

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MAY 19, 2011, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Thursday, May 19, 2011, in the Station Branch of the Great Neck Library, 26 Great Neck Road, Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Janet Nina Esagoff – President
Anna Kaplan – Vice President
Joel Marcus – Secretary
Varda Solomon – Treasurer
Marietta DiCamillo – Assistant Treasurer
Josie Pizer – Assistant Treasurer
Martin Sokol

Also present:

Jane B. Marino – Director
Neil Zitofsky – Business Manager
Bob Goldberg – Legal Counsel (Farrell Fritz, P.C.)
Al Coster – Auditor (Baldessari & Coster, LLP)
Noah Nadelson – Financial Advisor (Munistat Services, Inc.)

Absent:

Laura Weir – Assistant Director

EXECUTIVE SESSION

Prior to the public meeting, the Board met in executive session at 7:00 p.m. to discuss the marketing firms. With prior notice, Marietta DiCamillo was not present for this portion of the meeting. Varda Solomon moved to come out of executive session.

CALL TO ORDER

President Janet Esagoff called the public meeting to order at 7:38 p.m. and welcomed everyone.

MINUTES

Upon motion by Joel Marcus, 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 meeting on April 14, 2011, as presented.

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

TREASURER'S REPORT & 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 following financial reports:

- May 19, 2011, Treasurer's Report;
- Warrant dated April 16, 2011 through May 13, 2011 for Paid checks numbered 0029449 through 0029454, 0029490 through 0029496, 1237 and 42825 through 42843, and To-Be-Paid Checks numbered 42844 through 43010, the sums set against their respective names, amounting in the aggregate to \$265,734.23;
- Payroll Warrants for pay dates April 7, and April 21, 2011, in the amounts of \$174,257.34 and \$173,325.80 respectively for a total of \$347,583.14;
- Personnel Changes of April 2011.

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

Financial Advisor

Bond Counsel Noah Nadelson was invited to speak to the Board about the steps leading up to the referendum. He provided the Board with a sample proposition for a recent referendum for the John Jermain Library in Sag Harbor. He also used the same wording for North Merrick's referendum.

There will be two propositions on the ballot (1) the amount for the project and (2) a debt service (principal and interest on loan) which will be a not-to-exceed number. The amount to be borrowed will be based on the latest cost estimates that the Construction Manager will provide. Mr. Nadelson will assist the Business Manager to create an annual not-to-exceed debt service number. This number is generally larger to provide enough cushion to allow for market movement.

The first step is for the Library Board to set a date for the referendum and have the Construction Manager update the \$22.5 million cost estimates in order to set a timeline. The School District

will handle the bond vote and will have to approve the date the Library chooses. Publication notices prior to referendum have to be done, and the method of financing needs to be determined.

If the referendum passes, the start of the borrowing process will be based on construction cash flow that the Construction Manager will provide. The money can be borrowed soon after the referendum passes or the Library can use its available funds to pay for soft costs up front and reimburse itself from the bond. [The Board had passed Reimbursement of Expenses resolution 8/24/10]. How the money is going to be spent and over what timeframe will dictate the borrowing.

The total amount of the bond plus interest will not be known until the bond is sold, at which time the interest rate will be locked in. To allow the Library to draw down on the money, a third-party trustee account will be set up for this purpose. The charge for this service is \$2,500 for the life of the loan. The School District will ask that all monies be sent to a "lock box" account to ensure that the debt service is satisfied and then release the rest of fund.

Munistat Services, as part of its service to the Library, will send out RFPs to select an underwriter. The underwriter will give the best estimates based on current market conditions.

Trustee DiCamillo asked Mr. Nadelson to prepare a flow chart with the progression of the whole referendum bonding, such as, what happens, and where do the Town of North Hempstead Business and Tourism Development Agency, the bank, and the Trustees fit in, to which he agreed.

Mr. Nadelson was thanked for his presentation and he left at this point.

Public Comment: Ralene Adler

Audit

Al Coster of the firm of Baldessari & Coster, LLP, reviewed the audit for the Great Neck Library for the year that ended December 31, 2010.

One of the highlights of his report was the Post employment benefits (OPEB) which are the Library's obligations to retirees for their health insurance and retirement. GASB-45 estimated that obligation to be \$10 million dollars. During the year the Library's OPEB obligations went up from \$619,173 to \$1,216,818. The \$1.2 million is the Library's obligation for this year which is the amortization of the \$10 million debt which includes actual expenses for the current year.

His recommendation is that the Library should, although not required by law, designate money each year towards the Annual OPEB Cost so as to avoid a huge tax increase for the public down the road, and this makes financial sense. Most libraries have a big surplus and instead of giving it

back to the taxpayers, they scale back some of their give-backs and put this surplus towards post retirement obligations. The Library will address this when working on the budget for 2013.

The Board thanked him for his presentation. He left at this point.

Public Comment: Ralene Adler, Norman Rutta

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 Auditor's Report for the year ended December 31, 2010.

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

WRITTEN REPORTS

Below is the text of the written reports:

Finance Committee Meeting

The Finance Committee met on Tuesday, May 17, 2011, at 7:30 p.m. in the Multi-Purpose Room. In attendance: Varda Solomon, Chair; Marietta DiCamillo, Trustee; Josie Pizer, Trustee. Absent with Notice: Janet Nina Esagoff. Also in Attendance: Jane Marino, Library Director; Laura Weir, Library Assistant Director; Neil Zitofsky, Business Manager.

Chair Varda Solomon called the meeting to order at 7:45 p.m.

Server

The Library Director presented a memo and proposal based on the recommendations of both Corstar, our vendor, and the Computer Department for a new server. The committee had several questions on both the proposal and the quotes presented, since there was both a Dell and an HP server proposed. She asked Computer Department Head, Janet Fine, to step into the meeting to answer their questions and address their concerns. Ms. Fine took note of their questions and said she would contact the vendor and get back to Director in order for her to make a recommendation at the May Board meeting.

The Committee also asked Ms. Marino and Ms. Fine about a technology plan and the current practice of replacing hardware in the library. Ms. Fine indicated that replacement is based on need, condition and the obligation to remain as current as possible with our technology. The Director indicated that there had been a draft Technology Plan drawn up and she would retrieve it and bring it to the next Long Range Planning Committee meeting.

Regular Activities

The warrant was reviewed by the committee and the Business Manager addressed any questions about specific invoices. The financials were also reviewed by the committee. There being no further business or questions, the committee signed checks and the chair adjourned the meeting. [End of report]

Committee Chair Solomon stated that the Finance Committee traditionally reviews the Personnel Changes and presents them as part of the Treasurer's Report. However, the Finance Committee has decided to transfer this function to the Personnel Committee as of next month.

Policy Committee

The Policy and Bylaws Committee met on Wednesday, April 27th at 7:30 p.m. at the Station Branch of the Great Neck Library.

In attendance: Marietta DiCamillo, Chair; Josie Pizer, Trustee; Anna Kaplan, Trustee; Janet Esagoff, Board President; Jane B. Marino, Library Director; Laura L. Weir, Library Assistant Director.

Old Business

1. Travel and Reimbursement Policy. Upon the advice of committee members, Ms. Marino presented a second draft of the proposed policy. The committee hopes to have a finished policy ready to add to the June agenda.

2. Workplace Violence Prevention Policy. Ms. Marino presented two templates for a proposed policy. The purpose of this policy is to, first, comply with the law requiring it; second, to ensure the safety of the staff and public from potential hazards in the building and from members of the public who may behave inappropriately. Part of the process involves an inspection of the building by qualified professionals and training of the staff in what to look for and how to behave in any situation. Laura Weir advised the committee that she has reconstituted her committee from 2008 and will work to get in touch with our insurance carrier to carry out the necessary inspections. She and her committee will also review whatever training materials and forums are available for staff. The committee also advised the Library Director to ask our attorney for any template he may have for such a policy which she has done. To date, she has heard nothing back.

New Business

1. Trustee Committee Assignments. Director Marino advised the committee that several inconsistencies remained in section 200-40 which should be corrected. The inconsistency is in the wording and description of each committee. The committee is recommending that the Board approve the following changes as outlined below, with the new language in bold, and deletions as crossed out: [See *New Business resolutions*]

- (a) The description of the Finance Committee should be changed to read: "This Committee is composed of the President, the Treasurer **as Chair, and two Assistant Treasurers**. See 400-5, Investment Policy, for legal and financial restrictions, meetings, etc."

- (b) The Finance Committee should be listed immediately after the Nominating Committee.
- (c) The following sentence should be inserted after the description of the Finance Committee: **Each of the following standing committees shall be appointed by the President and composed of a chairperson, two members and the current President of the Board.**
- (d) The Personnel committee description shall have the following language deleted: ~~consist of three and not more than four Trustees, who~~
- (e) The Long Range Planning committee shall have the following language deleted: ~~consists of four Trustees who.~~
- (f) The Long Range Planning Committee description shall also have the following language deleted: ~~in physical facilities.~~
- (g) Policy/Bylaws Committee description shall have the following language deleted: ~~consists of three or four Trustees and the Director who.~~
- (h) The Branch Committee description shall have the following language deleted, ~~consists of not more than four Trustees who.~~
- (i) The Program Committee shall be eliminated altogether.
- (j) A representative to NLS should be appointed by the President.

2. In Section 200-50, under General Guidelines, it states that “only trustees officially appointed to a committee may vote at that committee’s meeting.” The Committee is recommending that the wording be changed to read: **Only trustees appointed to a committee may officially participate at that committee’s meeting.** [*See New Business for resolution*]

3. Administrative Job Descriptions. Section 300-15 and Section 300-20 of the Policy Manual contain the Responsibilities of the Assistant Director, and Business Manager. They have been updated by the Director to reflect more fully their specific job duties and presented to the Committee. The Committee recommends that these new job descriptions be approved for insertion into the policy manual to replace the current job descriptions. [*See New Business for resolution*]

4. Circulation Policy. A proposal to institute a new “Express Collection” was preliminarily presented to the Committee for their feedback and a more complete proposal, with attendant changes to the circulation policy, at the June Committee meeting.

5. Meeting Room Policy. Ms. Marino discussed the current fee structure for the Community Room and proposed that a tiered fee structure be instituted. A possible structure could be \$25 for 1-3 hours, \$50 for the entire day and \$75 for meetings that extend beyond 8:45 p.m. The committee thought that this proposal should be brought to the entire board for a fuller discussion before they make any recommendation on this proposal.

There being no further business, the meeting was adjourned at 9:00 p.m.

Branch Committee

The Branch Committee met at the Parkville Branch on Thursday, May 12, 2011, at 7:30 p.m. In attendance: Varda Solomon, Chair; Anna Kaplan, member; Joel Marcus, member; Janet Esagoff, Board President; Jane B. Marino, Library Director; and Laura Weir, Assistant Library Director.

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

Parkville Branch

The Library Director reported that an offer had been made by the Great Neck School District to rent the additional space behind the branch for the same per-square-foot price as we are paying now, which is \$16.81. That would make the rent, including the additional space a monthly total of \$7,724.39.

Ms. Marino also reported that although the initial timeline suggested by Mr. Powell, Assistant Superintendent for Business, was for the library to take the space by May 1, 2011, an inspection of the space during the meeting clearly showed that the space was not ready for the Library to take possession. Ms. Marino said she had emailed Mr. Powell but she would get back in touch with him to see if we could get an update.

Director Marino then went through a list of repairs that are needed that she has shared with the school. The following items have been completed: cleaning the gutters, cleaning the mildew from the exterior, fixing the support posts for the railing. These items are not yet completed or addressed: replacing shrubs that had been removed during the water main repair, fixing the internal damage due to water coming in from clogged gutters, permission to use the grassy area south of the branch for library programs. The Director indicated that the School District as always has been prompt and responsive in dealing with such maintenance issues.

The committee discussed next steps in the expansion process for Parkville and it was the consensus of the committee to recommend to the Board that authorization be given to the Director to instruct our attorneys to enter into discussions with the School for an addendum to the current lease to be drawn up. Ms. Esagoff indicated that it would be put on the agenda. *[See New Business for resolution]*

Station Branch

The Director indicated that there were minor repair issues to the branch, including weather stripping that has now been installed on the door to the back elevator and the repair to the downstairs door in the back that will enable us to get in and out of the delivery entrance. Still to be done is the repair to the latch on one of the front doors and the elimination of a space between the stone and wood floors that is a potential tripping hazard. Ms. Marino indicated that Station will soon hold its first author visit and has planned some story times in conjunction with the Summer Reading Game.

Lakeville Branch

The Director indicated that all is well at Lakeville with good attendance at programs and good circulation. She reported that there had been electrical work done to move outlets to the front of the stacks to make them more accessible to patrons, which the patrons were very happy about.

There being no further business, Committee Chair Varda Solomon adjourned the meeting at 8:55 p.m.

Long Range Planning

The Committee met on Monday, May 16, 2011, at 7:30 p.m. at the Station Branch. In attendance: Josie Pizer, Chair; Varda Solomon, Member; Janet Nina Esagoff, Board President. Also in attendance: Jane B. Marino, Library Director; Laura Weir, Library Assistant Director. Absent: Anna Kaplan, Member

The meeting was called to order at 7:45 p.m. by Josie Pizer as Chair.

Trustee Pizer reviewed the meeting that had taken place on May 10th that involved those staff members who are part of the Staff Planning Committee. She commented that while there has been progress made on meeting the objectives of the plan, there were still many good ideas coming from the staff group about ways to meet the objectives that might not have been spelled out in the initial plan.

Trustee Pizer reported that Goal #1 – Physical Space and Goal #2 – Service to Patrons, were the two goal areas reviewed by the Staff group.

Some of the ideas for immediate follow-up under Goal #1 were discussed, such as moving the adult classics collection to the front of the collection, near the paperback spinners; upgrading the end-of-stack signs; upgrading and updating the balcony signage; using some under-utilized space in Technical Services for staff; using the office now used for children's storage as a study room.

Some of the ideas for immediate follow-up under Goal #2 were also discussed, such as improving the ability by patrons to comment on our programs and services; continuing to emphasize the need to share knowledge learned in conferences with other staff; moving the objective about extending library service beyond our walls to Goal #4, which is publicity and outreach.

The committee also began to review Goal #3, which is technology and the committee felt strongly that this is our biggest area for change and opportunity. Some of the ideas discussed were embracing technology for email notification of patrons; an e-newsletter; a faster transition to email notification for overdues and reserves.

Trustee Pizer advised the committee that the staff group will meet again on May 24, 2011. The meeting was adjourned at 9:15 p.m. [End of written report]

Assistant Director

Visits to Branches

At the suggestion of the Library Director, I have begun to make regular visits to the three library branches. At each visit, I sit with the branch head and discuss issues that have come up in the course of the week, successes that the branch has experienced, space and storage problems, maintenance needs, etc. Generally, I find that a visit every two weeks gives us time to consider and respond to the topics we have identified, and allows me time to try to resolve problems and facilitate changes. For example, Ruth Klement at the Lakeville told me that the electrical outlets needed to plug in laptops were behind the bookshelves and patrons had to push aside books reach them. We were able to remedy this situation by installing strips of electrical outlets in easy reach to the base of the bookshelves. In another instance, one

of the branch heads told me that when anticipating my visit she was unable to think of any matters that needed to be discussed, but was surprised at the amount of the information exchanged once we began our dialogue.

Workplace Violence Prevention Committee

Bob Leich of Utica Insurance will perform a safety walk through of the Station Branch with the Workplace Violence Prevention Committee on Wednesday morning, June 1, 2011. The Committee viewed the power point presentation provided by the NYS Department of Labor designed to educate staff on workplace violence prevention and discussed how we could best use it for staff training. We decided to disseminate the information by posting it on the staff intranet, tell people to watch it in groups or on their own, jot down comments or questions, then we will have a follow up discussion at a Wednesday morning staff meeting. Nancy Titolo asked Angela Pace, the Staff Association NYSUIT representative, if the agency could supply a speaker on safety/violence in the workplace for our November Staff Development Day. Angela replied that she could, but asked that we be more specific in our choice of topics.

Workshops and Conferences

Long Island Building and Facility Maintenance Show, Thursday, April 28. Exhibitors represented a wide range of building maintenance services including pest control, elevator and HVAC repair, and a number of eco-friendly cleaning and paper products. Also in attendance were a number of companies specializing in energy saving solutions including solar energy systems, energy consultants, green roof systems and eco-lighting. I visited a manufacturer of energy efficient evaporative cooling towers (which are made in Pennsylvania, and therefore earn LEED points for less mileage on shipping than any competitor). I stopped to talk the LIPA representative in charge of Economic Development Energy Solutions Services and with the Chairman of the Long Island chapter of the U.S. Green Building Council, the agency to which the Great Neck Library would register and apply for LEED certification. I learned of the Annual Educational and Energy Efficient Trade Expo held at Leonard's of Great Neck on June 22, 2011 and plan to attend.

Museum Passes

The return of the Museum Pass service began on May 1, 2011. As of this writing on May 11, 2011 all new passes had circulated between 2 to 4 times.

Materials Statistics

At the last Library Board meeting, Trustee Pizer asked about the statistics for discarded Adult books and subsequently asked the AV Librarian about audiovisual discard statistics.

Year to Date Discard numbers for certain materials:

	<u>2011</u>	<u>2010</u>	<u>2009</u>
Adult Fiction	1,734	2,510	1,343
Adult Non-fiction	4,093	2,783	3,347
Adult Reference	563	624	303
Total	6,390	5,917	4,993

Audio Cassettes	90	230	427
Adult CDs	87	82	116
Adult and Children VHS	229	1,952	503
Adult and Children DVD	291	132	100
Total	697	2,396	1,146

Library Director

Personnel

Many ad-hoc staff committees continue to work on various projects in the Library including the Long Range Plan, the Authors @ GNL program, Great Neck Reads and website re-design. I would like to once again extend my thanks to these staff members for making time in their day to help the Library serve the community better: Jonathan Aubrey, Kris Bauman, Margery Chodosch, Kathleen Cotter, Debbie Feldman, Courtney Greenblatt, Chris Johnson, Pam Levin, Ethan Mann, Janet Schneider, Lisa Wu Stowe, Laura Weir, and Shuqian Zhang.

I would also like to commend and thank Jonathan Aubrey, Janet Schneider and Denise Liggio for taking part in the Village of Great Neck Street Fair on May 1st. They met a lot of people who were not regular library users and had lots of information to hand out. We are planning to be part of the Great Neck Plaza Street Fair as well.

One of our patrons, Mr. Gabriel Berner, also appreciates our staff, so much so that he purchased a huge cake for our staff to enjoy. In the shape of an open book, it said, "Thank you, Great Neck Library." It was much appreciated and enjoyed by the staff following our last Wednesday morning staff meeting.

NLS

We received a check from the Nassau Library System representing 90% of our Local Library Service Aid (LLSA) from New York State in the amount of \$10,020. LLSA is one of two types of categorical public library system aid that is passed through NLS to our member libraries based on a population-based formula in state education law. NLS hopes to receive the remaining 10% in time for the NLS Board to approve payment at their May 23rd meeting.

The other category of public library system aid is the construction grant. We have also received news from the State that our construction grant will actually be about 10% higher than originally indicated. Some of the money that had been allocated to other library systems was not awarded so NLS received more money than had been indicated by New York State. We are now slated to receive \$70,327 but we have received no timeline on receipt of the money.

This grant is not the member item we had been promised by Senator Johnson. Most of that money had been pulled when Senator Johnson left office and although we never received any official notification of this, discussions with staff at Senator Martins' office indicate that we will not be receiving that money.

Three of our trustees attended the NLS area meeting on May 2nd. The purpose of this meeting was for representatives from libraries in Area 7 – GNL, Manhasset, Port Washington, Roslyn and Shelter Rock. All libraries were represented by at least one trustee and a Director. It wasn't clear if anything was

accomplished at that meeting other than the opportunity for NLS representatives to hear Great Neck Library's concerns with the proposed pricing structure.

Meetings

Several of our staff members and one trustee attended the Long Island Library Conference on May 5th. There were a variety of workshops and presentations from which to choose, including a workshop on LEED certification and green buildings, several workshops on literature for children, teens and adults, a session on ebooks and mobile devices.

Some staff members also plan to attend Book Expo America (BEA), which will be held on May 23 and 24 at the Javits Convention Center. I plan to attend ALA in New Orleans from June 25-28 along with one other staff member.

Main Building

The Town Board of North Hempstead will set the date for the Library's hearing on site Plan Approval at its May 24th meeting. We hope it will be set for sometime in June.

Since I received a "No Permit Necessary" ruling from the DEC concerning repair of the white bench in the back of our building, it has been repaired, along with damage to curbing and cobblestones that took place during our many winter storms.

The scanner has been installed, to the delight of our patrons. [End of written report]

In addition to her written report, the Director informed the Board of the following:

- Library Budget passed – 1182 in favor and 419 opposed. She provided a breakdown of the 'yes' and 'no' votes in the north and south districts as follows:

Machine Votes

	<u>Yes</u>	<u>No</u>
North	600	216
South	532	176

Absentee Ballots

North	30	17
South	20	10

- 694 scans were made from the Scan Station since its return on April 25 through May 17, 2011.

Trustee Kaplan thanked the Director for all the hard work done so far in connection with getting additional space for Parkville Branch as well as getting the 10% extra funding for the Library Development Construction Grant.

OLD BUSINESS

Marketing Firm

Prior to the start of tonight's open meeting of the Board, the Trustees, with the exception of Trustee DiCamillo, had met in executive session to discuss the firms that were interviewed.

Upon motion by Martin Sokol and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of Bonnie Graham firm to represent the Library as its public relations firm at a fee not to exceed \$20,000; such money to be taken from the Main Building and Special Services fund.

The purpose of hiring a marketing firm is to educate the public and to address the misinformation that has been disseminated. Trustee DiCamillo stated that she has not yet seen this addressed in the RFPs. After reviewing the proposals, she has brought before the Board on several occasions her concerns about the manner in which the campaign would be run. The agenda of the marketing firms, except for one, in disseminating information is not inline with NYS laws. She read some excerpts from the various RFPs showing that the proposals are strong campaigns to advocate a 'yes' vote on the library referendum. She asked that the trustees review Kevin Seaman's December 10th legal opinion.

Trustee DiCamillo is concerned that if we have to sell this building that hard, then she is hard pressed to vote. She also stated that she has no doubt that the public will pass this referendum. She was assured that the hiring of a marketing firm is not to sell the project but to get the correct information out to the public as information being disseminated is not accurate.

Legal Counsel Bob Goldberg made clear that the Board is not authorizing the spending of money but to draw up a contract with the marketing firm. He also clarified the wording of the motion that was on the table to read that it was subject to negotiation and execution of a contract acceptable to the Board. The resolution was therefore amended on motion by Martin Sokol and seconded by Varda Solomon as follows:

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of Bonnie Graham firm to represent the Library as its public relations firm at a fee not to exceed \$20,000; such money to be taken from the Main Building and Special Services fund subject to negotiation and execution of a contract acceptable to the Board.

Public Comment: Ralene Adler, Courtney Greenblatt

VOTE: Yes – 6 (Esagoff, Kaplan, Marcus, Pizer, Sokol, Solomon); No – 1 (DiCamillo).

MOTION CARRIED

NEW BUSINESS

Holiday & Sunday Hours

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

RESOLVED, that the Great Neck Library Board of Trustees approve the holiday and Sunday Hours Schedule for September 2011 to August 2012, as presented:

HOLIDAYS

Labor Day, Monday, September 5, 201 – Closed

Rosh Hashanah, Thursday, September 29, 2011 – Main & Parkville – Open; Lakeville & Station – Closed

Yom Kippur Eve, Friday, October 7, 2011 – Closed at 5:00 p.m.

Yom Kippur, Saturday, October 8, 2011 – Main & Parkville – Open; Lakeville & Station – Closed

Veterans Day, Friday, November 11, 2011 – Closed

Thanksgiving Day, Thursday, November 24, 2011 – Closed

Christmas Eve, Saturday, December 24, 2011 – Closed at 1:00 P.M.

Christmas Day [weekend], Sunday & Monday, December 25 & 26, 2011 – Closed

New Year's Eve, Saturday, December 31, 2011 – Closed at 1:00 P.M.

New Year's Day[weekend], Sunday & Monday, January 1 & 2, 2012 – Closed

M. L. King Jr. Day, Monday, January 16, 2012 – Closed

Presidents' Day, Monday, February 20, 2012 – Closed

Easter Sunday, April 8, 2012 – Closed

Memorial Day [Weekend], Sunday & Monday, May 27 & 28, 2012 – Closed

Independence Day, Wednesday, July 4, 2012 – Closed

SUNDAY HOURS (September 11, 2011 through June 3, 2012)

Main & Parkville – Open from 1:00 – 5:00 p.m.

Lakeville & Station – Closed

VOTE: Yes – 7 (DiCamillo, Esagoff, Kaplan, Marcus, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

Policy Manual Cleanup

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

RESOLVED, that the Great Neck Library Board of Trustees approve the changes to Section 200-40 of the Board Policy Manual as outlined in items number one (1) a - i, and item number two (2) of the Policy and Bylaws Committee meeting report of April 27, 2011.

VOTE: Yes – 7 (DiCamillo, Esagoff, Kaplan, Pizer, Marcus, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

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

RESOLVED that the Board of Trustees of the Great Neck Library approve the changes to Section 200-50 of the Board Policy Manual as outlined in item number two (2) of the Policy and Bylaws Committee meeting report of April 27, 2011.

VOTE: Yes – 7 (DiCamillo, Esagoff, Kaplan, Pizer, Marcus, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

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

RESOLVED, that the Great Neck Library Board of Trustees approve the changes to Sections 300-15 and 300-20 of the Board Policy Manual as outlined in item number three (3) of the Policy and Bylaws Committee meeting report of April 27, 2011.

Ralene Adler, a member of the public, inquired if the \$10,000 that the Board had approved for the Business Manager when he assumed the responsibilities in 2002 of oversight of the Maintenance Department, would be taken from him and given to the Assistant Director who will be now in charge of Maintenance. Mrs. Adler will be sending a letter to the Director who will then forward it to the Trustees. Mrs. Adler also wanted to know who is now in charge of Personnel.

Trustee DiCamillo then moved to table this resolution and informed Mrs. Adler that both questions will be discussed either by the Policy or the Personnel Committee or both committees.

Finance Committee Member on the Building Committee

Trustee DiCamillo inquired about the resolution to appoint a Finance Committee member to the Building Committee that came up at last month's Board meeting.

After a lengthy discussion at the April Board meeting, the motion had been voted on and failed. The consensus then was that it will be placed on the agenda for the May Board meeting for discussion. Some trustees, although in agreement with the idea of having a finance person on the Building Committee, did not see the need to rush through a vote at tonight's meeting since if approved it would not be in effect until 2012. Although not on the agenda of tonight's meeting, Trustee DiCamillo was resolute that she would like to vote on this tonight. She therefore reintroduced the resolution with some revisions to authorize the addition of the following

sentence to Policy 200-40, under Finance Committee. “A member of the Finance Committee shall be appointed to serve on each of the other standing Library Committees.”

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the addition of the following sentence to Policy 200-40, under Finance Committee. “A member of the Finance Committee shall be appointed to serve on each of the Library Committees.”

VOTE: Yes – 2 (DiCamillo, Pizer); No – 5 (Esagoff, Kaplan, Marcus, Sokol, Solomon).

MOTION FAILED

The motion was defeated not because the trustees did not support the idea but the timing was not right and some would like to review the Policy Manual to see where this policy should be placed. Trustee DiCamillo advised that she will bring it up at every meeting until it is passed.

Trustee Sokol left the meeting at this point (9:32 p.m.)

Parkville Branch Lease

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the Library Director to enter into negotiations for an agreement with the Great Neck Public School District to amend the lease of the Parkville Branch Library.

Public Comment: Pam Marksheid

President Esagoff appealed to the supporters who made the move of the new Station Branch happen to also support the New Hyde Park community for the Parkville Branch expansion. She also asked for the support of all in the community for the Main Building project. Trustee Kaplan added that the Board supports the entire library district and they are happy to do this for Parkville.

The Library Director thanked Superintendent Tom Dolan and Assistant Superintendent of Business John Powell for being so responsive and open to make this branch bigger. Trustee DiCamillo sincerely thanked the Director for making this happen.

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

MOTION CARRIED UNANIMOUSLY

Replacement of Servers

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

RESOLVED, that the Great Neck Library Board of Trustees contract with Corstar to replace the Library's network servers using Hewlett Packard configuration and add the 24 x 7 4 hours Proliant DL360 Support which will bring the total to \$35,067. Such funds should be taken from the Automated Library fund.

Public Comment: Ralene Adler

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

MOTION CARRIED UNANIMOUSLY

Excess Equipment

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

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule dated May 4, 2011, excessed and authorize the Director to dispose of same in an appropriate manner.

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

MOTION CARRIED UNANIMOUSLY

OPEN TIME

Speaking: Ralene Adler

ADJOURNMENT

President Esagoff adjourned the meeting at 9:48 p.m.

Respectfully submitted,

Joel Marcus
Secretary of the Board of Trustees