

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING &
BUDGET HEARING/ADOPTION
APRIL 20, 2010, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees followed by a Hearing and Adoption for the proposed 2011 budget was held on Tuesday, April 20, 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

CALL TO ORDER

President Greene called the meeting to order at 8:05 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 and Budget Workshop of March 23, 2010, and the Budget Workshop of April 7, 2010, as presented.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL CHANGES

During the month of March 2010, revenue received was \$1,966,138. Total expenses were \$658,318.

At the close of business, March 31, 2010, total operating fund holdings were \$2,936,922. Of these funds, \$2,385,905 was on deposit at HSBC, \$548,237 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 March 31, 2009, balance of \$2,710,999.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,182,140; the Automated Library fund was \$122,084; the Restricted Gift fund was \$375,312; the Branch and Special Services fund was \$139,937. These funds totaled \$1,819,472 on March 31, 2010. The March 31, 2009, total was \$2,284,562.

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 April 20, 2010, Treasurer's Report.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Warrants

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

RESOLVED, I move 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 March 20, 2010 through April 16, 2010, Paid Checks numbered 0028315 through 0028319, 0028361 through 0028366, and 40722 through 40750, and To-Be-Paid Checks numbered 40751 through 40868, the sums set against their respective names, amounting in the aggregate to \$196,043.23.

Public Comment: Marianna Wohlgemuth

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Upon motion by Varda Solomon, seconded by Anna Kaplan, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Treasurer, who has reviewed all supporting documentation, to release for payment check number 40697 dated March 19, 2010 payable to VHB Engineering in the amount of \$4,497.20.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, 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 March 11 and March 25, 2010, which have been reviewed by the Treasurer, in the amounts of \$177,283.71 and \$177,153.26 respectively, for a total of \$354,436.97.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, 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 March 20, 2010 through April 16, 2010.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

OTHER REPORTS

Audit for Year Ended December 31, 2009

Upon motion by Varda Solomon, seconded by Anna Kaplan, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Auditor's Report for the year ended December 31, 2009.

The auditor's report was not voted on but sent to the Finance Committee for review at its next meeting on May 20, as was customary in previous years. Following this, it will then be brought to the Board for a vote on May 25th. The auditor, Al Coster, will be invited to attend both meetings.

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

RESOLVED, that the Board of Trustees of the Great Neck Library table the resolution to accept the auditor's report.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Branch Committee

Committee Chair, Trustee Eshaghoff, gave an oral report that the April 15th Special Board meeting was well attended with a spirited discussion on the pros and cons of signing versus not signing the lease for the new space for the Station Branch. The consensus at that meeting was that the lease should be signed at tonight's Board meeting pending Board approval of the 2011 proposed Library Budget. She also stated that contractors will be interviewed for the project.

Trustee DiCamillo inquired whether or not the lease was looked over in its entirety to make certain the concerns that the Board expressed during the entire process have been addressed and clearly stated in the lease. The President explained that the process of preparing and negotiating the lease has been overseen and negotiated by the Library's attorney, and that, after the formal portion of the meeting, he intended to look at the lease carefully with the Director. He also invited any Trustee who wanted to look at the lease to do so.

Trustee Solomon was concerned about the outcome if the lease were signed and then the community voted down the budget. The President explained that the project could be funded from the unallocated fund balance rather than through a tax increase. Mr. Zitofsky also added that if the budget was turned down, there would be a \$330,000 shortfall which means that additional cuts would have to be identified, or the project funded from reserve funds or some combination thereof. The 2010 budget would roll over and the 2011 proposed budget resubmitted for another vote at a later date. Worst case scenario, there is money in the Main Building and Branch Funds that could be used if the unallocated fund balance is depleted.

Public Comment: Karen Rubin, Leslie Kahn, Norman Rutta, Michael Currie

Building Committee

Committee Chair, Trustee Sokol, reported that the Committee is in the process of scheduling a meeting very shortly.

Finance Committee (Report Appended)

The written report was made available to the public prior to the start of the meeting.

Assistant Director & Director (Reports Appended)

The written reports were made available to the public prior to the start of the meeting.

Public Comment: Michael Currie, Naomi Penner, Norman Rutta

OLD BUSINESS

Starting Time of Board Meetings

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

RESOLVED, that the Great Neck Library Board of Trustees change the starting time of all regularly scheduled meetings of the Board of Trustees from 8:00 p.m. to 7:30 p.m. effective with the May 25, 2010, meeting.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Administrative Contract

Upon motion by Marietta DiCamillo and seconded by Martin Sokol and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the reappointment of Roslyn Gill as Staff Accountant, Marjorie Malcolm as Administrative Assistant, Neil Zitofsky as Business Manager and Laura Weir as Assistant Director and authorize and direct the President to sign the contracts

between the Board of Trustees and the above mentioned individuals for a two year period, January 1, 2010 through December 31, 2011 with salary increases as outlined in the attached document.

Trustee Solomon inquired whether these administrative contracts that the Board has been asked to approve have salary increases or benefits tied to the contracts that the Assistant Director and the Business Manager had negotiated for other units of the Library. Ms. Marino explained that the salary increases were determined by the Personnel Committee for the administrative staff. Every contract has the same benefits package that is not renegotiated in each contract. The only part of the contract that is renegotiated is salaries unless something else comes up.

Trustee DiCamillo, who chairs the Personnel Committee, added that this subject matter is on the agenda for the Personnel Committee to address. The Committee did not have the ability to move it into this round of contract re-appointments currently in negotiations and decided it would be best to finish off the agenda since it is old business from 2009 and then move forward for the future to break the contracts apart. The Personnel Committee will be consulting with personnel experts to get some recommendations on how best to do this.

Trustee Solomon felt that this is the contract to sever connection and the Board should not agree to let it go for another year. She was informed that this is a Personnel Committee matter that could not be discussed in public. Trustee Solomon stated that if the Trustees did not have sufficient information to make an informed decision to vote on these contracts, it should be tabled or they should vote to abstain. She was willing to support a motion that says it is retroactive.

A member of the public wanted to know the increases provided for in the contracts. One individual is at 4% and the other three will receive 2%. It was also clarified that when a retired employee predeceases the spouse, the living spouse reimburses the Library 100% for health insurance coverage, and this is at no cost to the Library.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol)
No – 1 (Solomon) *MOTION CARRIED*

State Report

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

RESOLVED, that the Great Neck Library Board of Trustees accept the New York State Great Neck Library 2009 Annual Report for Public and Association Libraries as presented.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Filing Fees for Town of North Hempstead

Upon motion by Martin Sokol and seconded by Anna Kaplan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the payment in an amount not to exceed \$2,500 for fees related to the preliminary filing for a Building Permit for the Main Building Expansion project. This money will be charged to the Main Building and Special Services Fund

Trustee DiCamillo asked the Director if she had found out any information about the \$36,400 fees that were paid to the Town of North Hempstead for the previous project that fell through. The Director reported that she has a copy of the original application that was filed in December 2004, a copy of the check paid to the Town, and an internal memo about the possibility of waiving or reducing the fees, but there is no official documentation that this fee will be credited to any future filing. Once this preliminary paperwork is done and the actual permits are issued, that is when the fee, based on the cost of the project, will be issued by the Town of North Hempstead. The Zoning Counsel has been provided with this information.

Trustee DiCamillo recalled that the then President of the Board of Trustees had publicly announced that the fees would be credited and used for another project. A member of the public also corroborated that a statement was made by Supervisor Jon Kaiman to that effect.

Public Comment: Norman Rutta, Leslie Kahn

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS

Trustee Pizer suggested that the Board should have regularly scheduled meetings for the Branch and Building Committees until the projects are finalized. Both committees will meet simultaneously biweekly at 7:30 p.m. The following schedule was set.

April 22 – Branch Committee – Executive Session to interview contractors

April 29 – Building Committee Meeting

May 13 – Building & Branch Committees

May 27 – Building & Branch Committees

Public Comment: Michael Currie, Leslie Kahn

CORRESPONDENCE [Appended to these Minutes]

Ofra Panzer was not present to speak to her letter of March 18, 2010.

OPEN TIME

Speaking: Leslie Kahn, Michael Currie, Leslie Kahn, Marianna Wohlgemuth, Karen Rubin, Naomi Penner

ADJOURNMENT

Trustee DiCamillo called for a motion to adjourn this portion of the meeting at 9:25 p.m. The motion was seconded by Trustee Pizer.

BUDGET HEARING/ADOPTION

The meeting was reconvened at 9:35 p.m. for a Hearing and Adoption of the proposed 2011 budget.

Business Manager Zitofsky provided highlights of the budget, revised in accordance with the directions given by the Board of Trustees at the April 15th special meeting.

The final revised budget included \$220,000 in tax increase – \$110,000 applied balance related to the 2011 tax earnings between July 1, 2010 and December 31, 2010, as well as \$36,000 balance of 2011 operating expenses related to the relocation of Station Branch charged to the General Fund Reserve for unanticipated and emergency needs. The total budget is decreasing \$42,000. However, surplus funds available to offset the 2010 Budget increase are not an option this year, and a tax increase is necessary to balance the 2011 budget. Expenses throughout the budget have been examined and reduced to keep the tax increase to a minimum. [Copy of the proposed budget is attached.]

The President, on behalf of the Board, commended The Director and the Business Manager for the detailed work, making significant cuts, coming up with retirements, which resulted in substantial savings.

Public Comments: Norman Rutta, Michael Currie

Upon motion by Varda Solomon and seconded by Josie Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees adopt the proposed budget as presented, for a total budget of \$8,372,000 of which \$8,044,000 is to be raised by taxation, and that a letter and a copy of the budget be sent to the Great Neck School District.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 9:56 p.m. on motion by Trustee DiCamillo and seconded by Trustee Pizer.

Respectfully submitted,

Janet Eshaghoff
Secretary of the Board of Trustees