

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
SEPTEMBER 24, 2013 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, September 24, 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 [left at 9:15 p.m.]
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Janet Nina Esagoff

Also present: Laura Weir – Interim Director
 Christine Johnson – Temporary Acting Assistant Director
 Neil Zitofsky – Business Manager

CALL TO ORDER

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

MINUTES

Upon motion by Varda Solomon, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of June 25, July 10, July 23 and August 27, 2013, as presented.

Trustee Pizer stated that she had some comments/questions on the Minutes. However, she was not prepared and the question was called.

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

TREASURER'S REPORT

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

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

- September 30, 2013, Treasurer's Report;

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- Warrant dated June 16, 2013 through July 19, 2013, paid checks numbered 0031408 through 0031412, 0031437 through 0031440, and 46818 through 46842, and To-Be-Paid Checks numbered 46843 through 46960, the sums set against their respective names, amounting in the aggregate to \$338,217.22;
 - Warrant dated July 20, 2013 through August 16, 2013, paid checks numbered 0031466 through 0031470, 0031494 through 0031497, and 46961 through 46975, and To-Be-Paid Checks numbered 46976 through 47109, the sums set against their respective names, amounting in the aggregate to \$356,733.62;
 - Warrant dated August 17, 2013 through September 13, 2013, paid checks numbered 0031521 through 0031525, 0031549 through 0031554, and 47110 through 47129, and To-Be-Paid Checks numbered 47130 through 47234, the sums set against their respective names, amounting in the aggregate to \$293,778.56;
 - Payroll Warrants for pay dates June 13, 2013, and June 27, 2013, and which have been reviewed by the Treasurer, in the amounts of \$151,251.18 and \$147,612.89 respectively, for a total of \$298,864.07;
 - Payroll Warrants for pay dates July 11, 2013, and July 25, 2013, and which have been reviewed by the Treasurer, in the amounts of \$188,558.33 and \$148,090.86 respectively, for a total of \$336,649.19;
 - Payroll Warrants for pay dates August 8, 2013, and August 22, 2013, and which have been reviewed by the Treasurer, in the amounts of \$149,660.38 and \$147,855.26 respectively, for a total of \$297,515.64.

Trustee Solomon pointed out that there was no resolution to accept the Treasurer's Report for June. The Business Manager explained that historically the reports for the summer were combined and presented as one report in September. President DiCamillo asked that in the future a notation be made that this is the procedure.

Trustee Solomon also referenced the June report which showed a transfer of \$23,494.50 from the Main Building and Special Services fund to the Branch and Special Services fund. She wanted to know if and when the Board voted on this transfer. It was explained that the expenditure and the fund line were voted on at an earlier Board meeting and this was just a movement of cash from one cash account to another where it rightfully belongs. She was not comfortable with the explanation given. She felt that expenditure was authorized from the Branch and Special Services fund when there was not enough money to cover the expenditure. President DiCamillo asked for the vote to be tabled until later in the meeting to allow the Business Manager time to research the information.

Francine Ferrante Krupski so moved and Josie Pizer seconded and all were in favor. The motion was tabled and the Board then continued with the next items on the agenda.

After the agenda item, *Correspondence*, the motion was put back on the table. Mr. Zitofsky provided the information which he distributed and a discussion ensued. He stated that the \$23,494 in question was from December 2012 when a transfer was done to cover approved Dattner Architects bills. He explained that there are two cash accounts in the Restricted Fund – one for the Main Library (Capital One) and the other is a co-mingled account at Chase Bank. When the check was cut from the Chase account for the Main Building fund expenses, it exceeded the Main Building co-mingled fund – the larger portion should have been taken from Chase and the smaller from Capital One account. The balance was therefore temporarily charged to the Branch account and this was the reason for the transfer of funds.

VOTE: Yes – 6 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer);
No – 1 (Solomon) *MOTION CARRIED*

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes of August 17, 2013 through September 13, 2013 as presented, and which have been reviewed by the Finance Committee.

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

REPORTS

Finance Committee

Committee Chair Pizer stated that she has not yet seen a report from the Business Manager but promised that all the Finance Committee reports will be ready for the October Board meeting.

Branch Committee

Trustee Fuller, Chair of the Branch Committee, reported that the committee met on September 11 at the Parkville Branch. He was not able to attend because of a conflict but Trustee Ferrante Krupski chaired the meeting in his behalf. The text of the written report is below:

Attending: Francine Ferrante Krupski, (Acting as Chair); Varda Solomon, Trustee; Marietta DiCamillo, Board President; Laura Weir, Interim Library Director; Jayne Alexander, Branch Head. (Michael Fuller, Absent with notice)

There were four community members in the audience, including Marianna Wohlgemuth. There was a discussion about the connection of the Parkville Branch to the Main Library. Most residents in the Parkville neighborhood use only the Parkville Branch and do not feel any association to the Main Library. Many people walk to the branch. It was noted by a member of the public that the Parkville Branch does depends on the Main Library for special services and for the interloan of library materials.

The Library Board is looking to the Branch Libraries to provide essential services, such as offering public computers and circulating popular reading and audiovisual materials to the public when the Main Library is closed for renovation.

The Technical Services Department will move into the newly acquired and renovated room at the back of the building. It is a good location because of the size of the space and because truck deliveries can be made through the side door directly into Technical Services.

There was discussion about making the Parkville interior more welcoming. Laura Weir was directed to have Charlie Wohlgemuth get three quotes for painting the walls and carpeting the floor up to the area where the new community room begins.

Laura Weir noted Excellent Air, our service provider, cannot fix the leakage problem. There is a problem with the pitch and the closeness of the unit to the ceiling that makes repair impossible. Jayne Alexander noted that the problem began a year or two after the Parkville renovation. Laura Weir was directed to get three quotes for rebuilding the air conditioning system.

A member of the public complained of the terrible acoustics in the new community room. This will be addressed after Technical Services moves back to Main.

A member of the public complained that the grass outside the building is very dry and that the School does not take good care of the shrubbery. Laura Weir noted that the School had built and landscaped a new path from the parking lot to the front entrance of the Library. Another complained that the branch needs better handicapped parking. Ms. Weir was directed to send a letter to the School District asking for the installation of a sprinkler system and in it to note that patrons have requested the addition of two handicapped parking spots in the lot.

Marianna Wohlgemuth suggested we need more computers in the Children's Room. Jayne Alexander agreed.

Meeting adjourned at 8:50 p.m. [End of written report]

Ralene Adler, a member of the public, asked the Board to verify the information in the Lakeville Branch report presented at tonight's meeting as she noted that no numbers were given for programs, specifically the storytime for two year olds, which had no one attending at times. President DiCamillo took Mrs. Adler's comments under advisement and promised to look into the matter and perhaps get definitive statistics in the reports.

Building Advisory Committee (BAC)

President DiCamillo reported that the Fundraising Committee, comprising herself, Josie Pizer, Michael Fuller, Norman Rutta, Marianna Wohlgemuth, Laura Weir and Neil Zitofsky, will be meeting on October 1, 2013 at 7:30 p.m. at the Station Branch.

She is also pleased that the Board of Education has approved the School District holding the referendum on behalf of the Library. Joel Marcus, Michael Fuller, Amy Levinson and Marianna Wohlgemuth were all present for that vote which went very smoothly.

Grants

President DiCamillo reported on the NLS meeting that she attended along with Trustee Pizer last night. 16 libraries received grants for various projects – some receiving over \$100,000 – and Great Neck missed an opportunity because the Trustees were told that Great Neck could not file. She said we should never miss an opportunity to file and if estimates are needed then they will be provided.

Trustee Pizer also stated that she is fearful that we are missing out on grants from the Federal Emergency Management Agency (FEMA) and LIPA.

President DiCamillo directed Interim Director Weir to contact the offices of Senator Martins and Assemblywoman Schimel regarding bullet grants. She also asked the Interim Director and the Business Manager to contact Calgi for estimates and pursue whatever grant money is out there in a quick and thorough manner.

Ms. Weir explained that she had communicated via email to the Board earlier on in the year regarding eligibility of grants.

Going forward, “Grants” will be placed on the agenda for every regular monthly Board meeting.

Ralene Adler, a member of the public, went on the NYS website for construction grants to see who is eligible and the deadline for submitting applications through the library system is October 10, 2013.

Outreach

Trustee Pizer, who chairs this committee, reported that there are 10 bookmarks, including a two-page flier put together by Trustee Marcus. They are in all library locations. The next meeting of the Outreach Committee is Thursday, September 26, 2013.

President DiCamillo thanked all those working on this committee for doing such an admirable job.

Trustee Solomon complimented the Parkville Branch staff for the manner in which the bookmarks were displayed and the other Branch Heads should be encouraged to do the same.

Trustee Fuller inquired whether a signage can be displayed outside the Shopping Center at the Station Branch location to advertise the meetings. Ms. Johnson reported that hardboard signages with referendum information were being prepared and will be sent to the branches.

Ethel Pomerantz, a member of the public, suggested that the Board arrange another public community before the referendum vote.

Relocation

Trustee Ferrante Krupski reported that the committee met three times and the last meeting was on September 19. The emphasis was placed on the weeding of the collection to remove items that are not being used systemwide. The goal is to weed 2,000 from each location by October 17, 2013.

During closure, Technical Services Department will be relocated to the Parkville Branch, computers to the Lakeville Branch and the Administrative Offices to the Station Branch. All are invited to attend the October 17 Relocation Committee meeting when staff member Janet Fine will report on public and pod storage. (President DiCamillo will not be present for this meeting, but Trustee Pizer will fill in for her.)

Ralene Adler, a member of the public who is on this committee, thanked Trustee Ferrante Krupski for getting the information to the committee. She added that before adding computers to the Lakeville Branch, the committee should look into space for people. The Board President informed her that this is already an agenda item for the Policy Committee. She also asked for the numbers for the collection of each branch and what do the 2,000 items that will be weeded from each location represent. Acting Assistant Director Johnson promised to email her the information.

A listing of all the community meetings and presentations past and future to publicize the renovation and referendum was prepared and distributed to the Trustees. Another public community meeting will be considered for November prior to the referendum.

Director Search Committee

Trustee Ferrante Krupski, committee chair, reported that the committee had four meetings and the last was in June when the decision was made to increase the salary for the director and to re-post the advertisement. Another 11-13 resumes were received and she met with the Interim Director to review them. There were only two that probably met the criteria. Since then, another seven were received. A meeting is scheduled for October 3 at 7:30 p.m. at the Station Branch to review the resumes.

Long Range Planning Committee

The committee was asked to look at re-inventing libraries - a futuristic planning and to schedule a meeting for discussion. One of the Minutes of the NLS meetings addressed this.

Policy & Bylaws Committee

The Text of written report of the July 17, 2013 meeting is below:

Board Members: Joel Marcus, Chairperson; Francine Ferrante Krupski, Trustee; Janet Esagoff, Trustee; Marietta DiCamillo, President (absent with notice); Staff member: Laura Weir, Interim Director
Meeting opened at 7:35 p.m.

1. Personnel Hiring Proposal: The Policy Committee will recommend this proposal for adoption as a new policy at the next regular Library Board meeting in September. The first reading of the policy will take place at that time.
2. Revisit policy 200-70 Email: The Committee removed some language and drew up new wording for this policy.
3. Exhibition Policy: This was a policy created by previous Director, Jane Marino. As we are now considering new exhibition spaces and possibly changing how we exhibit art work in the renovated building, this Exhibition Policy was tabled.
4. Dress Code Policy: The Policy Committee created a new dress code policy that will be read for the first time at the next Library Board meeting in September. There was some discussion about Library employees wearing Name Tags to distinguish themselves from community members.
5. Emergency Policy: The Policy Committee recommends a note in the Policy Manual that directs readers to "Refer to the Emergency Manual".

6. Revisit Policy 300-10 Timetable for the evaluation of the Library Director: The Policy was made more specific with the addition of dates for completion of each of the steps in the process.
7. Re-evaluate Policy 200-20 on the contact between Library Trustees and Library Personnel: Interim Director Laura Weir suggested that there are many references to Trustee-employee interaction in the “Handbook for Library Trustees of New York State”. She will review the handbook and pass along pertinent passages of the handbook to the committee.
8. Rules and Regulations of the Library 500-30. It was brought to Ms. Weir’s attention that the wording for prohibition of animals or pets in the library was out dated. New language uses the wording “Service Animals’ as exception to the prohibition. While examining the list of prohibited action, the Committee made changes to the “Eating or drinking” prohibition and to “Loud and unreasonable noises”. These changes will be presented for approval at the next regular Library Board meeting in September. [End of written report]. See page 10 for proposed policies.

Committee Chair Marcus also stated that the committee will meet again either during October or November to consider the items below:

- i. residents versus non residents computer usage during renovation
- ii. adjustment of fines during renovation
- iii. approval of procedures for expenditures

Secretary

Secretary Solomon reported that she had done online research on digitizing and scanning of the Minutes. Since this would be an ongoing project, it would become costly for the Library. Her recommendation was to continue entering the information in a database as being presently done, and if the Secretary to the Board is overwhelmed with work, Trustee Solomon would be available once per month to assist. This would be a more cost effective way to go.

Staff Reports

Trustee Pizer reported that the Head Custodian was a super choice – his knowledge to get things done and saving the library money. All members of the Board are very pleased with him.

The Interim Director reported that Mr. Wohlgemuth had received three quotes to repair the broken sign at the entrance of the driveway which was apparently hit by a vehicle. She was asked to find out if the damage had been reported to the Insurance Company.

Public Comment: Ralene Adler

Interim Library Director

The text of written report below:

Foreign Language Collection: Chinese language books: In the past the Great Neck Library had a community volunteer who would help the Librarian in charge of the Foreign Language collection select books for the Chinese collection. Now we have several Chinese speaking clerks on staff. When speaking to Hai-Nee Tan recently I was told that the Chinese collection was old and people in the community had no interest in reading the books. Then, in conversation with Wanda Lei an idea took shape to request

popular titles for the library. The Chinese speaking clerks, including Rose Huang and Librarian Shuqian Zhang approached Marlene Wiercx, the Foreign Language Librarian, to suggest they could work with her to develop a popular reading collection. This idea was well received and the group will recommend new Chinese titles for the collection, including the much better used collection at the Parkville Branch.

Gujarati Language Collection: Gujarati is an Indo-Aryan language that was spoken by many Indian immigrants who settled on Long Island more than a decade ago. Great Neck Library has a small collection of books and audiovisual material in this language. As circulation of the Gujarati books is low and we are looking to weed out any unnecessary materials, Marlene consulted with Aruna Shah, a Technical Services clerk on staff who speaks Gujarati, to determine if the collection was still needed. She felt that most of the people who spoke Gujarati a generation ago speak and read English these days. After consultation with Parkville staff, the branch no longer houses a Gujarati collection, we have decided to eliminate the Gujarati language books, which are poorly constructed, and the audiovisual materials, which are few. It is the Hindi AV materials that are highly sought after.

Children’s Graphics Collections: Wanda Lei, in TS, has been working on two new special collections for the Children’s Department. A Graphics collection called “DC Comics” and a fiction collection of Superheroes and Super Pets is very popular. Shelved together as a series, the books are easy for the children to find and browse.

Power Outage: On Wednesday, September 18, the Main Library, along with the surrounding community, experienced a power outage at about 3:15 pm. The experience turned out to be an unexpected but educational emergency drill. The new emergency generator, installed and hooked up last month to power the Computer Department, kicked in as planned. Charlie was able to identify and correct emergency lighting problems and I realized that not all the Emergency Handbooks situated in all the departments of the Library had been updated. I will be printing out copies of the up-to-date Emergency Manual I keep on my computer for distribution throughout the four library locations.

Sunday Opening: After being closed on Sundays for the summer months, the Main Library and the Parkville Branch had their first Sunday opening for the school year on September 15. The libraries were well attended and the musical program” Sunrise, Sunset: Music of the Jewish Life-Cycle” at Main attracted a large crowd of approximately 150 people in the audience.

Parkville Branch: Head of Maintenance Charles Wohlgemuth is awaiting bids for carpeting and painting the Parkville Branch. [End of written report]

The Acting Assistant Director reported that the Children’s collection is being evaluated. Weeding has begun at the Parkville and Lakeville branches.

Public Comment: Ralene Adler

President’s Report

President DiCamillo reported on the following:

- NLS Update – the proposed formula for fee schedule for 2014-2016 has been released. The numbers do not represent any significant changes. The fees for some libraries went up and others went down. There are no increases for 2014. A Four-Factor Formula, alleged to be a different way of approach, was used for calculating the fees. The next NLS meeting is September 30 and for that meeting she will prepare a brief statement to read. She will

circulate it to the other Trustees for their comments before reading. All GNL Trustees, except for Mike Fuller, will attend that NLS meeting.

- Allegra Goldberg, member of the Building Advisory Committee, gave birth to a baby boy.
- Marjorie Malcolm will not be at the October and November Board meetings. Secretary Solomon was asked to record the actual votes for the various resolutions, and Acting Assistant Director Johnson was asked to record those meetings. Ms. Malcolm upon her return to work will prepare the Minutes from the recordings.

OLD BUSINESS

Calgi Construction Management, Inc. (Owner's Representative)

Upon motion by Janet Nina Esagoff, seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the Board President, on behalf of the Board of Trustees, to execute a contract between the Great Neck Library and Calgi Construction Management, Inc., as Owner's Representative for the Main Building Renovation Project in accordance with the terms approved by the Great Neck Library Board of Trustees contingent upon the recommendation of Special Counsel Charles Segal.

Charles Segal is working on the contract with Leslie Kahn, one of the professionals on the Building Advisory Committee. When their comments have been received, the edits will be circulated amongst the Trustees for their comments. In the meantime the Trustees were asked to read through their copies of the contract.

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

NEW BUSINESS

Policy Manual Changes (First Reading)

(See Policy Committee Report on these proposed revisions on page 7)

LIBRARY DIRECTOR EVALUATION TIMETABLE

- | | <u>Completed By</u> |
|---|---------------------|
| 1. The first step would be for each Board member independently to answer the questions on the evaluation form selected by the Board. | April 25 |
| 2. Submit the completed questionnaire by mail directly to the Personnel Committee (envelopes to be provided) | May 15 |
| 3. The Personnel Committee will meet and prepare a summary. | May 31 |
| 4. The Board will meet in Executive Session, without the Director, to review and discuss the summary and reach consensus on how the ratings should be communicated. | June 10 |

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| 5. A meeting in Executive Session with the Director to review and discuss. | June 20 |
| 6. One or more follow-up meetings with the Director to discuss those issues that required action. | September 30 |

DRESS CODE

Employees are expected to dress in a manner consistent with a professionally operated organization, showing respect for fellow workers as well as patrons. The following items are not acceptable: shorts, hats worn indoors except for religious reasons, any flip flops or open back sandals, clothing with inappropriate graphics, halter or tank tops, crop shirts, exposed undergarments or athletic clothing.

Employees of the Maintenance Department may wear appropriate attire for their job. [End of proposed policy]

Acting Assistant Director Johnson stated that the word *may* in the last line with reference to the Maintenance staff is very vague. After discussion, the recommendation was to change *may* to *should*, and the words *not withstanding the above* to be added at the end of the same line.

This policy is to be sent to the attorney for review.

EMAIL

The Open Meetings Law is intended to provide the public with the right to observe the performance of public officials in their deliberations. That intent cannot be realized if members of a public body conduct public business as a body or vote by email, phone or any other organized manner.

Emails and texting may be generated and distributed among trustees and administrative staff for informational purposes only.

The last paragraph was changed to read: *Not withstanding the above, emails and texting may be generated and distributed among trustees and administrative staff for informational purposes or as part of collaboratively editing documents for future discussions.*

This policy is to be sent to the attorney for review.

RULES AND REGULATIONS FOR USE OF LIBRARY

The Rules and Regulations for Use of the Library are set by the Board of Trustees with the advice of the Library Director. The Board of Trustees has adopted the following Rules and Regulations for Use of the Library so that the Library may provide an atmosphere conducive to appropriate use of its services and facilities. In addition, further rules and regulations, which define who may use the Library and its facilities, the terms of usage, hours of operations, etc., are spelled out in a series of policy statements and printed memoranda that are included in the Policy Manual under the appropriate subject headings.

The following actions are prohibited on Library property:

- Selling and/or soliciting for money or items or services, without prior approval.
- Distributing or posting materials/literature that has not been approved by the Library.
- Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs.
- Smoking or other uses of tobacco both inside the library building and anywhere on library grounds.

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- Eating or drinking except in the snackbar or if food or drinks are served as part of a library program. Drinking bottled water is acceptable except near public computers or other electronic devices. Patrons are responsible for any spillage of water as well as the appropriate disposal of the bottle.
 - Bringing animals or pets into the Library except service animals as defined by the Americans with Disabilities Act.
 - Any loud, unreasonable and/or disturbing noises created by persons **or electronic devices**.
 - Cell phones may only be used in designated areas of each library location, as determined by library staff.
 - Intentionally damaging, destroying, or stealing any Library property or a patron's or employee's property.
 - Removing library materials from the premises without authorization through established lending procedures.
 - Carrying weapons of any type.
 - Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence.
 - Indecent exposure.
 - Using obscene or abusive acts and/or language.
 - Willfully disrupting library functions and/or programs.
 - Any other illegal acts or conduct in violation of federal, state or local law, ordinance or regulation.

There was some discussion that allowing the drinking of bottled water could result in staff not being able to enforce the rule in place and that staff should be encouraged to enforce this policy.

Trustee Pizer left during this discussion at 9:15 p.m.

Public Comment: Ralene Adler

Donation Acceptance

PIANO

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 formally accept the donation of a teak finish upright piano and bench from Alex and Ann Branden for Levels Youth Facility.

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

MOTION CARRIED UNANIMOUSLY

PATIO GARDEN FUND

i. Upon motion by Joel Marcus and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees formally accept a combined donation of \$400 in recognition of the 50th wedding anniversary of Maxine and Joel Marcus from Marietta DiCamillo, Francine Ferrante Krupski, Josie Pizer and Varda Solomon to the newly-created Patio Garden fund.

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

ii **Upon motion by Joel Marcus and seconded by Varda Solomon, and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees accept a matching grant of \$400 from Major League Baseball Players Association Trust to the newly-created Patio Garden fund.

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

iii. **Upon motion by Joel Marcus and seconded by Varda Solomon, and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees accept a donation of \$200 in memory of Naomi Feldheim from Maxine and Joel Marcus to the newly-created Patio Garden fund.

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

Insurance Renewal

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

RESOLVED, that the Great Neck Library Board of Trustees renew its property/liability package, automobile and umbrella insurance policies for the period September 1, 2013 through September 1, 2014 with Utica Insurance Companies, as presented by Edwards and Company in their proposal, for a total cost of \$71,922 to be charged to the Property/Liability Insurance line of the operating budget.

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

Acting Vice President

Upon motion by Janet Nina Esagoff and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees appoint Joel Marcus to be acting Vice President for the purpose of opening and closing the polls for the October 28, 2013 Library election.

Vice President Ferrante Krupski will be on a leave of absence for a very brief time.

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

CORRESPONDENCE

Correspondences were received from Alice Kasten (Great Neck Historical Society) dated June 25, 2013; Anoush Bagdassarian dated July 3, 2013; and Margery Binder dated August 23, 2013. The Library responded to all the letters. The letter writers were not present to speak to their letters. Copies are attached to these Minutes.

OPEN TIME

President DiCamillo, in order to accommodate a member of the public, had her speak right after the President's Report on the agenda so she did not have to wait until during the actual Open Time. After the resident spoke, *Open Time* returned to its rightful place on the agenda.

Ethel Pomerantz – a 55 year resident of Great Neck, is disappointed in the proposed seating in the new community room. There are other libraries, like Port Washington, Jericho, Syosset, that have stadium seating. Raising the ceiling with higher screen does not help the sightline. She hopes for some kind of incline to remedy the situation. The ladies' restroom next to the proposed community room has only one stall and it is inadequate when programs are going on. The proposed plans should have small rooms for volunteers teaching ESL students.

President DiCamillo promised to have Ms. Pomerantz' comments printed out and forwarded to the architects. She will also consider having another public community meeting before the referendum vote maybe on a Sunday afternoon.

Justin Crossfox – asked that before the Board votes on the dress code policy for it to be run by the Staff Association. Consent was given.

The Business Manager reported that notices were provided to all employees regarding the Affordable Care Act.

ADJOURNMENT

The meeting was adjourned at 9:40 p.m. on motion by Joel Marcus and seconded by Francine Ferrante Krupski.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees