

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
OCTOBER 21, 2014 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, October 21, 2014, at 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:

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

Absent with Prior Notice: Michael Fuller – Assistant Treasurer

Also present: Laura Weir – Interim Director
Christine Johnson – Interim 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 the regular meeting of September 16, 2014, and the emergency meeting of October 1, 2014, as presented.

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

TREASURER'S REPORT

Upon motion by Josie Pizer, seconded by Joel Marcus, 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:

- October 21, 2014, Treasurer's Report;

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- Warrant dated September 13, 2014 through October 10, 2014, Payroll Account deduction checks numbered 0032239 through 0032242, and 0032259 through 0032263, Director's Account checks numbered 1276 and 1277, paid Vendor Account checks numbered 48801 through 48819, and Vendor Account checks to be paid numbered 48820 through 48905, the sums set against their respective names, amounting in the aggregate to \$279,480.13;
 - Payroll Warrants for pay dates September 4, 2014, and September 18, 2014, which have been reviewed by the Treasurer, in the amounts of \$147,340.77 and \$147,860.56 respectively, for a total of \$295,201.33.

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

BUSINESS MANAGER'S

Mr. Zitofsky provided the following highlights from his report:

- Time and Attendance – staff schedules will be adjusted next week in accordance with the retention letters sent to staff.
- 2014 draft Audit is showing over \$621,000 in surplus and he will continue to review. The auditor will attend the next Finance Committee meeting. The final audit report will be presented to the Board for acceptance at the next Board meeting.
- 2015 Budget – was presented at the Finance Committee meeting and was reviewed category by category. Any seeming inconsistencies were explained.
- Renovation Finances – The weekly teleconferencing meetings with DASNY will resume after a hiatus to resolve the charter issues. The bonds will be priced in November and closing in early December.

Trustee Solomon asked for clarification on the total amount of dollars submitted to Unique Management. Mr. Zitofsky explained that it appeared that although the \$159 was waived, the \$200 is still outstanding and remains to be collected.

President DiCamillo congratulated Mr. Zitofsky on the forecast that came in as was originally indicated. She stated that the draft Audit Report for the year ended June 2014, was provided to the Trustees for their review. It will be presented at a subsequent Board meeting for discussion.

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes of September 15, 2014 through October 8, 2014, as presented, and which have been reviewed by the Finance Committee.

President DiCamillo reported on the Personnel Changes that there was one new hire, Cindy Semeti, for the Programming Office at \$35,000 per year, and three individuals who will be retiring.

Public Comment: Ralene Adler

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

REPORTS

Building Advisory Committee (BAC)

President DiCamillo reported that now that it appears that the bond situation is back on track the BAC will be meeting again. Bidding documents are due on Thursday and we will now move forward.

OUTREACH COMMITTEE

Trustee Pizer reported that the last two pieces of publicity have been completed. Another meeting, probably, the last will be scheduled, completing the task assigned by the Board of Trustees. She thanked Chris Johnson, the Programming Office staff and everyone on the committee.

Public Comment: Ralene Adler

RELOCATION COMMITTEE

Trustee Ferrante Krupski reported that at its meeting on October 13, the committee felt that because of the problem with the bond, the Main Library may not be closing on October 29th as planned. However, the staff and committee decided to move forward and close on October 29th as originally planned. Station Branch will be closed on October 30 so the movers can bring in the items from Main. The next meeting is November 3rd at 7:15 p.m. at the Station Branch. She thanked the staff, especially Christine Johnson, who did a terrific job to keep within the timeframe.

BRIT

Ms. Johnson reported that Janet Fine and her team have installed all the additional public computers at the branches and are finalizing the setting up of specific computers for non-residents. The policy for non-resident use of public computers that was previously approved by the Board will have to be revisited.

A tremendous information campaign about the closing of the Main Library was launched last week. The Circulation Department is busy helping patrons choose their new location for holds pickup.

The movers will be available tomorrow morning to start moving items to the Lakeville Branch. The moving of the back offices is on track for October 29th. The move to Parkville will take place on Saturday.

President DiCamillo expressed her great appreciation to all the staff members involved in making this happen.

Ms. DiCamillo reported that she was asked by a patron last night why there were no Friday evening hours at the branches. She asked for this item to be placed on the agenda for the next

Relocation Committee meeting and that there should be Friday evening hours somewhere in the library system.

Mr. Zitofsky also added that the professional staff will be receiving training tomorrow morning in working the desks at the branches, and he has arranged for the Long Island Division of New York State Department of Labor Rapid Response team to come to the Library to give a presentation to the staff who are being laid off to assist in applying for benefits. This will be followed by a private consult with staff.

Public Comment: Ralene Adler, Claudia Cruz, Naomi Penner

FUNDRAISING

President DiCamillo reported that the committee met last night and the decision was made to postpone the soiree scheduled for Sunday, October 26th because staff was busy preparing for the move and the timing was not conducive to fundraising efforts. It will be rescheduled for a later date.

Public Comment: Naomi Penner

Finance Committee

Trustee Pizer stated that the Finance Committee is working very well and hard. She thanked all the committee and staff members.

Grants

Interim Director Weir said she passed along information to Jonathan Aubrey regarding grants for the conservation of materials in art work. The NYS Construction grant application has been sent to Albany and she can't image we won't get what we asked for.

Trustee Pizer inquired about the PSE&G grant. She was informed that Charles Wohlgemuth, Head of Maintenance, has to work with the architect and lighting people on this.

Public Comment: Naomi Penner

Director Search Committee

Trustee Ferrante Krupski reported that at the last meeting on September 23, it was decided to put out an RFP for head hunting firms. It was a little disconcerting as only one response was received. The other firms that did not respond were contacted and two of them have expressed interest. The committee was scheduled to meet this Thursday to review the RFP but that meeting is subject to cancellation. Ms. Johnson reported that two additional firms are also interested in working with us.

Trustee Janet Nina Esagoff inquired if the contract we had with the prior head hunter firm had a retention clause whereby we could use their service again at a discounted rate. That guarantee clause should be included in the next contract.

Policy Committee

Trustee Marcus reported that there are a few items to be discussed and a meeting will be scheduled.

Staff Reports

Trustee Pizer noted that the adult statistics were changed to a chronological order to which Ms. Johnson explained that there is a new person in the Programming Office and she organizes them differently.

Trustee Ferrante Krupski also noted that there is a discrepancy in the circulation statistics for checkouts between the two circulation reports. The Interim Director was asked to have the numbers in the reports reconciled. She also questioned the \$1,500 spent for SAT classes for 12 students. The Interim Director proposed that we might consider not offering as many SAT classes any longer since the School District is now offering them. President DiCamillo assured her that programming is at the discretion of the Library Director and whatever is decided on will be fine with the Board.

Public Comment: Ralene Adler

Interim Assistant Director's Report

Text of written report below:

Weeding

In September the total number of items weeded was 4,554. The year-to-date total number of items weeded is 81,033, when combined with the 2013 total of 51,306 items; the grand two-year total is 132,339. In September, the booksale receipts totaled \$769.10 bringing the year-to-date total to \$7,880.96. The Silent Auction for Encyclopedias, Stamp Catalogues and other larger Art Books just ended. As of yesterday, for our final two weeks her at the Main Library, we have begun BOGO (Buy One – Get One) sale for discarded books and A/V items. Items are moving fast!

For the large number of Reference Discards, with the expertise of our Web Designer, Shuqian Zhang, we have created a “Donations” page for Long Island Libraries to request our Discards. It is available for viewing at <http://www.greatnecklibrary.org/libinfo/refdonations.php>. We have posted messages to the Nassau and Suffolk library listservs to publicize the availability of these materials.

Final Inventories

Jonathan Aubrey and Wanda Lei have created an enhanced Art Inventory that can be used both for Appraisal purposes as well as to help us keep track of these items during the move and relocation. Similarly, Wanda Lei has prepared an inventory of all furnishings, equipment, etc., that can either be sold, or for non-working equipment, excessed. This list has been provided to the Library Board for review.

We have been given the “OK” from Calg and KG&D to offer a “Furnishings and Fixtures” public sale in our lower lobby/community room during the first two weeks of November. We are waiting until after the Fundraising Soiree and Election take place. However, signage and publicity is being prepared for distribution starting the week of October 20. It will be managed as a Silent Auction where interested public can place bids on the items. We also plan to offer the information virtually through a link on our website. We are waiting for our Web Designer to be finished with the election list and will then request her help in creating a link and page for the sale.

Preparing for the Move

We met with our Mover, Gary Hall of American Library & School Services on Wednesday, October 15. He is sending us the moving boxes and archival boxes for the history collection so that staff can box up all of the items going to the branches and/or into storage. The movers will be here at the Main Library on October 29 to pack all of the front room items for Station – i.e., the Children's, A/V, Adult and Young Adult materials and shelving, as well as the public service desks and tables, chairs, carrels for the newly created group study room. Wanda Lei and I have visited Station a number of times to verify that all of the items slated for movement to this branch will actually fit where they are intended to go. The final steps for Station's move is to review the flow of the adult materials and shelving to limit the amount of re-shelving that will be necessary and to provide a natural flow of materials for our patrons. The Station Branch will be closed to the public on Thursday, October 30 to allow the movers to bring in all of these items. There is now a great deal of material coding changes that need to occur to be sure that items are correctly flagged for either their new location, or indicate that the item has been stored and is unavailable. Those changes will be made just prior to the movement of the materials.

Staff

These past few weeks have been difficult as we prepare to say goodbye to many of our long-time staff members. Staff, both those staying, as well as those leaving, have all been extremely professional and cooperative in assisting with the multitude of tasks needed to prepare for a successful closure and move.

Interim Director's Report

Text of written report below:

Teleconference Calls

Neil Zitofsky, Christine Johnson and I have been part of a "Great Neck Library Working Group" composed of the Financial, Legal, and Insurance professionals who are managing the process that will lead to issuance of the Great Neck Library Revenue Bonds. These professionals are providing direction to the list of tasks and issues that need to be resolved before we can begin marketing the bonds to prospective investors. This had been a very interesting and educational experience for me. I am very pleased to note that the teleconference call we joined in on Thursday, October 16, 2014 was upbeat and optimistic. It appears that the New York State Board of Regents will agree to dissolve the Absolute Charter issued by the State Education Department in 2009, after which the professions will be in position to continue their respective tasks that will culminate in the approval of the bond issuance at the November 12, 2014 DASNY Board Meeting.

Programming & Publicity

Seventy-nine people turned out for a visit with filmmaker, hit-songwriter and Great Neck native, Seth Swirsky on Sunday, September 28 when he screened his documentary, Beatles Stories: A Fab Four Fan's Ultimate Road Trip. Debbie Feldman, our Program/Editorial Assistant had the idea for this program some time ago after reading about Mr. Swirsky in a local paper. When she was able to make contact with him, he was thrilled to be invited to the Library and traveled from his home in California to do so. .

Our final exhibit before renovations was appropriately, Great Neck Unseen Photographs by Benjamin and Barry Dynkin.

Rabbi Widom of Temple Emanuel dropped off the 2014/2015 Stephen C. Widom Cultural Arts brochure that highlights that series of lectures and musicals held at Temple Emanuel. In the opening message, it is noted that Temple Emanuel is hosting some of the Great Neck Library's special programs. These individual programs appear in the glossy booklet with the Great Neck Library branding colors and masthead. Thanks to Rabbi Widom and Temple Emanuel for including us with such grace and polish.

Working Towards Closure

Library employees are working diligently to complete all the tasks necessary to close the Main Library. I want to thank all the library personnel who have volunteered to contribute their ideas and suggestions in serving on the Building Advisory Committee, the Relocation Committee, the Fundraising Committee and the Building Relocation Internal Team (BRIT) for all their efforts. Special tanks to Wanda Lei for taking the lead in measuring, drawing, and managing the identification of shelving, equipment, furniture and space that must be considered in planning the closure of the Main Library and the move into the Station, Parkville and Lakeville branches. [End of written report]

The Interim Director added that no date has yet been set for the NLS Area Trustee meeting.

Trustee Solomon stated that if we ended up with a larger turn out for the music programs scheduled at Temple Emanuel, this may need assessing staff coverage of the programs and assign extra staff.

Public Comment: Ralene Adler, Claudia Cruz

OLD BUSINESS

Policy Manual Changes

ART/PHOTOGRAPHY EXHIBITS (800-45)

The proposed policy below has already been aired twice and reviewed by the Library's attorney:

It is the policy of the Board that exhibitions held in the Library involve considerations not applicable to those held at an art gallery or museum. Library facilities are used for children's activities as well as for gatherings of various community groups. Exhibitions may also be viewed by conducted school groups who are being introduced to the Library.

While conscious of the artist's right to self-expression, the Board holds that the Library walls are not a suitable arena for testing the limits of public acceptability. Where these criteria are not observed, the items should not be displayed to the public prior to specific approval from the Board of Trustees.

For every exhibit, each artist is required to sign a "hold-harmless" form (see attached), which form is also used by the Library to secure insurance coverage for the period indicated.

The Great Neck Library reserves the right to discard or dispose of any item left behind by an individual or group exhibiting artwork, collectibles, ephemera, or any other materials left behind by the exhibitor at the library. The Library assumes no responsibility for damage to materials left in the Library after the exhibition is over. Any items not picked up within 30 days will be deemed abandoned. The library will attempt to contact exhibitors to retrieve their property in accordance with the Art/Photography Exhibitor Procedures. If the Library chooses to hold onto an unclaimed exhibition item, it will be clearly marked as "unclaimed", with exhibit delivery dates, and a copy of the exhibitor's contact information attached to it.

This policy will be written into the Art/Photography Exhibitor Procedures that artists sign upon delivery of the artwork.

Trustee Nina Esagoff recommended some changes to the first paragraph of this policy before it was voted on. The revised wording of this paragraph now reads: "*It is the policy of the Board that exhibitions displayed in the Library be subject to certain scrutiny not necessarily applicable to those held in an art gallery or museum.*"

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

RESOLVED, that the Great Neck Library Board of Trustees Library approve the new policy for Art and Photography Exhibit, as amended, to be included in the Board Policy Manual under a new section 800-45;

and further;

I move that all references to Art/Photography Exhibit in the exiting section 900-60 of the Board Policy manual be removed.

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

Internal Posting for Interim Library Director Position

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

RESOLVED, that the Great Neck Library Board of Trustees approve the job descriptions for the Interim Library Director to enable the internal posting for this position.

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

Amendment to Resolution for Reimbursement of Expenses from Bond

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

RESOLVED, that the Great Neck Library Board of Trustees amend the resolution delegating power to the Treasurer of the Great Neck Library to authorize participation in the issuance of the bond by the Dormitory Authority of the State of New York on behalf of the Library, passed at the August 28, 2014 Board meeting, by deleting the words “chartered by the Board of Regents of the State of New York on April 20, 2009”, in the first paragraph beginning WHEREAS.

President DiCamillo explained the reason for amending this resolution. The original resolution referenced the 2009 charter which has now been dissolved so this document has to be amended to remove that reference.

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

NEW BUSINESS

Excess Library Equipment & Furniture

Upon motion by Janet Nina Esagoff and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the schedules dated September 24 and October 16, 2014, excessed and authorize the Interim Director to dispose of same in an appropriate manner.

Interim Assistant Director Johnson explained that there will be a silent auction the first two weeks of November in the lower level lobby of the Main Library. The information along with pictures of the items will be posted on the Library's website.

Public Comment: Ralene Adler

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

MOTION CARRIED UNANIMOUSLY

Director Search Committee to Join Board of Trustees in Interviewing Search Firms

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the non-Board members of the Director Search Committee to join the Library's Board of Trustees to interview the firms in the search for a Library Director for the Great Neck Library.

Public Comment: Ralene Adler

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

MOTION CARRIED UNANIMOUSLY

VOIP (Voice Over Internet Protocol) Proposal for Telephone Relocation

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of 11 VOIP telephones and related technologies for use at the Branch libraries during the closure of the Main Library at a price not to exceed \$4,755.00;

And further:

I move that the Great Neck Library Board of Trustees authorize the relocation of the telephone system into the Main Building after the renovation at a cost not to exceed \$6,940.00. Such funds to be charged to the Main Building and Special Services fund, as amended.

The resolution was amended to include the fund line to which this expenditure will be charged.

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

MOTION CARRIED UNANIMOUSLY

Levels Renovation Restricted Gift Fund

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the creation of a Levels Renovation Fund within the Library's Restricted Gift Group of funds.

Public Comment: Claudia Cruz, Ralene Adler

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

Acceptance of Donations to Levels Renovation Restricted Gift Fund

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 a gift from Ellen and Samuel Gottlieb in the amount of \$150 with our thanks, and further, that the previous gift of \$100 from Judy Weber be reclassified to this new account as well.

Public Comment: Claudia Cruz

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

Art Appraisal

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

RESOLVED, that the Great Neck Library Board of Trustees authorize a “collection review” of artwork owned by the Great Neck Library to be performed by a member of the Appraisers Association of America, at a cost not to exceed \$2,500;

And further,

I move that the Great neck Library Board of Trustees authorize an insurance appraisal on items deemed valuable by the appraiser, at a cost not to exceed \$5,000; such funds to be charged to the Main Building and Special Services fund.

The Business Manager inquired if the Vishniac photographs were included in the insurance appraisal to which he was told no. He said that they should be included.

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

Records Destruction – Business Office

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of financial records from the Business Office as outlined in the appended schedule dated October 21, 2014, in accordance with the Record Retention Policy 400-30.

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

MOTION CARRIED UNANIMOUSLY

Moving Expenses

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

RESOLVED, that the Great Neck Library Board of Trustees approve the additional moving expenses for the temporary relocation of Maintenance and levels equipment and supplies into two storage trailers. One is to be located on the property of the Main Library and the second to be located onsite at the Saddle Rock School. In addition, the moving company will relocate and store an upright piano for Levels. The costs for these additional moving expenses are \$7,500 plus \$2,150 in costs for the trailer at the Main Library. Such funds to be charged to the Main Building and Special Services fund.

The Interim Assistant Director explained the reason for this resolution that initially, Levels staff had intended to move their own stuff to the Saddle Rock School but it made more sense for the movers to handle this aspect of the moving. The trailer at the Main Library will have maintenance equipment and relatively few items for Levels.

Public Comment: Marianna Wohlgemuth, Ralene Adler, Claudia Cruz

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Claudia Cruz spoke to her letter of August 18, 2014, which is attached to these Minutes along with the Library's response.

OPEN TIME

Speaking: Neil Leiberman and Naomi Penner spoke during Open Time.

NEXT MEETING

November 18, 2014, at the Station Branch Library.

ADJOURNMENT

The meeting was adjourned at 9:00 p.m. on motion by Joel Marcus and seconded by Josie Pizer.

Respectfully submitted,

Varda Solomon – Secretary, Board of Trustees