

DRAFT

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
APRIL 23, 2013 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, April 23, 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
Francine Ferrante Krupski – Vice President
Varda Solomon – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer [arrived at 7:37 p.m.]
Janet Nina Esagoff [arrived at 7:37 p.m.]

Also present:

Laura Weir – Interim Director
Neil Zitofsky – Business Manager [left at 8:05 p.m.]

CALL TO ORDER

President DiCamillo called the meeting to order at 7:31 p.m.

MINUTES

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

RESOLVED, that the Board of Trustees of the Great Neck Library approves the Minutes of the March 21, 2013 regular meeting and budget workshop, and April 9, 2013 budget hearing and adoption as presented.

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

MOTION CARRIED UNANIMOUSLY

Trustees Nina Esagoff and Fuller arrived during the reading of the Treasurer's Report.

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 accepts the following financial reports, as amended, and which have been reviewed by the Treasurer:

- April 23, 2013, Treasurer's Report;
- Warrant dated March 9, 2013, through April 12, 2013, checks numbered 0031197 through 0031201, 0031224 through 0031229, 1261 and 46340

through 46379, and To-Be-Paid Checks numbered 46380 through 46498 the sums set against their respective names, amounting in the aggregate to \$364,850.71, as amended to exclude check number 46463 in the amount of \$4,403.05. [This amends the total warrant to \$301,525.97.]

- Payroll Warrants for pay dates March 7, 2013, and March 21, 2013, and which have been reviewed by the Treasurer, in the amounts of \$151,555.21, and \$154,373.81 respectively, for a total of \$305,929.02.

Trustee Solomon questioned the following:

- i. Expenditure connected with check number 1261 from the Director's Emergency account. The check was made out to the Town of North Hempstead for permit fee application for the installation of the generator for the Computer Department.
- ii. Whether the telephone accounts were consolidated since there were three separate checks. They are consolidated but the checks are going to three different offices.
- iii. The administrative expenses line. A large part of this expenditure went towards legal fees.

Trustee Solomon requested a breakdown of the Computer Equipment Maintenance line for this and last year's budgets. Trustee Pizer asked that this be distributed to the entire Board and that changes for 2014 be noted in the comments section of the spreadsheet.

President DiCamillo inquired if Trustee Pizer had reviewed the Digiscribe records she requested. She responded that she did and was not comfortable with two things in the quote. She asked that the words, "*only based on our estimate,*" be crossed out and initialed. She asked the Business Manager to provide her with the NYS policy on Records Retention (apart from what the Great Neck Library has adopted as its own policy).

President DiCamillo inquired about the status of the check for Digiscribe. The check number 46419 for \$8060.72 is included in the warrant but it will not be mailed until the Board authorizes additional funds. NLS check was removed from the warrant necessitating the amendment of the motion to exclude check number 46463 in the amount of \$4,403.05.

Comment [S1]: In the warrant, digiscribe is #46419 for 8060.72. Ck 46463 is NLS for 4403.05

Trustee Pizer reported that she directed the Interim Director and the Business Manager to institute a new system for financial reports wherein everything coming before the Finance Committee must have a narrative memo. Old Business items will have a narrative memo with backup data included in the packet prior to a Finance Committee meeting. This information will also be made available to the public to provide greater transparency. Finance Committee meeting time will be spent discussing New Business except when the Assistant Treasurers or the Board President may need further clarification after reviewing an item under Old Business.

Public Comment: Ralene Adler

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
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 March 2013, as presented, which have been reviewed by the Finance Committee.

Payroll Changes report will take on a new format starting with the next meeting. (See Finance Committee Report on page 4)

President DiCamillo stated that the current policy for personnel replacement needs to be reviewed and put into the policy manual. This will be addressed at the next Personnel Committee meeting.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

[Note: The Business Manager had to leave the meeting early due to an emergency. To accommodate his request, the agenda was re-arranged to discuss the items that would require input from him. Agenda items – Additional Expenditure for Digiscribe, Audit Engagement Letter, Landscaping Contract, Business Office Records for Destruction and Unused File Cabinet were taken out of sequence. After the Board voted on these items, the Business Manager left.]

[Note: The order of the items in these Minutes follows the order of the agenda]

REPORTS

Finance Committee

The Finance Committee met on April 16 at 7:30 p.m. in the Community Room at the Main Library.

Committee Members: Josie Pizer (Treasurer), Joel Marcus (Assistant Treasurer), Michael Fuller (Assistant Trustee) Marietta DiCamillo (Library Board President), Neil Zitofsky (Business Manager), Laura Weir (Interim Director)

Old Business

1. Time Vantage results: The Business Manager reported that most major problems are solved. Staff will no longer automatically be given extra time on the clock if they punch in early. There was some discussion about staff punching out if they leave the building for lunch. This is currently done only if the person is leaving for more than their allotted hour. No consensus that staff should punch out at lunch was reached.
2. NLS Follow-up: Mr. Zitofsky will be in touch with Jan Heinlein at NLS, currently on leave, to discuss the reduction in health care costs at NLS, and its implications for the fees charged to Great Neck Library (GNL) and the GNL budget.
3. Review Spread sheet for the budget for Main: The Finance Committee wanted to determine if removing the branch budgets from the Main Library budget would impact the NLS fees when using the

formula of budget and population. Mr. Zitofsky created a spreadsheet to separate the two budgets. The operating budget for the Main Library is \$6,675,100.00; the operating budget for all three branches combined is \$1,737,900.00. This amount would do little to reduce the NLS fee.

4. Alarm Log: No new charges. There were two false alarms in March, both aborted by Jose.
5. Digitization: There was a lengthy discussion about the digitization project. What was shredded and what was scanned. Mr. Zitofsky pulled all the Digiscribe bills from the warrant. He will compare the invoices to the job already done and will call in Digiscribe to come and estimate the cost of scanning the remaining boxes of Personnel records. The Library will hire a service to shred the remaining documents that we do not need to scan. In this manner we will have a reliable sum for the Library Board to consider when they discuss a resolution for the re-appropriation. Trustee Pizer was adamant that the project must be completed, this year included, with all file cabinets removed, no files anywhere and more scrutiny in terms of supervision of personnel and handling of bills be instituted and maintained. The amount of space returned to the GNL space must also be calculated for next month's meeting. There is continuing discussion and investigation of this issue and Mr. Zitofsky is to report on the legal time parameters, citing the sources for the keeping of financial records which will be part of his memo for next month's Finance Committee meeting. As has been pointed out, copies of checks are kept by all banking institutions.
6. Mr. Zitofsky has produced a Preventive Maintenance checklist. Our new Head of Maintenance will be put in charge of keeping it up to date. He will also be asked to add to the list as he further inspects and works in the building(s).
7. Clothing: the issue of wearing safety shoes has been referred to the Policy Committee.
8. Recommendations for new cost savings from Sunday pay and overtime pay. Mr. Zitofsky will create a staff model using the TimeVantage software. He and Ms. Weir will compare staff coverage at slow times of the day and make recommendations for staff reductions at those times. This topic will be referred to the Personnel Committee for the next meeting in May and the cost savings calculated and discussed at the next Finance Committee meeting.
9. Number, titles and amount of early arrival pay: There is no extra salary spent for employees who arrive early to start up computers at Main because they work from 8am to 4pm, a regular 7 hour shift. At the branches one employee arrives 15 minutes early to open up. Total yearly cost for this procedure is \$5,512.
10. Staff reductions: Mr. Zitofsky was asked to analyze the Payroll Changes Report to confirm why the anticipated savings in the payroll as scheduled in the 7/26/12 Payroll Changes Report has not been realized. Also, the savings from substitute pay does not seem to be reflected in the budget surplus and an explanation for this unexplained discrepancy will be explained at our next Finance Committee meeting.
11. Personnel Changes report was reviewed. Mr. Zitofsky was asked to change the format of this report for the next meeting so that any person leaving will show the number of hours, the title, the rate of pay and salary cost of this employee. If there is a request to hire on this line, the name of the prospective employee, his/her title, the number of hours and the rate of pay will be placed just below the previous employee so that there will be a clear line indicating the "like-to-like" hire.
12. The collection agency report was presented. A review and analysis of its continuation will take place at the next meeting since our revenues are down and the loss of revenue will affect our budget.

New Business

1. Itemization of Digitization monetary request: see number 5 under Old Business above.
2. Safety issues for GNL – was referred to Policy Committee
3. Databases: Irina Zaiants began by noting that the Library covers a universe of information for a very diverse population. She discussed the quirks in the bundling of databases packages, and discussed the philosophy and the decision making process that goes into purchasing a database for the collection. She has examined the collection and has some recommendations for discontinuing some databases. As the hour was late, it was decided that there will be a separate meeting just to discuss the acquisition and operation of Library's database collection.

Laura Weir was asked about the statistics for the Freegal Music downloadable music resource. Upon examination of the statistics, it was decided that the Library will not renew the Freegal product when the lease expires in June 2013.

5. Before the employee G. Wagner can be replaced, an exact hour to hour cost comparison has to be presented to the Finance Committee. Until these costs are established, the replacements for multiple positions cannot be part of the resolution for the next Board of Trustees meeting.
6. Wireless connectivity was reported to be a success with positive remarks from patrons.
7. Museum pass usage seems to be going well with participation by the branches. The Interim Director was asked to get specific feedback from the Branch Heads.

Routine Business

1. Review of Warrants and Financial Statements
2. Sign checks concurrent w/ public comment

Meeting adjourned at 10:15 p.m. [End of Report]

Branch Committee

Committee Chair Michael Fuller reported that a meeting is scheduled for Thursday, May 2 at 7:30 p.m. at the Station Branch. The Interim Director was asked to report on the problem at the Lakeville Branch. (See Interim Director's Report on page 10). She further updated that Ted Emmerich Construction (previously worked for the Library) would be working at the Lakeville Branch on Wednesday, April 24 to remove the section of the floor from which it appears the odor is coming. He would return the following Wednesday to seal the area and replace the carpet with rubber tiles. Mr. Emmerich has provided a written estimate but there are going to be additional charges which he will not know until after he picks up the floor.

Public Comment: Ralene Adler, Carol Frank

Building Advisory Committee (BAC)

The BAC met on Tuesday, April 2 at 7:30 p.m. at Station Branch Library.

Board Members: Marietta DiCamillo (Chair), Joel Marcus, Josie Pizer, Varda Solomon; Construction Professionals: Mike Currie (Engineer), Don Dillon (Architect - absent with notice), Allegra Goldberg (Project Manager - absent with notice), Leslie Kahn (Engineer); Library Professionals: Laura Weir (Interim Library Director), Justin Crossfox (absent with notice), Christine Johnson; Members of the Public: Ralene Adler, Naomi Feldheim, Stu Hochron, Amy Levinson, Marianna Wohlgenuth.

President DiCamillo opened the meeting by thanking all in attendance and updating the BAC about communications she had with KG&D concerning the approved building program and space plans. She reminded KG&D that a space plan already exists and was adopted by both the BAC and Board of Trustees. She also requested that they not draw proposals which increase the square footage of the current building without further direction and discussion by the BAC. President DiCamillo further advised KG&D of possible modifications to the current plan. She described some examples: the Business Office remaining at Main, elimination of the Director's Conference Room and a Mezzanine adjustment. Last, she advised KG&D that the BAC and Board of Trustees want KG&D to be creative and develop ideas based upon what has already been decided. The BAC was in agreement.

She requested everyone be given an opportunity to speak at future meetings and requested that professionals (Staff and Public) be given priority as we discuss certain aspects of the program. Ralene Adler reminded everyone that all BAC members must be 100% behind this program. She added these meetings are the proper forum to discuss our opinions and differences. The BAC discussed the ballpark budget of \$10 million. Amy Levinson expressed concern that Hazmat and other environmental issues, especially in the parking lot, might drive up construction costs. It was agreed however, that this was the number provided to the architects and all further agreed it was the number to aim for.

Ms. DiCamillo distributed three reports, September 2012 BAC Interim Report, Dattner's Great Neck Library Concept Design Meetings and the approved space plan. She reminded the BAC that these documents were the result of nine months of our meetings and discussions. These are the foundation of the building program. The BAC reviewed the documents and agreed to the following modifications.

- 1) All services and collections to remain at Main.
- 2) Reduce the Mezzanine to achieve pond view from the front door.

Office space reduction (elimination of the Director's conference room, etc) was considered but no agreement has yet been made. Christine Johnson noted that modern workstations will take up less space. There was discussion about location of the storage for the GNL historical collection. Christine Johnson provided information regarding further digitizing of this collection.

Marietta DiCamillo had asked Leslie Kahn to briefly outline KG&D's contractual obligations. He prepared the following for the BAC:

KG&D's duties for first phase, Pre Schematic Design Phase Services, AKA Pre Referendum Package deliverables.

- i. KG&D will review all existing information given to them and applicable laws, codes and regulations.

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- ii. KG&D will meet with the Owner (BAC) and interview library staff to get a better understanding of GNL vision and staff duties.
 - iii. KG&D and their consultants will survey the complete existing library site, building, mechanical and electrical systems.
 - iv. KG&D will then establish a program as a list of required spaces, square footages and adjacencies.
 - v. KG&D will prepare for presentation and discussion three different space-planning diagrams, pre-schematic floor plans and preliminary cost implications and each option will include phasing ideas and costs.
 - vi. KG&D in discussion with Owner (BAC) will select one “consensus” scheme for further development.
 - vii. KG&D will then prepare a final report. This report will be in the form of a Power Point presentation and will include floor plans, elevations and section drawings, a 3-D Google Sketch-Up rendering, project budget, summary of how the study was completed and options explored.

The next meeting agenda (April 15) with KG&D was discussed and it’s possible the BAC will receive design drawings. After a discussion regarding recurring costs, it was decided that operating budgets should also be reviewed in conjunction with the plans and prior to submitting to the Board. Therefore, Josie Pizer was asked to request the Business Manager attend the next meeting of the BAC. The Business Manager’s focus would be to evaluate costs associated with staffing changes as required in each plan.

Interim Director Weir presented the finished RFP proposal. President DiCamillo thanked her for a job well done. Ms. Weir asked the BAC and will also question absent BAC professionals and KG&D for possible firms to contact. She agreed to measure the Lakeville basement for possible storage options; count the real estate boxes in the Book Room and find out where the Environmental reports are stored.

The next meeting of the BAC will be April 15, 2013 at Main Library Lower Level. The meeting was adjourned at 9:30 p.m. [End of written report]

Updates by President DiCamillo:

- i. A resolution to extend the deadline for the Building Advisory Committee to June 2013 is on the agenda. (See page 13).
- ii. At the last meeting a very preliminary plan was received and the committee was asked to provide their likes and dislikes and she will gather and pass on to the architects for their review. There should be a plan with a budget for the June Board meeting.
- iii. RFP for Owner’s Representative will be sent out shortly after this meeting. She asked that if anyone has any recommendations to forward them to the Interim Director who will pass them on to the BAC.
- iv. BAC commended for the incredible job they are doing in evaluating the programs and she is thinking about asking the Board to consider keeping them on in the current state until the project is completed but she must first get approval from the BAC.
- v. An outreach program was put together in two different paths: one is a committee of three individuals who will work with the UPTC to keep them updated; and the other group is headed by Trustee Pizer, who then explained that this group, the Community Education Project (CEP), is responsible for the distribution of bi-weekly bookmarks at all library locations and using our local news media calendars and the library’s newsletter to bring residents up to date. The Interim Director was asked to direct staff to insert bookmarks in library materials at time of check out.

Residents can also get automatic updates of the building project by entering their email addresses on the library's website.

Trustee Pizer inquired about the email signup sheets for those who want to get updates. Interim Director Weir replied that she had spoken to the department head about this and was told that it could not be done as individuals would have to enter their own email addresses. The alternative was to have signs at the checkout desks asking people to sign up for updates via email.

Director Search Committee

Chair Francine Ferrante Krupski reported that the committee met on March 13 and again on April 10. The job descriptions for the director were discussed and changes were made. At the last meeting, the committee accepted the job descriptions, except for two changes which were incorporated in the document subsequent to that meeting. The final document is on tonight's agenda [See page 13].

Many resumes were received and narrowed down to those meeting the minimum qualifications. Each member of the committee put down what s/he felt was the strongest point of each candidate selected. They were then tallied by Neil Zitofsky ranging from the first choice with five points to the last choice with one point. Some new resumes came in since the last meeting and copies were distributed to the committee electronically. Trustee Ferrante Krupski was asked by President DiCamillo to send an email to the rest of the committee telling them that if they wish to change their scoring for the candidates to resubmit them to Mr. Zitofsky.

Another meeting is scheduled for April 30 at 7:30 p.m. at the Station Branch. Also, at that meeting expenses for out-of-town interviewees will be discussed. Preliminary interviews will be conducted over the phone to select the best three candidates for face-to-face interviews to keep the cost to a minimum.

It was also agreed that an acknowledgment of receipt of resumes should be sent to all the candidates. The Interim Director could work with Trustee Ferrante Krupski to put together a brief letter that either Ms. Weir or Ms. Fine could send to the candidates.

Public Comment: Ralene Adler, Carol Frank

Long Range Planning Committee

Committee Chair Janet Nina Esagoff reported that a meeting has been scheduled for April 29 at 7:30 p.m. at the Station Branch.

Policy & Bylaws Committee

President DiCamillo, after reviewing the Board Policy Manual, put together a list of nine items for the committee to address:

- i. Board Committees are required to meet as needed but it should be at least quarterly.
- ii. Section 200-20 Responsibilities of Trustees speak to appointing the Business Manger in conflict with the corresponding Bylaw.
- iii. Trustees and staff discussing Board matters and internal library operations in violation of Section 200-20. Review and consider an update.

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- iv. Section 200-40 Board Committees – compare the Long Range Planning committee to current formation.
 - v. Section 400-40 Treasurer’s Check Signing Plate – to see if this is still applicable.
 - vi. Section 500-55 Staff and Trustees Privileges – review to determine validity.
 - vii. Section 800-10 Rules for Use of Meeting Rooms – organization’s recent denial of use due to violation of Article III. All meetings must be open to the general public. Review policy in regard to legal implications.
 - viii. Section 1300 Relationships with Other Agencies (NLS) – review validity of the policy.
 - ix. Dress Policy – review and create policy for employees. Check other libraries on this issue.

Indexing of Minutes

Nothing to report since the last Board meeting

Staff Reports

Trustee Pizer inquired if additional programs have already started at the Station Branch. The Interim Director reported that new programs will be added during the Summer and the Fall. Trustee Pizer asked for her thanks to be conveyed to the Children’s Department Head for her resource sharing in using the Main Library staff to do children’s programming at the branches. She also suggested that the Y/A librarian can expand her programs to the YA population at the branches through staff resource sharing.

As reported in the Head of Circulation report, NLS has requested that Great Neck provides a monthly report of its “active patrons” to include the number of patrons who checked out and returned material. Interim Director Weir was asked to find out why NLS is seeking this information.

Firewall – President DiCamillo complimented Garry Harodsky for the relentless work he did in working with Verizon when the system went out.

Wireless Connection – President DiCamillo reported that this does not seem to work in the Multi-Purpose Room when texting. Ms. Weir reported that laptops do work. She was asked to look into this.

Hazmat – Ms. Weir reported that she had contacted Insight Environmental, Inc., and put them in touch with KG&D architects since they cannot move forward until they have an idea of their design plan. She was directed to call architect Russ Davison to follow up.

Patron Comment: Ralene Adler, Jackie Shenkman

Interim Library Director

(Text of written report below)

Grant Approval

Justin Burke, an aide to Senator Jack Martins, called on Thursday, April 17 to advise me that the \$100,000 Library Grant for the purchase and installation of an RFID book security system has been approved by the Governor’s Division of Building. The Dormitory Authority will handle the grant’s disbursement. Mr. Burke suggested that if I do not hear from DASNY by mid- May, I should call Senator Martins’ office.

[Update: Ms. Weir was asked to follow up with Senator Martins' office to find out if the grant can only be used specifically for the RFID.]

Conditions at Lakeville

We have had an ongoing problem at Lakeville with a pungent smell at the front entrance to the building. Ruth Klement first alerted me about the problem after a bad rain in early March. The carpet at the door was wet and there was a bad smell coming from somewhere. Custodian Jose Rodriguez went over with a commercial grade powder that absorbs water and helps cut down on odor and bacteria and spread it over the affected area. Over the course of the last several weeks, he has applied the powder to the problem area several times. The smell persists. The landlord was advised of the problem on April 8 and a representative from the firm came over April 9 confirmed that it was a mildew smell, went up on the roof, but could not find any leaks. I asked Bruce Hall, of Sid's Floors to take a look at the carpet situation. He came, took pictures, talked to an expert on mold and mildew but could not confirm that there was mildew under the carpet. Neil suggested I call Kristin Gabriel of J.C Broderick who had been called to take air samples in Levels two years ago. She suggested I have my custodian remove some carpet squares and see what was underneath. Equipped with a mask and gloves, Jose removed the carpet squares that abut the saddle of the threshold. He found very wet, crumbling plaster under and around the door saddle. There is no mildew; the wet plaster is causing the smell. I have asked the landlord to send his representative over to take a look at it and at a hole in the basement hallway ceiling that I noticed when I went over last week to measure the storage space in the basement.

Freegal Music

In July of 2012 the Great Neck Library began offering Freegal Music, a downloadable music service to Great Neck residents and fee-paying patrons. The service offers music choices in 160 genres and works with Mp3 players including iPhone/iPad and other android devices and can be downloaded to PCs and MACs. Great Neck residents are able to download only three songs per week. The base price for the service is \$8,000 per year plus a 2% administration fee of \$163.00. As of April 10, 2013 the number of downloads was 5294 and the total number of patrons who have downloaded during this eight month period was 373. This is an expensive service that a limited number of patrons are using. For this reason I recommend to the Library Board that we do not renew Freegal Music when the service period expires on June 30, 2013.

Building Renovation

Over the past year the Library staff has been very involved in weeding the collection. As a result we have many empty shelves. At the last Building Advisory Committee meeting, Russell Davidson of KG&D Architects asked me to inventory the shelves and create a new report noting the number of linear feet of shelving we will need in the renovated building, based on the smaller book collection. Bookroom clerk Wanda Lei has created a floor plan in Excel and is in the process of counting both empty and occupied shelves on the mezzanine and the shelves directly under the mezzanine on the first floor. She will continue on with the rest of the collection after this area is inventoried. [End of report]

President's Report

President DiCamillo provided the following updates:

- She congratulated Janet Fine who was mentioned in an article on feral cats in connection with the work she is doing in keeping the cat population down. Trustee Nina Esagoff was also congratulated on her admission to the bar of the U.S. Supreme Court.
- Mayflower Cleaners Remediation Report available at the Great Neck Library and on the NYS DEC website.

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- NLS Databases Review – Great Neck Library staff made a brief presentation at the last Finance Committee meeting and she will attend another meeting to give further update. There was a series of correspondence between President DiCamillo and NLS Board President Michael Turner regarding NLS meeting in executive session. Copies of these letters were sent to Robert Freeman. She was told that the executive session had to do with a potential litigation by the Great Neck Library, and she is of the opinion that the executive session was illegal. She assured everyone that Great Neck is not seeking any potential litigation against NLS. Another letter was sent to NLS Director Jackie Thresher requesting an application of section 9(b) of the 1995 agreement with NLS concerning fee structure imposed on the Great Neck Library.

Trustees Nina Esagoff, Pizer and DiCamillo along with Interim Director Weir will be meeting with NYS Librarian Bernard Margolis on May 14th to review Great Neck's concerns.

Great Neck has been meeting with the other libraries that are quasi dissenting and who have similar concerns as Great Neck. There was one meeting to introduce ourselves and exchange information which was very productive. There will be another meeting on June 3 at the Parkville Branch.

Trustee Pizer reported that she met with Assemblywoman Michelle Schimel who contacted Roger Tillis and he will be meeting with the sub-committee and Mr. Margolis. Tom DiNapoli will be waiting to see the outcome of this meeting before he does anything as there might be implications that he would want to get involved in.

President DiCamillo had contacted Senator Martins via emails but she has not heard anything from him. She resent all seven letters to him electronically. Interim Director Weir reported that she had heard from one of his aides who said the Senator did receive the emails and was aware of the situation but he too wanted to wait until after the meeting.

Trustees Nina Esagoff, Ferrante Krupski, Pizer and DiCamillo attended the NLS Board meeting last night. They all stated that they were treated rudely by the NLS Board Chair, who behaved inappropriately. Trustee DiCamillo will be requesting via FOIL a copy of the documents in the book that Mr. Turner displayed at the meeting that supposedly contains everything about Great Neck Library.

Next NLS meeting will be Tuesday, May 28 and it is open to anyone wanting to go.

- Emergency Manual – The Interim Director was asked for an update to which she replied that she met with Trustee Ferrante Krupski once and there are certain pages that still require updating. President DiCamillo stated that there have been discussions at the Finance Committee meetings about employees clocking in and out. She asked them both to focus on a policy for clocking out when the building is completely evacuated for inclusion in the Emergency Manual.

Public Comment: Carol Frank, Ralene Adler

OLD BUSINESS

Payroll Changes for February

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the motion to accept the Payroll Changes for February 2013 which was tabled at the March 21, 2013 Board Meeting.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

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

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

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Additional Expenditure for Digiscribe

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the additional sum of \$5,600 for the additional costs of scanning personnel and business records, to be funded from the Main Building and Special Services fund.

Trustee Solomon wanted to know why this was charged against the Main Building and Special Services fund. President DiCamillo explained that the backlog would be charged against the Special Services portion of this budget line and going forward the maintenance fee will come out of the Operating Budget annually.

The reason for requesting additional funds for the project was explained this way: The original estimate submitted by Digiscribe did not cover the full job because of possibly two reasons: (1) There were many double-sided papers and the representative who provided the estimate was unaware of this so the quotes were based on one-sided documents; (2) The initial project was to scan the Personnel records first followed by the Business Office records. The order was reversed because of the transition of the Director, and the Business Manager out on medical leave. There were more Business Office documents than personnel files to be scanned.

Public Comment: Carol Frank

VOTE: Yes – 6 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer);
Abstention – 1 (Solomon) **MOTION CARRIED**

NEW BUSINESS

Audit Engagement Letter

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to sign the letter of engagement with Cullen & Danowski, LLP, Certified Public Accountants, as dated April 3, 2013, for the performance of an audit of the Library's financial statements, as well as preparation of the Library's Federal Form 990 for the fiscal year ending June 30, 2013, at a cost of \$12,900 to be charged to the Audit Fees line of the operating budget.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Extension of Building Advisory Committee Deadline

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 amend the resolution dated November 22, 2011 and September 20, 2012 for the Building Advisory Committee to the date of the June 2013 Regular Meeting of the Board of Trustees.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Approval of Job Description for Library Director

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Job Description for the Library Director position as recommended by the Director Search Committee; and further,

RESOLVED, that the Board Policy Manual be amended by replacing Section 300-10 - Responsibilities of the Library Director - with these job descriptions as attached to the agenda of April 23, 2013.

Trustee Solomon stated that since this is an amendment to the existing policy, it should be read three times before voted on. The Board Policy Manual was consulted and it corroborated this. This was then considered as the first reading resulting in the withdrawal of the motion.

Trustee Pizer thanked Trustee Marcus, staff members Nicholas Camastro and Janet Fine for their terrific job working on the job descriptions.

Public Comment: Norman Rutta

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

RESOLVED, that the Great Neck Board of Trustees withdraw the motion for approval of the job description for the Library Director.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Approval for Request for Proposal for Owner’s Representative

Upon motion by Varda Solomon and seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Request for Proposal for an Owner’s Representative for the Main Building Renovation Project, which has been reviewed by Counsel in accordance with the resolution approved by the Board on February 19, 2013.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Landscape Contract

Upon motion by Michael Fuller and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the renewal of the landscaping services contract for the 2013 season with Cabo Landscaping, at a cost of \$7,750 to be billed in ten monthly installments of \$775, as per their proposal dated March 20, 2013, to be charged to the Landscaping budget line.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Business Office Destruction of Records

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of the records as outlined in the attached memo from the Business Office in accordance with the Record Retention policy 400-30.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Unused File Cabinet

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

RESOLVED, that the Great Neck Library Board of Trustees declare as excess equipment and authorize the disposal of an antiquated and unused 4-drawer vertical file cabinet currently sitting in the lower level secure storage area commonly referred to as “the cage.”

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Monetary Donation

Upon motion by Francine Ferrante Krupski and seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept a donation of \$100 from the Great Neck Historical Society to the Risha Rosner Fund for the purpose of acquiring documents and photographs for the Local History Collection.

The Board tabled this motion after having a discussion on whether the money should be accepted as a restricted donation. They also questioned whether the Risha Rosner fund is the same as the Local History fund.

Public Comment: Norma Rutta, Jonathan Aubrey

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 table the motion to accept a donation of \$100 from the Great Neck Historical Society to the Risha Rosner Fund for the purpose of acquiring documents and photographs for the Local History Collection.

VOTE: Yes – 7 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Correspondence was received jointly from Alice Kasten and Leila Mattson, dated March 31, 2013. They were not present to speak to their letter which is attached.

President DiCamillo congratulated Jonathan Aubrey who was recognized for his work in connection with local history as being a major asset to the production of their joint publication.

OPEN TIME

Speaking: Norman Rutta

ADJOURNMENT

The meeting was adjourned at 9:27 p.m. on motion by Michael Fuller and seconded by Joel Marcus.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees