

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
NOVEMBER 23, 2010, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, November 23, 2010, in the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, NY 11040. [Agenda attached]

The following Trustees were present constituting a quorum:

Andrew Greene – President  
Anna Kaplan – Vice President  
Janet Eshaghoff – Secretary  
Varda Solomon – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Josie Pizer – Assistant Treasurer  
Martin Sokol

Also present:

Jane B. Marino – Director  
Neil Zitofsky – Business Manager  
Laura Weir – Assistant Director

## **CALL TO ORDER**

President Greene called the meeting to order at 7:15 p.m. for the purpose of going into executive session to discuss personnel. Varda Solomon motioned and Marietta DiCamillo seconded for the Board to go into executive session. The Board came out of executive session at 7:35 p.m. on motion by Josie Pizer and seconded by Marietta DiCamillo.

## **MINUTES**

**Upon motion by Janet Eshaghoff, seconded by Marietta DiCamillo and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of the regular meeting of October 19, 2010, as presented.

**VOTE:** Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Sokol, Solomon)  
Abstention – 1 (Pizer [absent for 10/19/10 meeting])

*MOTION CARRIED*

## **TREASURER'S REPORT – PERSONNEL CHANGES**

During the month of October 2010, revenue received was \$8,789. Total expenses were \$568,824. At the close of business, October 31, 2010, total operating fund holdings were \$1,193,081. Of

these funds, \$641,297 was on deposit at HSBC, \$548,995 was on deposit at Chase Bank, and \$2,790 was on hand in Petty Cash funds at Main and the Branches. This compares to an October 31, 2009, balance of \$1,243,638.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,185,667; the Automated Library fund was \$122,191; the Restricted Gift fund was \$378,160; the Branch and Special Services fund was \$140,061. These funds totaled \$1,826,079 on October 31, 2010. The October 31, 2009 total was \$2,119,777.

**Upon motion by Varda Solomon, seconded by Anna Kaplan, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the November 23, 2010, Treasurer's Report.

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

### **Station Branch Expenditures**

**Upon motion by Varda Solomon, seconded by Janet Eshaghoff, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the following expenditures that occurred in the renovation of the new Station Branch Library:

- \$4,956 to KP Signs for exterior signage;
- \$2,693 to American Book Returns for a book drop;
- \$2,317 to Smith Systems for computer lab tables;
- \$11,658 to American Interfile for moving services;
- \$6,561 to Corstar Communications for voice and data cabling;
- \$7,253 to Gaylord Bros. for a new range of book shelving, OPAC stands, computer lab seating and children's seating;
- \$3,860 to Library and Records Management for DVD shelving;
- \$2,851 to W B Mason for stacking chairs and folding tables;
- \$4,290 to Kreuger International for Adult and YA area seating and tables;
- \$1,200 to Eric Begun Library Signs for interior signage.

These expenditures total \$47,639 and are to be charged to the Branch and Special Services fund.

The Director explained that the Finance Committee brought to her attention that these expenses were of a capital nature and cannot be charged to the operating budget and consequently the

motion on the table to move these expenses from the operating budget to the Branch & Special Services fund. She acknowledged that it was her error and she apologized. She also stated that the cost of these items were below the dollar amount required for Board authorization. These items – furniture and fixtures – were necessary for the Branch and there was no intent on the part of anyone to deceive the public. It was further explained that these expenditures were not included in the \$300,000 construction cost that was originally approved by the Board, which might not have been clearly explained for the public to understand. Everything from the old branch, except for the circulation desk, was reused. The cost of the circulation desk was included in the construction cost.

The Director was commended for the outstanding job she did with the new Station Branch, which received praiseworthy comments from members of the public who have seen it.

In response to a question from a member of the public regarding the condition of the Parkville Branch, Branch Chair Eshaghoff reported that members of the Parkville community attending a previous meeting were opposed to moving the Parkville Branch from its present location. However, the Library is in contact with the Great Neck Schools to receive permission to build on to the existing structure. The School District would like an idea of the amount of square footage required. The Director sought authorization from the Library Board to engage the architect in preliminary discussions. This was referred to the Branch Committee and hopefully the committee will have a recommendation for the Board at the December meeting.

*Public Comment: Sheila Zuckerman, Marianna Wohlgemuth, Ralene Adler, Carol Frank, Norman Rutta*

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

## **Warrant**

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

**RESOLVED,** that the Board of Trustees of the Great Neck Library authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated October 16, 2010, through November 19, 2010, Paid Checks numbered 0028922 through 0028927, 0028962 through 0028968, 0029006 through 0029011, and 41838 through 41867, and To-Be-Paid Checks numbered 41868 through 42061, the sums set against their respective names, amounting in the aggregate to \$912,140.74.

*Public Comment: Ralene Adler, Norman Rutta*

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

## **Payroll Warrants**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants for pay dates October 7, 2010 and October 21, 2010, which have been reviewed by the Treasurer, in the amounts of \$168,864.32 and \$166,792.46 respectively, for a total of \$335,656.78.

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **Personnel Changes**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the Personnel Changes of October 16, 2010, through November 19, 2010.

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

Below is the text of the reports from the acting Board Secretary, Assistant Director and Director:

### **Board Secretary**

Varda Solomon, acting Secretary [elected at October 19, 2010 Board meeting for the Library election] read her report as follows:

#### **Board of Trustees**

Janet Eshaghoff received 218 votes and was re-elected for another four year term which will expire in January 2015. Joel Marcus ran for the soon-to-be-vacated seat of Andrew Greene and was elected with 227 votes for a four year term ending January 2015.

#### **Nominating Committee**

Joan Adickman received 218 votes and was elected to replace Hadassah Legatt on the Nominating Committee for a three year term which will expire in January 2014. Naomi Feldheim was elected with 230 votes to fill the expiring seat of Linda Cohen, and she will serve for two years on the Nominating Committee. Her term will expire in January 2013.

Congratulations to everyone! We are happy to have Janet back with us on the Board of Trustees and we welcome Joel Marcus and look forward to working with him. We would also like to welcome both Joan Adickman and Naomi Feldheim to the Nominating Committee.

### ELECTION RESULTS BREAKDOWN SUMMARY

	<b>Janet ESHAGHOFF</b>	<b>Joel MARCUS</b>	<b>Joan ADICKMAN</b>	<b>Naomi FELDHEIM</b>
Main Machine #1	102	106	100	105
Main Machine #2	39	41	40	41
Main Total	141	147	140	146
Parkville Machine	43	47	45	49
Machine Totals	184	194	185	195
Proxy Total	34	33	33	35
<b>Grand Totals</b>	<b>218</b>	<b>227</b>	<b>218</b>	<b>230</b>

Note: Of the 45 proxies requested, 35 were returned – 31 from voters in the northern end of the Library district and 4 were from the southern end of the Library district.

### Assistant Director

#### Station Branch

As the supervisor in charge of branch libraries, I have been in frequent contact with Kathleen Cotter, Station Branch Head, over the last two months, helping to provide her with information and support on various aspects of the move from the old space to the new space. This includes keeping her informed on telephone installation, alarm system installation, thermostat installation, window washing, location of the book drop, cleaning the new facility and making sure the old space is clean when vacated, checking on Station book reserves, advising her on deliveries, collecting keys, moving the copier and more. Now the new Station Branch Library is up and running and everyone is thrilled with the new space.

#### Staff manual

At the direction of the Personnel Committee, I have been working with Librarians Margery Chodosch and Lisa Wu Stowe to identify and separate out of the Library Board Policy Manual staff and department procedure and policies. These sections have been compiled in a separate binder that will eventually become an employee manual.

#### Book Ordering Workshop

The vast majority of books received at the Great Neck Library come from the vendor Baker and Taylor. Baker and Taylor has a very efficient online book ordering system called Title Source 3, which we use. On this website librarians can build carts of books then send them to me for approval. Immediately after

the carts are ordered, we are able to download brief bibliographic records supplied by Baker and Taylor into our online catalog. This makes keeping track of what has been ordered easy. It also allows patrons to place reserves on books that are not yet in the library. I suspected that we were not using the Title Source 3 website to its full potential and during a conversation with Katy White, our representative from Baker and Taylor, Katy suggested that she come in and give a workshop to librarian selectors on search tips and program highlights for Title Source 3. We scheduled one workshop in October that was attended by eight librarians and plan another on November 30<sup>th</sup> for those who could not attend the first session. Those who attended found the workshop relevant and everyone agreed that they had been introduced to new search tools and techniques to utilize for a successful search.

## **Library Director**

### Personnel

The Great Neck Library's Staff Development Day was held on November 11<sup>th</sup> and it was a great success, thanks to a very creative and hard-working committee of staff representing all departments. The focus of the day was to break down barriers and help staff members learn what goes on in other departments. The Reference, Children's, Circulation and Technical Services Departments; as well as the Audio-Visual Room and Levels made presentations. There were 90 members of the staff in attendance and we received 60 evaluation forms back, almost all of which were positive and complimentary. The members of the committee were Laura Weir, Kathleen Cotter, Michael Cruz, Justin Fuchs, Patti Hirsch, Pam Levin, Denise Liggio, Ethan Mann, Maureen McKenna and Janet Schneider. I want to thank them for their hard work, enthusiasm and creativity. This was truly a staff-driven day and there was a great deal of enthusiasm and camaraderie generated as a result. In addition, 39 members of the staff participated in the day as presenters for their departments, many of whom rarely get an opportunity to talk about what they do in front of the rest of the staff. It turned out to be a positive experience for all concerned.

### Station Branch

As you will see from the Assistant Director's Report as well as the Station Branch Head's report, Station Branch is now open for business and I am happy to report that by the time you read this report, the computers available for the public will be up and running as well. In addition, the landlord's contractor completed the work on the stairway, securing the railings and risers. As you can also see from the circulation statistics, the closure of Station Branch for 5 weeks made a significant difference in our circulation statistics, showing again how important that Branch is to the library. We are planning a Grand Opening celebration on December 5<sup>th</sup> from 1-3 p.m.

The software for the self-check terminal has arrived and as soon as it is tested and as soon as the staff is trained, we will launch it. We already have put the reserve items, not including A/V items and inter-library loans, on a shelf accessible to the patrons so they can find their own reserves.

Update: The Director also reported that the telephone is now working and the cable installation in the shopping center has begun and she hoped that internet access will be up and running by the end of the week

### Main Building Project

The Building Committee met with two representatives from Communication and Marketing firms who gave a presentation to them about a communications campaign for the main building project so that

accurate and timely information can be sent out to keep the public fully informed, enabling them to vote in the referendum and decide how to vote based on the facts. Their proposals are included in this packet for you to read so that a decision can be made about this issue in December.

As you know, the BZA hearing is scheduled for December 15 and I have been in touch with our professionals as they prepare for this meeting. Included in your packet is a proposal from DattnerArchitects on their participation in this process.

#### Museum Passes

I have met with the Branch Heads as well as the Department Heads directly involved with the museum passes to assess this service, as requested by the Board. We are scheduled to meet again early in December when they will provide me with additional information that I requested so I will have a report and recommendation ready for you by the December Board meeting.

Update: Director Marino added that she met with the staff directly involved with the museum passes and she anticipated having a full report showing circulation of these items, the costs so far, and projected costs going forward for the December Board meeting. One recommendation from that meeting is to discontinue the reservation of the museum passes through the EventKeeper and make them available for loan like any other library material starting in January 2011. If a museum pass is on the shelf when the patron calls, it will be held for one hour for the patron to pickup. These changes will be publicized via the newsletter and press releases. One member of the public described how difficult it has been to get a museum pass when needed. She suggested reserving them just like books. The Director took this under advisement.

## **OLD BUSINESS**

### **Whistleblower Protection Policy – Third Reading**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library adopt the Whistleblower Protection policy as stated below:

“The Great Neck Library requires trustees and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Great Neck Library, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. As a part of that commitment to ethical conduct, the Great Neck Library encourages employees and trustees to report any observed illegal, unethical or improper behavior. As long as such reports are made in good faith, no retaliatory action of any kind will be taken or permitted. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Employees should report such conduct to their supervising Department Head. However, if you are not comfortable speaking with your Department Head or you are not satisfied with your Department Head's response, you are encouraged to direct your concerns to the Director of the Great Neck Library or his/her Assistant. Department Heads and Branch Heads are required to report suspected illegal, unethical or improper activity to the Library Director in writing. If it would be inappropriate to make the report to the Library Director, a report may be filed with any member of the Great Neck Library Board Trustees.

An appropriate investigation will be undertaken and a report summarizing the findings will be provided to the person who initially reported the violation. Steps will be taken to deal with the issue, and if warranted, law enforcement personnel will be contacted. The identity of the complainant will, to the extent legally possible, be kept confidential. Complaints made recklessly, maliciously or with knowledge of their falsity may, however, subject the employee to discipline or other legal consequences."

And further, I move that it be incorporated in the Board Policy Manual by creating a new section 500-90.

*Public Comment: Norman Rutta*

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

### **Nepotism Policy – 1<sup>st</sup> Reading**

"The purpose of the anti-nepotism policy is to promote fairness, impartiality and equal opportunity for all Great Neck Library employees. The anti-nepotism policy strives to pre-empt favoritism or the perception of favoritism to the extent such is not within the best interests of the Library or its personnel. Further this policy seeks to avoid the potential for (or actual) emotional interference with job performance that might stem from familial relationships that exist at the Library. The anti-nepotism policy applies to all employees.

Nepotism is defined as special treatment or lack of impartiality shown to Library employees by other employees who are family members. Family members include:

- Immediate Family members - wives, husbands, mothers, fathers, daughters, sons, sisters, brothers, stepparents, stepchildren, adoptive parents and adoptive children.
- Extended Family members - grandparents, aunts, uncles, cousins, nieces and nephews.
- Marital Family members - in-law relationships such as mothers-in-law, fathers-in law, sisters-in law, brothers-in-law.
- Domestic partners.



The Library retains the right to refuse to appoint and or promote a person to any position in the Library when his or her relationship to another employee has the potential for creating adverse impacts on supervision, safety, security or morale, or may cause, in the Library's considered determination, an inappropriate or improper work relationship.

Library employees who possess a familial relationship (as defined above) with another employee are prohibited from participating in the decision-making process regarding hiring, promotion, performance review, termination, recommendation or any employment-related decision that will affect the relative's position at the Library."

### **Audit Engagement**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the execution of a letter of engagement with Baldessari and Coster, LLP, for the performance of a certified audit of the Library's financial statements for the year ending December 31, 2010, in accordance with GAAP and GASB 45 at a cost not to exceed \$17,100 to be charged to the Audit Fees line of the operating budget.

Trustee DiCamillo stated that she would like the policy for going out to bid for auditors changed from seven years to five years. This was referred to the Policy Committee. Trustee Kaplan, committee chair, will arrange a meeting. Trustee Pizer recommended looking into changing auditors for next year's audit. The Director will contact the Nassau Library System which maintains a list of professionals. She was also asked to explore other sources for auditing firms.

*Public Comment: Ralene Adler*

**VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)**  
**MOTION CARRIED UNANIMOUSLY**

### **Cleaning Contract**

**Upon motion by Martin Sokol and seconded by Marietta DiCamillo and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees Library authorize the renewal of the DeLuca Cleaning Systems contract effective January 1, 2011 in accordance with their proposal dated October 30, 2010, in the amount of \$3,901 per month, to be charged to the Cleaning Service budget lines.

*Public Comment: Marianna Wohlgemuth, Michael Currie*

**VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)**  
**MOTION CARRIED UNANIMOUSLY**

## **Snow Removal Contract**

**Upon motion by Janet Eshaghoff and seconded by Anna Kaplan and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the acceptance of the snow removal contract for the season ending April 30, 2011, with EPG Construction Corp. at a base price of \$9,802 [plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulations over eight (8) inches as per their contract] to be charged to the Landscaping/Snow Removal budget line.

The Business Manager was asked to find out if the contract includes the removal of sand from the parking lot during the snowfall season so as to contain the sand run-off into the pond, and if it does not, then he should check on the availability of that option.

*Public Comment: Norman Rutta, Carol Frank, Michael Currie*

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

## **Proposal for Additional Services from DattnerArchitects**

**Upon motion by Anna Kaplan and seconded by Varda Solomon and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the expenditure of an amount not to exceed \$25,000 for additional services by DattnerArchitects and their consultants regarding their participation in the hearings before the BZA of the Town of North Hempstead.

*Public Comment: Carol Frank, Norman Rutta, Ralene Adler, Marianna Wohlgemuth, Sheila Zuckerman*

The Trustees had questions regarding whether these services were specific to the BZA hearings or other additional services and if the amount the architect is asking for is creditable against the percentage he will receive if the referendum passes.

Ms. Marino explained that the Denial Letter was addressed to the architect so as receiver of the letter it is incumbent upon him to address the issues therein and he will have to appear at the BZA meetings for site plan approval.

She further explained that she was in receipt of an email from Mr. Heuberger indicating that the additional work is in preparation for the BZA hearings. The letter of agreement between the

Board and the architect, dated 2/26/09, was looked at and it revealed that preparation work for site plan approval would be additional charges.

Trustee DiCamillo inquired as to whether there were any changes to the schematic that the architect is working with. The Director stated that changes made were to the height of the retaining wall and also in the parking lot drainage as requested by the Building Department. She asked to see the changes that were made to the schematic.

A member of the public suggested having the BZA meeting on December 2, 2010 taped for the benefit of all the Trustees since only one Trustee will be present. The Director was instructed to ask zoning counsel Paul Bloom if it is permissible to tape the meeting with a proviso that only the Library Trustees can listen to the recording.

After much discussion, the consensus of the Board was to amend the resolution on the table to decrease the expenditure amount from \$25,000 to \$15,000. The Director was asked to mention to the architect that if more money is needed to complete the work, then it should be brought before the Board at that time.

The resolution was amended as follows:

**Upon motion by Anna Kaplan and seconded by Varda Solomon and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the expenditure of an amount not to exceed \$15,000 for additional services by DattnerArchitects and their consultants regarding their participation in the hearings before the BZA of the Town of North Hempstead for the billing of services commencing December 2, 2010 to be charged to the Main Building and Special Services fund.

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

### **Excess Equipment**

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

**RESOLVED**, that the Great Neck Library Board of Trustees declare the following items as excessed and authorize the Director to dispose of them in an appropriate manner:

<b>Item</b>	<b>Serial Number</b>
Tascam 122 Tape Recorder	42003344
Sony MDP-1150 Laser Disc	804512
TOA A 512A Power Amp	73219903

Carver PM-175 Power Amp	1738
Bell & Howell 2580A 16mm Projector	2232087
Bell & Howell 2580A 16mm Projector	2257105
Elmo ES-841 16mm Projector	204A4Z
Eiki SSL-O 3580 16mm Projector	S59357
Eiki EX 16mm Projector	S2502

*Public Comment: Michael Currie*

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

## **CORRESPONDENCE**

Norman Roland was not present to speak to his letters of November 2, 2010 and November 12, 2010.

## **OPEN TIME**

Carol Frank (Great Neck Record) informed the Trustees that the DEC has granted Nassau County the permit to dredge Udalls Pond.

Trustee DiCamillo requested that the Director obtain two more RFPs for public relation firms for the dissemination of information to the public on the Main Building renovation/expansion project.

The Director was asked to schedule a meeting of the Personnel Committee.

Director Marino commended the Great Neck School for the wonderful job done in repairing the stoop and replacing the handrails at the Parkville Branch.

*Speaking: Ralene Adler, Marianna Wohlgemuth*

## **ADJOURNMENT**

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

Respectfully submitted,

Janet Eshaghoff  
Secretary of the Board of Trustees