and what we are willing to trade off. If we close the library there are other costs. Amy Levinson asked if it's possible to have two plans, one with a phasing plan and the other will be without phasing. Stu Hochron indicated that the public really doesn't want the library closed. Those closing costs have to be considered. Marietta indicated that any asbestos abatement will require closure. She also indicated that we were clear in our Dattner meeting about budgeting and phasing. Amy Levinson let the Building Advisory Committee (BAC) know of Dr. Dolan's willingness to make sure some type of school building space would be available for Levels. Ms. Levinson stated that the School District has open meetings months ahead of any vote. The BAC then reviewed responses to Dattner's assigned tasks.
 - b. **Reference/Reading Room.** The BAC discussed both the circulation functions, the desk currently used and options for the future including:
 - i. A combination reference/circulation desk;
 - ii. A small info desk, staffed by clerical staff, used mainly for information and direction, along with self-check stations and a small desk to handle circulation problems;
 - iii. A central reference desk, where readers advisory and reference functions could take place;

-
- iv. The BAC heard the staff's concern about moving the History Room from Main to Station Branch;
 - c. Audio Visual – It will remain the same size and bring it upstairs.
 - d. Circulation – Reduce size of circulation. Look at configuration.
 - e. Children's – Our target area was 4,000 square feet. We would want to include the outdoor and patio space, share Levels, a dedicated entrance. Bathrooms should be included.
 - f. TS/Book Room will be reduced to 2,285. We could consider putting programming into TS/Book Room area.
 - g. Levels – Would remain the same with updated technology to make better use of space along with storage.
 - h. Computer Room – BAC considered whether an additional 90 square feet was necessary and would revisit this option.
 - i. Maintenance Support Facilities – Will new systems take less space. Leslie Kahn said there will be some space saving. You don't need an office and a workroom.
 - j. Meeting Room Space – There will be a modest increase in space but a different configuration. Mike Currie talked about the JCC and their collapsible seating. Varda Solomon talked about how they also have an auditorium. Varda also visited the South Huntington Library. It was a community room but had other purposes. Marietta stated that we need to consider a flat floor without fixed seating, she couldn't see, with all the space constraints, how we would be able to either raise to accommodate the slope floor or excavate below. Amy Levinson said it was going to come down to a matter of dollars and cents.
 - k. Administration. Modest increase of 200 square feet. Move Business Office to Station Branch. Move programming to Book Room.

Marietta indicated that due to time constraints, the agenda will be continued to the next meeting agenda on April 19, 2012, specifically the qualitative analysis of staffing and the collection. She stated that one of the things that Dan Heuberger said in the meeting was that he would like to have two more people at the meeting. Marietta said we could do between 2 and 3 additional people. On the third meeting, we would have him come out to the library. The BAC will decide who will attend the second Dattner meeting of April 24th at the next meeting of April 19th. Josie Pizer talked about asbestos evaluation and abatement to help us decide about library closing.

Marietta listed some items that we currently don't do, including use of the patio and outdoor use; open/flexible spaces; independent book clubs and other discussions into a cozier environment (i.e. living room); a digital media lab; consider service areas and realignment of departments and asked the committee for feedback.

She also indicated items that have potential for referendum failure: cost, closure and parking lot safety. If committee members have other issues they are asked to email them to the Director and Ms. DiCamillo.

The meeting was adjourned at 9:30 p.m. Marietta reminded the committee of the next meeting on April 19th at 7:30 p.m. sharp. [End of written reports]

Ralene Adler, a member of the Building Advisory Committee, asked Trustee DiCamillo to provide the agenda and accompanying documentations ahead of the meeting so the committee will have enough time to prepare for the meeting. Trustee DiCamillo apologized and promised to follow through on the suggestion.

Public Comment: Carol Frank, Ralene Adler

Policy Committee

Thursday, March 29, 2012 at 1:30 p.m. in the Multipurpose Room.

In Attendance: Joel Marcus (Chair), Francine Ferrante Krupski (Trustee). Absent with Notice: Martin Sokol (Trustee), Varda Solomon (Board President). Also in Attendance: Jane B. Marino (Library Director), Laura Weir (Assistant Director).

The meeting was called to order at 1:35 p.m.

1. **Workplace Violence Policy.** Laura Weir brought the new committee members up to date on the origin and development of Workplace Violence Prevention Program and its objective, as required by NYS Dept. of Labor. She indicated that the process is nearly complete. She is looking to verify some of the terms used in the policy and procedure document that accompanies it from some other sources. Another portion of the program is to provide the Great Neck Library Board of Trustees with a written policy for approval as part of the Library Board Policy Manual. Trustees Marcus and Krupski were given a copy of the Workplace Prevention Program to review for continued discussion at our next meeting. She and the Director indicated that the committee should be ready to recommend for inclusion on the May, 2012 agenda.
2. **Purchasing Policy.** Joel Marcus asked for the procedures put in place for items purchased for the collection. The Director explained that each Department and Branch is given a budget for items to be added to the collection, such as books, A/V materials or periodicals. She indicated that since her arrival in 2009, this system has worked well, with both the Director, Business Manager and Finance Committee conducting oversight on expenditures to insure that they are within budgeted amounts. She indicated her confidence in the staff's ability to purchase items and services appropriately. No further action by the committee is indicated.
3. **Programming.** The Director further explained that the same process was in place for program planning for adult programs, children's programs, Levels programs and Teen programs. The Director is currently in charge of Adult Programming. The Music Advisory Committee plans quality musical events for Adults. There is an ad hoc *Authors @ Great Neck* Committee that finds authors for speaking engagements. Admission to Programs policy 900-20 gives priority seating to Great Neck residents. No further action by the committee is indicated.
4. **Legal Counsel Policy.** Policy 100-30 deals with the Library's legal counsel and how and when he or she should be contacted. After discussion by the committee a suggested change to this policy will be brought to the Board for its April agenda.
5. **Overdue Fines Change.** The Director indicated that she had suggested to the Board that the fines for overdue books should be raised from the current \$.10 for adult books and \$.05 for children's books to \$.20 and \$.10 respectively. Upon further investigation, the Director reported there are some inconsistencies between the Library's policy manual regarding circulation of items and the Circulation Department's manual and will try to make these two documents consistent before she presents it to the committee for consideration.
6. **Continuing Education.** Mr. Marcus asked Ms. Marino to explain what policies were available. She indicated there are two sections of the policy book on Continuing Education. Section 200-60 deals with Trustee continuing education and Section 400-80 deals with Staff Continuing Education. She reviewed those sections for the committee.

-
7. **Donations.** The Director indicated that she had asked her Assistant to research what gifts had been given to the library and whether or not any sort of plaques had been used to commemorate those gifts. She reported that there are several plaques throughout the library's interior and outside the library as well. There are plaques on the Silent Study room, a plaque on the copper fountain in the reading room and on the marble sculpture. There are two redwood planters outside the lower level lobby doors and two planters outside the front entrance. The Levels sign was purchased by a patron in honor of her son. A gift to the Children's Room was commemorated with a plaque. There are also three trees outside the library with plaques. Ms. Marino reported that these gifts and plaques indicated that precedent had been set. She recommended that wording for this kind of gift giving opportunity be inserted into Section 1200. The committee will ask that it be added to the April agenda.

There being no further business, the meeting was adjourned at 3:40 p.m.

Assistant Director

Travel Book Continuations: Librarian Maureen McKenna has long been in charge of the Travel Collection, ordering books for the Main Library and the Branches. Last fall she approached me about creating a Continuations List of travel books from our vendor Baker and Taylor that would allow travel books to arrive automatically as they are published. At that time we were receiving a small amount of travel books automatically from Brodart, however, she wanted a more comprehensive list and she wanted the Branch Heads to have a more active roll in ordering for themselves. Baker and Taylor offered more titles and had a better discount as well. After discussions, we agreed that a new Continuations List would be a good way to keep track of the collection and also a good way to supply the branches with the various travel publications and geographic destinations each Branch Head felt were right for their community. Each Librarian was given a copy of the series publications available and was asked to choose what they wanted in their own branch collection. For example, Jayne Alexander at Parkville wanted the Eyewitness 'Top Ten' series, which identifies 10 things for a tourist to do in major cities around the world. The Continuations List also allows for variety because different branches requested different publications, which we all share. Maureen launched the program in March. The travel selections are now coming in and everyone is quite satisfied with the results. I would like to thank Maureen for her work on this project, which will enable our patrons to get the books they want quickly and efficiently.

Public Library Association Conference: The PLA Conference is always a pleasure to attend. Because it is directed specifically to the experience and interest of the public librarian there is always a wide range of relevant programs, presented by peers, from which to pick and choose to attend. In the Exhibition Center I met with vendors, some familiar from long years of association, others new acquaintances, who were eager to demonstrate new products and offer service solutions. I met up with colleagues who attended the same workshop and were eager to discuss the concept over lunch. This year's PLA Conference in Philadelphia ran from March 14 through 17, 2012. Attached are the highlights of the programs I attended.
[End of written report]

Trustee Pizer asked the Assistant Director to find out if HGA Architects and Engineering, one of the vendors at PLA, has an office in the New York area.

Library Director

Main Building: According to our vendor, Power Cooling, our cooling tower will be shipped on May 5, 2012 with installation starting on or around May 10, which will last 5 days. We have submitted all

appropriate paperwork for the building and plumbing permits and as soon as those are issued and the contract is signed, Power Cooling would like to come in and start some preparation work.

I would like to thank former Trustee, Anna Kaplan, for her help in expediting the permit process and for getting the money promised as a credit to us applied to the permit costs for this project.

A copy of the contract, which has been prepared by our attorney and approved by Power Cooling, is in your board packets.

Udall's Pond: Work continues on Udall's Pond but it is sporadic.

Donations: We have received a few more checks in honor of Maria Fornari and I responded to Mr. Galdston that we would accept whatever donation he would like to make and, if appropriate, find a way to memorialize that gift. We have a precedent for this kind of acknowledgement and there is a list attached of previous gifts.

The Policy Committee met, as you can see by the report in your packets, and has suggested revised wording for the gift policy already in place.

MTA Tax: In its most recent budget, the New York Legislature put into place a reimbursement policy for any MTA tax paid by libraries not already exempted by its payroll size. I met, along with the Directors from Port Washington, Shelter Rock, Roslyn, Manhasset, Hillside, and Floral Park libraries, with Senator Jack Martins in his office in Garden City Park. Arranged by the Port Washington Director, its purpose was to thank Senator Martins for his work on the MTA tax, for sponsoring the bill which would make libraries, all libraries, exempt from the MTA tax. He talked about the "quick fix" that has been put into place of reimbursing libraries for their tax payment and he maintains hope that his bill will be successful. Senator Martins is also responsible for the restoration of grants that had been promised to Great Neck, Roslyn and Port Washington and then pulled, for which we also thanked him. The Senator is also a member of the Committee on Libraries in the NY State Senate and as a former library trustee and a library user, he understands and supports libraries. I extended an invitation to him to visit our Library as did my colleagues. It was an important connection to have, especially since he has been so helpful and supportive to the library. [End of written report]

Trustee Pizer asked the Director to double check the March statistics for Patron Count at Main which seems very high.

Trustee DiCamillo asked the Director to obtain the dates when the donations on the list she attached to her report were made to which the Director replied that she will forward whatever she can find to the Trustees.

Public Comment: Ralene Adler

OLD BUSINESS

Parkville Branch Amended Lease

Upon motion by Francine Ferrante Krupski and seconded by Janet Esagoff, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the President of the Great Neck Library Board to execute the lease amendment dated March 28, 2012, for the 1,190 additional square feet of space at the Parkville Branch in accordance with the amount currently in effect (\$17.48 per square foot) which shall be applied to the additional space to result in a new monthly rent during the lease year November 1, 2011 to October 31, 2012 of \$8,032.06 per month, prorated and applicable to the first month during which the Library occupies the additional space. Annual and monthly rent due during subsequent years shall be calculated as specified in the lease amendment document.

The wording of the resolution was then discussed and some changes were made.

Upon motion by Francine Ferrante Krupski and seconded by Janet Esagoff, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend the resolution to authorize the President of the Great Neck Library Board to execute the second amendment to the lease amendment dated March 28, 2012, for the 1,190 additional square feet of space at the Parkville Branch in accordance with the amount currently in effect (\$17.48 per square foot) which shall be applied to the additional space to result in a new monthly rent during the lease year ending October 31, 2012 of \$8,032.06 per month, prorated and applicable to the first month during which the Library occupies the additional space. Annual and monthly rent due during subsequent years shall be calculated as specified in the lease amendment document.

VOTE: Yes – 6 (DiCamillo, Esagoff, Ferrante Krupski, Pizer, Marcus, Solomon)

MOTION CARRIED UNANIMOUSLY

Cooling Tower Contract

Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the President of the Great Neck Library Board to execute a contract between Power Cooling Incorporated and the Great Neck Library for an amount not to exceed \$101,650.00 to install a new cooling tower for the Main Library, including all electrical, plumbing, demolition and construction work. Such funds are to be taken from the Main Building and Special Services fund.

Leslie Kahn, a member of the Building Advisory Committee, was thanked for his assistance with the project.

VOTE: Yes – 6 (DiCamillo, Esagoff, Ferrante Krupski, Pizer, Marcus, Solomon)

MOTION CARRIED UNANIMOUSLY

Change in Fiscal Year

Upon motion by Marietta DiCamillo and seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees change the Library's fiscal year from its current configuration of January 1st to December 31st to a fiscal year starting July 1st and ending June 30th. This change will take effect with the 2012-2013 fiscal year.

The Business Manager was asked to provide the benefits of changing the fiscal year. He stated that there are three major expenses in the budgeting process – salary, pension and health insurance – which are estimated months in advance without having any information from the State regarding pension and health insurance rates. In changing the fiscal year, our liability for pension will be known and only six-months of health insurance will be estimated instead of a full year. Additionally, the NYS Annual Report will be done on a timely basis. Both the Library and the School budgets are voted on at the same time with the latter taking effect six weeks later while the library six months later. Changing the fiscal year will put the Library on the same fiscal year as the School District, enabling the budgeting process to be easier and more precise.

Changing the fiscal year does not require a policy or bylaw change since the Library's Policy Manual is silent on this. It is an operational decision that requires notifying IRS of the change.

Public Comment: Karen Rubin, Norman Rutta

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

Branch Committee Report Correction

Upon motion by Josie Pizer and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend the Branch Committee Report of March 14, 2012, to reflect that Janet Esagoff volunteered to speak with the Great Neck School District attorney regarding the Parkville lease and members of the committee concurred.

The original report documented Varda Solomon as asking Janet Esagoff to contact the School Attorney.

Public Comment: Ralene Adler

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

NEW BUSINESS

Policy Manual Changes

LEGAL COUNSEL POLICY

Upon motion by Joel Marcus and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the modification of Section 100-30 of the Board Policy Manual as indicated.

At the March Board meeting, the Policy Committee was charged with coming up with a policy as to who should contact the attorney and for what purposes. The committee subsequently met and reviewed the existing policy. They proposed that, if any trustee has a question, the question in written or email form should be sent to the Board President who in consultation with the Board as a whole would then forward the question to the Library Director who would act as the sole liaison to counsel. Both question and the attorney's reply would be distributed to the entire Board.

The Board, in trying to get a handle on legal costs, wanted further clarification of this policy to provide a check and balance as to when the Director contacts the attorney for legal advice. Any question the Director has should first go to the Board President for authorization. The Board President should ultimately be cognizant and responsible for any legal issues and costs associated with such.

Trustee Esagoff pointed out that attorneys are now using electronic and not written format for communication.

Upon motion by Marietta DiCamillo and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees table the motion to amend Section 100-30 of the Board Policy Manual and send it back to the Policy Committee for rewriting.

Public Comment: Karen Rubin, Ralene Adler

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

DONATION POLICY

Upon motion by Joel Marcus and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the modification of Section 1200 of the Board Policy Manual as indicated.

The Policy Committee was also charged with coming up with a policy for donations resulting from a request by the family of Maria Fornari who wanted to fund the purchase of benches for the Library in memory of their mother.

The Policy Committee recommended adding to the existing policy that for gifts \$1,000 or more, if requested by the donor, the Library may opt to memorialize the gift with a plaque or other suitable display.

This was sent back to the Policy Committee for rewriting to give the Board the authority to publicly accept sizeable donations. The Committee was instructed to get legal opinion before changing the current policy.

Public Comment: Ralene Adler, Carol Frank

Upon motion by Marietta DiCamillo and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees table the motion to amend Section 1200 of the Board Policy Manual and send it back to the Policy Committee for rewriting.

VOTE: Yes – 6 (DiCamillo, Esagoff, (Ferrante Krupski, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Library Van

Upon motion by Marietta DiCamillo and seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the Library Director to purchase a 2012 Ford Transit Connect XLT Van at a cost not to exceed the New York State Municipal price of \$21,573.00 according to the specifications as outlined in the attached proposal from Tower Ford. Such funds are to be taken from the Main Building and Special Services Fund. The Purchase Order for this van should be submitted to Tower Ford no later than April 19, 2012.

VOTE: Yes – 6 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

OPEN TIME

Ralene Adler – vehicles pulling on to the cobble stone area at the foot of the stairs leading from the upper to lower level of the parking lot is dangerous for pedestrians using the stairs. She urged the Board to address this unsafe practice.

The Board took a brief recess at 9:20 p.m. and reconvened at 9:25 p.m.

BUDGET HEARING & ADOPTION

The third draft of the proposed budget was reviewed and then discussed.

[Trustee Esagoff left at 9:35 p.m. right after the Business Manager completed the review of the budget.]

Public Comment: Carol Frank, Ralene Adler, Karen Rubin

All five Trustees present – DiCamillo, Ferrante Krupski, Marcus, Pizer, and Solomon – unanimously adopted the proposed budget as presented, for the fiscal year July 2012 to June 2013 for a total budget of \$8,413,000 of which \$8,238,000 is to be raised by taxation, and that a letter and a copy of the budget be sent to the Great Neck School District.

EXECUTIVE SESSION

The Board went into Executive Session at 9:45 p.m. on motion by Francine Ferrante Krupski and seconded by Josie Pizer to discuss litigation. Four Trustees – Ferrante Krupski, Marcus, Pizer, and Solomon – voted in favor of the motion and one Trustee – DiCamillo opposed.

The Board came out of Executive at 10:15 p.m. on motion by Francine Ferrante Krupski and seconded by Josie Pizer.

ADJOURNMENT

The meeting was then adjourned on motion by Marietta DiCamillo and seconded by Josie Pizer.

Respectfully submitted,

Francine Ferrante Krupski
Secretary, Board of Trustees