

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
JUNE 19, 2012, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, June 19, 2012, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Varda Solomon – President  
Francine Ferrante Krupski – Secretary  
Marietta DiCamillo – Treasurer  
Joel Marcus – Assistant Treasurer  
Josie Pizer – Assistant Treasurer  
Janet Nina Esagoff

Absent with prior notice: Martin Sokol – Vice President

Also present: Jane B. Marino – Director  
Laura Weir – Assistant Director

Absent with prior notice: Neil Zitofsky – Business Manager

## **EXECUTIVE SESSION**

The Board met in Executive Session at 7:30 p.m. on motion by Marietta DiCamillo and seconded by Josie Pizer for the purpose of discussing Collective Bargaining Agreement for staff. Marietta DiCamillo and Joel Marcus respectively motioned for the Board to come out of Executive Session at 7:55 p.m.

## **CALL TO ORDER**

President Solomon called the public meeting to order at 8:05 p.m. and welcomed everyone.

## **MINUTES**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of May 15, 2012, as presented.

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

Trustee Pizer suggested that the sign-in sheets for members of the public should include their email addresses.

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## TREASURER'S REPORT

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the following financial reports which have been reviewed by the Treasurer:

- June 19, 2012, Treasurer's Report;
- Warrant dated May 12, 2012 through June 15, 2012 for Paid Checks numbered 0030503 through 0030506, 0030539 through 0030543, and 0030574 through 0030579, 1248 through 1249, 1252, and 44867 through 44880, and To-Be-Paid Checks numbered 44881 through 45008, the sums set against their respective names, amounting in the aggregate to \$437,159.82.
- Payroll Warrants for pay dates May 3, 2012, May 17, 2012, and May 31, 2012 in the amounts of \$167,475.06, and \$166,371.74 and \$163,227.84 respectively for a total of \$497,074.64.

The wording of the Warrant was amended to include *with the exception of check number 44922 in the amount of \$9430*. This check was pulled from the warrant and a replacement check will be issued when all the issues have been clarified. Trustee Pizer recommended that going forward that when a check has been pulled from the Warrant, it should appear in the resolution.

Public Comment: Ralene Adler

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the Treasurer's Report as amended.

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

**MOTION CARRIED UNANIMOUSLY**

## PERSONNEL CHANGES

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

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

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

**MOTION CARRIED UNANIMOUSLY**

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## REPORTS

### Branch Committee

Below is the written report from the Branch Committee:

The meeting was held at the Parkville Branch on Wednesday, June 13, 2012 from 7:30-9:00 p.m. In Attendance: Josie Pizer (Chair), Janet Esagoff (Trustee), Francine Ferrante Krupski (Trustee), Varda Solomon (Board President). Also in Attendance: Jane Marino (Library Director), Laura Weir (Assistant Director).

Call to Order: Chair Josie Pizer called the meeting to order at 7:35 p.m.

#### Station Branch

Trustee Pizer asked the Assistant Director to comment on the state of the Station Branch roof and ceiling. She reported that at this time, all is well and there are no further reported leaks despite the recent heavy rains.

The committee then discussed the issue of automatic doors and the options before them and what sort of recommendation they might make to the Board. The Director reported that she had a fairly old quote from our vendor at Main for a button that would open the doors, but Trustee Pizer asked that we investigate other options, including doors with an automatic eye. Ms. Marino asked Ms. Weir to follow up on that option.

#### Parkville Branch

The Director reported on her communications with John Powell at the School District. Our plans have been sent to NYSED for approval in April, but he has no idea how long that will take. Mr. Powell has assured us that any plans will involve our input before anything is finalized. As requested by Josie Pizer, the Director did ask Mr. Powell if the new space electrical output could support window air conditioners if that is what the Library decides to do.

However, as the Assistant Director reported, the branch has been having ongoing problems with the HVAC system currently in place and presented a written report to the committee showing problems that go all the way back to 2002. The space was renovated in 1999. Ms. Weir will get quotes on repairs to the system. The committee will wait to evaluate next steps on the HVAC until the extent of potential repairs is discovered. Although the Branch Head was not available at the meeting, she prepared a written report on the State of the Branch, which was distributed to the committee.

#### Adjournment

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

Trustee Pizer asked that the Library's website be checked for updates on meetings for July and August as these meetings might be cancelled depending on whether or not she has received any new information on Parkville Branch and the quotes for the door opener for the Station Branch.

Public Comment: Ralene Adler

### Building Advisory Committee

Below are the written reports of the Building Advisory Committee meetings which were held from 7:30-9:00 p.m. in the Multi-Purpose Room at the Main Library.

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THURSDAY, MAY 17

Board Members – Marietta DiCamillo (Chair), Josie Pizer, Varda Solomon (President), Martin Sokol (absent with notice); Professional Members: Don Dillon (Architect), Allegra Goldberg (Project Manager), Mike Currie (Engineer), Leslie Kahn, (Engineer - absent with notice); Committee Members – Ralene Adler, Naomi Feldheim, Stu Hochron (absent with notice), Amy Levinson, Marianna Wohlgemuth; Staff Members – Jane Marino (Library Director), Christine Johnson, Justin Fuchs (absent with notice)

Call to Order

Chair DiCamillo called the meeting to order at 7:40 p.m. The minutes were reviewed and minor corrections were accepted.

Discussion about May 9<sup>th</sup> meeting with Dattner

Ms. DiCamillo has asked that all participants be ready to report on their impressions and thoughts about the meeting.

Mike Currie said that Dan Heuberger spent a great deal of time trying to lead us into an interpersonal discussion about the items remaining without giving his own opinion and led us back to his own vision. It was a productive meeting and managed to review the remainder of our material. The group advised that we would review everything one more time, after meeting with the Building Advisory Committee (BAC).

Ralene Adler felt we made progress as it appeared the architect understood the community's desire to make this a community centered facility and there was substantive discussion on issues such as what would entice a patron to visit a library in 2015. The group was clear; it would not waste time revisiting items, such as the mezzanine, when these items were non-negotiable. We again told Dan Heuberger that removing it would result in a loss of considerable and valuable space. The more critical items which need to be resolved are how many books will be in this library and the level of staffing.

Mr. Heuberger's response was that the BAC should be prepared to tell Dan Heuberger what Great Neck Library needs and then Dattner Architects will tell Great Neck Library what can fit. Amy Levinson felt we made progress and a lot was explored. Until we have some type of floor plan, however, it is hard to know what can fit. Overall we made a lot of progress in refining what we thought was important in the space. The reality is some areas are not as flexible.

Josie Pizer agreed with the comments already made by the other members of the sub-committee. There were some items, including discussion of how we can best use the mezzanine. Excavation of the meeting room floor did not meet with a favorable response from the group because of the type of excavation that it would require. They were concerned that the cost associated with it may be prohibitive. Much of what the BAC had discussed was presented to Dan Heuberger at Dattner's offices.

Don Dillon also stated that we made a lot of progress and we anticipate summarizing and finalizing the thoughts so that Dattner can give us a plan/document. A decision on the size of the collection is not critical at this juncture if there's uncertainty about it. It doesn't make sense to force a decision at this time. We will know the size of the space which will drive the size of the collection or vice versa. The next step or "test fits" will enable us to determine what fits and what doesn't.

Marietta DiCamillo reinforced Don Dillon's statement and agreed that eventually the details will become critical but at this time was not as important as maintaining our progress and not getting stalled focusing on details. She then asked for questions. Varda Solomon asked for a clarification of Mike's comments. Mr. Currie commented that Mr. Heuberger helped us discuss with each other and that he was pleased that he didn't lead the discussion but helped us. Marianna Wohlgemuth asked if there had been any discussion

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about the parking lot configuration. Don Dillon replied that it was not at this meeting but the subject needs to be discussed. Ms. Levinson stated that in a prior meeting there had been some discussion but we did not come to any conclusions. Ms. Pizer clarified that decisions are NOT made at Dattner meetings - we present the information as discussed during our larger BAC meetings. The smaller group recognizes the need for feedback by the BAC.

#### Trustee Seminar

Marietta DiCamillo asked for the three trustees who attended the Library Trustee Association seminar on May 4 and May 5 to present what they felt was important to them as the lectures were perfectly timed to our current building program. JP talked about a seminar called “Confronting the Future” which was a discussion of future trends and the challenges between balancing traditional library services and technology requirements. The discussion centered around digital media and technologies, staffing requirements, as well as changing demographics and library functions. The speaker gave examples of items that libraries must be aware of as they move forward to survive in this changing e-environment. Ms. Pizer shared the literature she received with the committee.

Varda Solomon discussed the session presented by Belfiore Architects, an architectural firm. Dennis Belfiore, one of the firm’s partners, talked about how to design a “new age” library. He stated a good building design needed a strategic plan, a design process, followed by implementation and, last, fine tuning of the project. She felt it was a reinforcement of what we were already doing. He talked about details that change a room or area such as lighting and paint and the need for social, gathering spaces. He has successfully redesigned the branches of the Queensboro Library System and presented slides showing his successes.

In the design consideration, he talked about RFID. He sees self check as an addition to the circulation desk and not as a replacement to the circulation desk. His visions are based on materials becoming more electronic. Self check draws the staff into the patron’s space.

On the implementation, there is a magnitude to think about from minor to major changes. They can be ranked as minor, moderate and comprehensive. It’s very important that you have images that people can relate to. A library could consider doing a pilot project to gain people’s interest.

Earlier in the week, Ms. DiCamillo had requested the Director secure copies of his literature as distributed at the seminar for the BAC to review. Ms. DiCamillo asked if the BAC thought it would be a good idea to invite Belfiore Architects to our next meeting and everyone believed it would be worthwhile to do so. She agreed to invite him to our next meeting on June 6<sup>th</sup>. She updated the committee that the board approved the RFP’s for the Hazmat specialist and cost estimator. She opened the discussion concerning the new Dattner proposal and stated that many people had serious concerns and opinions regarding this proposal. Ms. DiCamillo advised the BAC of the tabling of the resolution by the Board upon her recommendation. The Board realized that at this amount of money, according to fiscal policies, the Library’s Board of Trustees would need to put the services out to bid. The Board also requested specific details about his proposal. The BAC agreed completely.

The major concerns expressed were the amount of money being requested (\$45,000) and the time line of 8 weeks considering it would seem that the groundwork has already been done and paid for to Dattner Architects during the last building program.

The Director added that there have already been two engineering studies done, one in 2000 and again in 2009, there’s a lot of information already available that the Library has already paid for. In the 2009 project, the Library spent over \$200,000 in fees to Dattner. Since so much work had been done and so

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much information has been gathered, the Library should be able to profit from that information when we put out another RFP.

The meeting concluded with BAC members feeling that the cost was considerable for this particular architect and couldn't understand why it would be so lengthy a period to complete. It didn't make sense. Others expressed their optimism over the June 6<sup>th</sup> meeting when a "library specialist" architect would present his ideas and thoughts based upon significant experience.

The next meetings are May 21, 5:15 p.m. with the splinter group at Dattner Architect offices and June 6<sup>th</sup> at 7:30 p.m. at the Main Building. Ms. DiCamillo reminded everyone that these meetings will begin promptly at the posted times.

#### TUESDAY, JUNE 12

Board Members – Marietta DiCamillo (chair), Josie Pizer, Varda Solomon (President), Martin Sokol (absent); Professional Members – Don Dillon (Architect), Allegra Goldberg (Project Manager - absent with notice), Mike Currie (Engineer), Leslie Kahn (Engineer - absent with notice); Committee Members – Ralene Adler, Naomi Feldheim, Stu Hochron, Marianna Wohlgemuth; Staff Members – Jane Marino (Library Director), Christine Johnson, Justin Crossfox

1. Marietta called the meeting to order at 7:40 p.m. by welcoming everyone and indicating that there was a change in the agenda and there will be no presentation tonight since Dennis Belfiore is ill and nobody else from the firm is available.
2. She advised the committee that the responses from the RFP's for the Environmental Firms have been circulated as well as the documents the Library received from Dattner. They are the minutes from Meeting #4, the updated Program Plan and an executive summary of the process.
3. At the request of the Chair, Josie made a report about the role that both the New York Power Authority (NYPA) and the Long Island Power Authority (LIPA) could play in our building renovation, both with providing information and providing opportunities for grants. She stated that she had called NYPA and was told that they have contractors to do many different kinds of studies related to energy savings, financing and technical support. They also do environmental assessments and make recommendations based on their assessments. Josie recommended that somebody from NYPA come and speak to the committee to which everyone agreed. Marietta asked that Josie take the lead on this and arrange to have a speaker at either of the July meetings.
4. The group then reviewed the program plan (in final form) and realized the numbers were slightly different from the BAC's reviewed and final space allocation document. Jane was asked to have Dattner re-edit their document and include the sub-committee's numbers in the spreadsheet. The BAC has also requested the information in both excel and PDF format. There was a brief discussion about the process of the four meetings with Dattner and all agreed it had been a productive and helpful process and felt they came away with a better understanding of the specifics of what is needed for our building
5. Marietta asked the BAC whether or not we should begin the process of securing an architect. The primary reason being the \$45,000 figure quoted by Dattner for a concept plan is too high to be accepted without competing bids. A discussion ensued on the best process to follow. Jane advised the group she had been working on a revision of the original RFP from 2008 and had sent it to Don Dillon for his input. Marietta asked for it to be sent to the entire BAC for input and feedback. Authorization for an RFP must be given by the Board of Trustees, at a public meeting; hence, the RFP would need to be ready in order for the Board to approve it on June 19<sup>th</sup>. One observation expressed was a concern

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over going through the entire process again from the beginning. Marietta stated we wouldn't be as we are beginning with a goal budget number and a program/space allocation plan. The Director also stated she had included in the RFP the listing of all the prior studies and reports and the stipulation that the selected architect would be expected to use the information already gathered. Marietta asked that if the group had any recommendations of architects to be solicited, they should send them to both herself and Jane.

6. Marietta began a conversation about the RFP and responses for the environmental companies. She thought they should have yielded similar responses. Don Dillon stated that we should start a bid-leveling process. However, if we are at this point without an architect perhaps this conversation is premature.
7. Marietta asked for feedback on the LILRC program that took place on June 1<sup>st</sup> that involved a tour of both Shelter Rock Library and Farmingdale Library and presentations by both directors of their experiences. All participants, Christine Johnson, Justin Crossfox, Joel Marcus, Josie Pizer, Jane Marino, Naomi Feldheim were asked to comment. All agreed it was a worthwhile experience and the pros, such as good use of space in Shelter Rock's main floor, and cons, such as the loud acoustics in Farmingdale were discussed. Shelter Rock's project was done with a closure of the building and the move to a temporary space. Farmingdale only renovated the main floor, so a temporary library was set up in the lower level. Josie also presented a written report to the group.
8. There being no further business, Marietta closed the meeting and reminded the group that the next meeting will be on June 21 at 7:30 p.m. sharp. [End of written reports]

Trustee DiCamillo also reported that the committee has concluded the space allocation and they now need to have the architect design a plan based on the space allocation. Dattner has submitted a price quote which came in at a high rate and according to the Board Policy, competitive pricing must be obtained. The committee will be recommending to the Board to put out an RFP to gather additional quotes for competitive pricing. [See New Business]

Public Comment: Karen Rubin

### **Policy/Bylaws Committee**

Below is the written report of the Policy/Bylaws Committee of the meeting held on Tuesday, June 12, at 1:30 p.m. in the Multi-Purpose Room at the Main Library.

In Attendance: Joel Marcus (Chair), Francine Ferrante Krupski (Trustee), Jane B. Marino (Library Director), Laura Weir (Library Assistant Director)

1. Workplace Violence Prevention Policy – The Director and Assistant Director presented the Workplace Violence policy and recommended that this be presented to the Board for a first reading. The committee went over both the policy and the prevention program that had been put together to accompany it and had some suggestions for clarifying language in the program and asked questions about ongoing implementation. Ms Marino advised the committee that the policy had been vetted by the library's attorney and they were fine with it as written. The policy will be added to the agenda for a first reading.
2. Gift Policy – The Director advised the committee that the library's lawyer had no problems with the addition of the sentence proposed, so the committee will present it to the Board.

3. Lawyer Policy – The Director discussed this with the library’s lawyer who proposed some additional language which the committee discussed. They will present it to the Board.
4. Circulation Policy – The main proposed change to the circulation policy is the raising of the overdue fines from \$.10 to \$.20 for adult items and from \$.05 to \$.10 for children’s items. This is the first proposed change in fines in many years and this had been discussed both in Finance and at Budget workshops as a proposed revenue source.
5. Other Circulation Items – There are some cleanup items the committee will propose to the Board at Ms. Marino’s suggestion. They are the elimination of items that the library no longer circulates.  
The meeting was adjourned at 2:30 p.m.

## **Assistant Director**

### Express Books

The *Express Books* collection was put out for display on Friday, June 1. There are about 40 titles in the collection so far, with more arriving as they are received. Some of the titles have a publishing date of mid-June. More titles will be added as they are identified. There is an *Express Books* collection at the Main Library and at all three Branches, all containing the same titles. At Main, the books are on display on a new stylish book rack near the front entrance to the building, apart from but near the New Books collection. The *Express Books* circulate for 7 days. They cannot be reserved or renewed and can only be checked out by Great Neck residents and fee paying members. The overdue fine is \$1.00 per day. This new service will be highlighted in the upcoming library newsletter and a press release has been sent to the local newspapers.

### Adult Books

There is a major weeding initiative beginning for Adult Books. Chris Johnson is creating lists of materials using criteria previously discussed with reference and children’s librarians that will help librarians in the weeding process. Margery Chodosch will assign librarians to selected sections of the collection. I will begin weeding the fiction collection.

### Museum Pass Program

All the Museum Passes in our collection have been renewed for another year. We have added the Heckscher Museum of Art to the Museum Pass program at a cost of \$250 per year, for a total cost of \$3550.

### Day of Dialog/Book Expo America

Sponsored by Library Journal, *Day of Dialog* takes place when Book Expo America Comes to New York and brings together librarians, publishers, vendors and authors for discussions on issues affecting the book and library world. The first panel of the day brought together five editors of major publishing houses discussing key titles and trends for Fall 2012. The next panel was made up of first-time authors whose books had received Library Journal starred reviews. Each discussed their experience in the road to publishing success. The Best Digital Practices panel, made up of savvy, technically adept librarians, offered information about the varied platforms now available for eBook delivery.

*Book Expo America* is a conference with a large exhibit floor showcasing publishers, vendors, manufacturers, and this year a wide variety of vendors of digital technologies, electronic publishing and social media marketing. I talked at length with our representative from Baker and Taylor about their new digital media library called Axis 360 and made plans to have her visit the Great Neck Library with a demonstration. [End of written report]



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Trustee DiCamillo asked the Assistant Director to prepare a statistical analysis of the circulation of the Museum Passes for a three-month period to include the branches. She has had complaints from patrons on how difficult it is to get Museum Passes. The Director will put together a report for the Board.

## **Library Director**

### **Personnel**

The reallocation of staff to the branches during the installation of the cooling tower was a success for all concerned. The staff from Main learned about the Branch to which they had been assigned and the staff from the Branch benefited from extra hands, and tasks and projects were able to be completed that would not have been done.

All maintenance and branch staff and all Main Library Persons-in-Charge received a refresher course in the alarm system in each of their respective locations. They were given the opportunity to ask questions and discuss any issues that they deemed important. In all, it was a productive exercise that I hope will result in better responses to any emergency situation or false alarm.

Each department and branch has been asked to cut hours from their personnel budget and they have done so, resulting in an overall elimination of 77 hours, in addition to the 103.8 vacant hours that had already been cut. These cuts were accomplished without a perceived reduction in service to our patrons. [Total savings are \$327,981]

### **Main Building**

As promised, the cooling tower was installed according to the timetable established by our vendor, Power Cooling. There was a walk-through so that AKF Engineers could ascertain that all work was done and would pass inspection by the Town of North Hempstead. A punch list was produced from that walk-through and we expect that as of the date of this meeting, all issues will be met.

A meeting of all appropriate staff regarding the weeding of the collection took place on June 6 and criteria and a timetable were established for the weeding to be accomplished. In the Children's Room, staff members had already been assigned their sections for weeding and a lot has already been accomplished. For the Adult collection, staff members have now also been assigned their appropriate sections and they must accomplish the weeding by the end of the year.

A meeting of all appropriate staff was held to coordinate the combination of the reference and info desk into one desk. A list was created with tasks and the order in which those tasks should be completed. We hope to get this done as soon as possible. All were in agreement that the proposed move was a good idea and would create a better space for our patrons.

### **Programs and Meetings**

Two trustees, three staff members and a member of the Building Advisory Committee attended the LILRC meeting on June 1<sup>st</sup>, "Redesign Library Space: Meeting the Changing Community Needs" in which both Shelter Rock Library and Farmingdale Library were featured. The day-long event featured talks by each Library's Director about their particular renovation and then a tour of the facility. Also in attendance was Christopher Stepp of Beatty, Harvey, Coco. He was the architect on both of these projects. The Shelter Rock project, which was completed in 2011, was a complete renovation of the entire library. The Farmingdale Library, which was also completed in 2011, was a renovation of the main floor of the library. Everyone who attended benefitted from hearing about each library's experiences. [End of written report]

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The Director commended Power Cooling for the professional manner in which they installed the cooling tower and she was also pleased with the way the architect and the engineer kept on top of the project. However, there is a problem, not with the cooling tower, but with the condenser piping in unit number one which has to be replaced.

Engineer Leslie Kahn was thanked for the work he has put in this project.

Trustee Pizer would like to see the roving reference librarian service, which is being currently offered by the East Meadow Library to its patrons, implemented in the Great Neck Library.

Public Comment: Ralene Adler

## **OLD BUSINESS**

### **Policy Amendment**

#### **LEGAL COUNSEL**

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

**RESOLVED**, that the Great Neck Library Board of Trustees take from the table the motion to amend the Legal Counsel Policy.

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

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

**RESOLVED**, that the Great Neck Library Board of Trustees amend section 100-30 of the Board Policy Manual to accept the changes to the paragraph addressing legal counsel which was reviewed by general counsel and recommended by the Policy Committee.

Trustee Marcus then read the proposed policy which states:

“Legal Counsel is called upon for preparation of contracts, agreements, litigations, advice on investments, and in general to assure that the Board and the Library are operating in a manner consistent with the law and policies established.

The Board, in balancing this goal with its fiduciary obligation to keep legal costs at a minimum, has determined that the Library Director and the President of the Board will be the sole liaisons to Counsel. If the Director or any Trustee has questions requiring consultation with the Library’s Counsel, these questions are to be presented to the Board President in written or email form. The Board President, after considering the need to consult with the Board as a whole, may then authorize the Director to initiate this consultation with Counsel. Both the question and Counsel’s reply will be shared, in writing, with all Trustees. In the event a Trustee is involved, or the subject of the legal

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matter, and such sharing with that Trustee would be adverse to the Library's interests, an exception to this policy may be made.

Legal Counsel is required to attend Board meetings when requested by the President.”

Trustee Pizer suggested that the chair of the Finance Committee be the backup person when the Board President is unavailable. A discussion on the ‘chain of command’ ensued. It was pointed out that the Bylaws already addressed the issue that the vice president shall act during the absence or incapacity of the president and it eliminated any need for another backup person. If a problem should arise down the road, it will be addressed.

Public Comment: Karen Rubin

**VOTE:** Yes – 5 (DiCamillo, Ferrante Krupski, Pizer, Marcus, Solomon); No – 1 (Esagoff)  
*MOTION CARRIED*

#### GIFTS/DONATIONS

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

**RESOLVED,** that the Great Neck Library Board of Trustees take from the table the motion to modify the Donation [Gift] Policy.

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

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

**RESOLVED,** that the Great Neck Library Board of Trustees amend section 1200 of the Board Policy Manual to accept the changes to the Gift Policy as recommended by the Policy Committee.

The amendment recommended by the Policy Committee stated that for gifts of \$1,000 or greater, if requested by the donor, the library may opt to memorialize the gift with a plaque or other suitable display.

Trustee Esagoff stated that the wording should be “For gifts of a \$1,000 or greater whether monetary or appraised value.”

Trustee DiCamillo wanted to see what policy other libraries have in place. She also asked that the policy include the Board's acceptance of the donation.

This was sent back to the Policy Committee for them to rewrite the policy to include the suggestions from Trustees DiCamillo and Esagoff and bring this back to the Board at a future meeting.

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

**RESOLVED**, that the Great Neck Library Board of Trustees again table the motion to modify the Donation [Gift] Policy.

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

*MOTION CARRIED UNANIMOUSLY*

*Trustee Esagoff left at this juncture (9:05 p.m.)*

## **NEW BUSINESS**

### **Donation Acknowledgment**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept a donation in the amount of \$250 from Jay M. Kaplowitz in memory of Maria Fornari.

To date, the Library has accumulated funds totaling \$1,140 in honor of Maria Fornari. The Director thanked everyone for their donation. President Solomon inquired whether it was possible to put an acknowledgment in the Library's newsletter to which the Director was unsure since a precedent has not been set.

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

*MOTION CARRIED UNANIMOUSLY*

### **Workplace Violence Prevention**

This was the first reading of this new policy, copies of which were available for the public. Comments will be considered at the next Board meeting when the second reading will take place.

Public Comment: Karen Rubin

### **Policy Manual Cleanup**

**Upon motion by Joel Marcus and seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the changes to sections 700-20, 700-40 and 700-45 of the Board Policy Manual, as outlined and which have been reviewed by the Policy Committee.

The Director explained the intent of this is to bring section 700-20 and 700-40 up to date by removing MP3 Players, Playaways and Muzzy Language Series which are no longer being circulated. Changes to section 700-45 reflect the Board approved increases in fines from 10 cents to 20 cents for adult catalogued materials and from five to ten cents for juvenile catalogued materials at an earlier meeting.

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Trustee DiCamillo leaned toward tabling the motion until after a discussion takes place on whether trustees and staff should be exempt from paying fines for overdue items. The consensus among the other trustees was to vote on the motion on the table and refer the matter to the Policy Committee.

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

*MOTION CARRIED UNANIMOUSLY*

### **RFP for Architects**

**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 Library Director to seek proposals from architects for the Main Building Renovation project.

The RFP was reviewed by the Building Advisory Committee and revisions made. The Director put together a list of thirteen architects who have public library experience and the RFP will be sent to them once approved by the Board.

Public Comment: Karen Rubin

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

*MOTION CARRIED UNANIMOUSLY*

### **Administrative Contracts**

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

**RESOLVED,** that the Great Neck Library Board of Trustees approve the execution of contracts with accompanying job descriptions for the Assistant Director, Business Manager, Administrative Assistant, and Staff Accountant for the year 2012 as proposed by the Personnel Committee.

Public Comment: Ralene Adler

The trustees who are not members of the Personnel Committee had not seen these contracts and job descriptions so the Board recessed at 9:25 p.m. for them to review these documents. The Board returned from recess at 9:38 p.m. and then voted.

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

*MOTION CARRIED UNANIMOUSLY*

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### **Excess Equipment**

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

**RESOLVED**, that the Great Neck Library Board of Trustees declare the items listed on the schedule from the Computer Department dated June 2012 exceeded and authorize the Director to dispose of same in an appropriate manner.

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

*MOTION CARRIED UNANIMOUSLY*

### **OPEN TIME**

Speaking: Ralene Adler, Naomi Feldheim

### **ADJOURNMENT**

The meeting was adjourned at 9:45 p.m. on motion by Marietta DiCamillo and seconded by Josie Pizer.

Respectfully submitted,

Francine Ferrante Krupski  
Secretary, Board of Trustees