

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
NOVEMBER 25, 2013 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Monday, November 25, 2013, at 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:

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

Absent: Michael Fuller – Assistant Treasurer
Varda Solomon – Secretary (with prior notice)

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

CALL TO ORDER

President DiCamillo called the meeting to order at 7:15 p.m. and a motion was made to go into Executive Session to discuss personnel matters. The Board came out of Executive Session at 7:25 p.m.

The public meeting was convened at 7:35 p.m.

APPOINTMENT OF ACTING SECRETARY

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

RESOLVED, that the Great Neck Library Board of Trustees appoint Janet Nina Esagoff as Acting Secretary during the absence of Secretary Varda Solomon.

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Nina Esagoff, Pizer)
MOTION CARRIED UNANIMOUSLY

MINUTES

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of October 29, 2013, as corrected.

Corrections: Building Advisory Committee, Line 3 under *Outreach* – Francine Ferrante Krupski to be deleted as a member of the Committee. Mike Currie, Amy Levinson and Marianna Wohlgemuth were added.

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Nina Esagoff, Pizer)

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:

- November 25, 2013, Treasurer’s Report;
- Warrant dated October 12, 2013 through November 8, 2013, paid checks numbered 0031631 through 0031634, 0031656 through 0031660, and 47350 through 47385, and To-Be-Paid Checks numbered 47386 through 47526, the sums set against their respective names, amounting in the aggregate to \$1,013,908.29;
- Payroll Warrants for pay dates October 3, 2013, and October 17, 2013, and October 31, 2013 and which have been reviewed by the Treasurer, in the amounts of \$155,512.67, \$155,187.83 and \$153,577.39 respectively, for a total of \$464,277.89.

A member of the public inquired about the reporting and documentation for petty cash expenditure at each library location for public inspection. Trustee Pizer thought this was a good idea and asked for it to be added to the agenda for the next Finance Committee meeting.

Public Comment: Marianna Wohlgemuth

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Nina Esagoff, Pizer)

MOTION CARRIED UNANIMOUSLY

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 October 12, 2013 through November 8, 2013 as presented, and which have been reviewed by the Finance Committee.

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Nina Esagoff, Pizer)

MOTION CARRIED UNANIMOUSLY

ACCEPTANCE OF AUDITOR'S REPORT

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Auditor's Report for the year ended June 30, 2013.

And further;

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the transfer of \$300,000 from the General Operating unassigned fund balance to the Main Building and Special Services fund, and \$42,800 from the General Operating unassigned fund balance to the Automated Library fund.

A copy of the audit report will be available at all library locations for public inspection.

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Nina Esagoff, Pizer)

MOTION CARRIED UNANIMOUSLY

REPORTS

Finance Committee

Committee Chair Josie Pizer commended the members of the Finance Committee for the exemplary job done in keeping her and the budget on track.

Public Comment: Ralene Adler

Branch Committee

Interim Director Weir reported that bids were obtained by the Head of Maintenance for the carpeting and painting of the Parkville Branch. [see New Business on page 8] Also, she and Parkville Branch Librarian Jayne Alexander had discussed the possibility of having doors installed in the opening in the new space so as to contain noise during children's program. She was directed to bring this to the attention of the Finance Committee.

Building Advisory Committee (BAC)

President DiCamillo reported that the BAC met last Thursday to put together the next step following the passing of the referendum [940 yes and 514 no]. The next meeting is set for December 19. She thanked staff members Grace Ferrera and Debbie Feldman for putting together the wonderful outreach publicity under the direction of Trustee Pizer and Interim Assistant Director Christine Johnson. The Outreach Committee members were also thanked for their effort.

President DiCamillo reported that Stu Hochron, who is relocating to another State, has resigned from the BAC now leaving two vacancies on the committee. She asked the Interim Library

Director to contact Joan Adickman, who had expressed her interest at the time of the composition of the committee, to see if she would consider becoming a member.

Relocation

Trustee Ferrante Krupski reported that the last meeting was on October 17. The President asked the committee chair to consider having bi-weekly meetings. The committee was charged with submitting a finalized plan to the Board by February 15, 2014, which will determine if temporary space should be rented during the closure of the Main Building. She asked that if additional individuals are needed to serve on this committee, it should be made known to her.

A member of the public voiced her concern that the library administration has not been forthwith in the weeding process to get the job done.

Committee Chair Ferrante Krupski asked for some direction on whether it is the Board's job or the staff to oversee the weeding program as she does not want to overstep her bounds.

Trustee Nina Esagoff asked for the reasons why the weeding of the collection is not on schedule – whether staff is working at their maximum or more manpower is needed.

Interim Assistant Director Johnson explained that tremendous weeding has been taking place. Patrons are concerned about not having books on the shelves and it would be a disservice to the community to clear the shelves.

Public Comment: Ralene Adler

Outreach

The next meeting is scheduled for December 3 at 7:00 p.m. at the Station Branch.

Fundraising

The committee will be meeting December 18.

Grants

President DiCamillo inquired if there are any grants from the State that could be tapped into. Mr. Zitofsky was asked to contact Calgi Construction to get a list of grants.

Public Comment: Ralene Adler

Director Search Committee

Trustee Ferrante Krupski, committee chair, reported that the committee met on October 3 to review the Resumes that were received. One person was selected as a possible candidate for a telephone interview on October 22. Prior to the interview the committee received information about this candidate and it was felt it was a waste of time to go forward with the interview.

President DiCamillo asked the Interim Director if the letters were sent to the respective libraries about approaching their staff to which she responded that they were not yet sent.

Long Range Planning Committee

Trustee Nina Esagoff asked the trustees to take a look at the current Long Range Plan and to let her know if there are any changes they wish to be addressed.

Policy & Bylaws Committee

A meeting of the committee is set for December 16 at 7:30 p.m. at the Station Branch.

Staff Reports

A member of the public pointed out that some of the numbers in the attendance for children's programs show more non-residents attending these programs than residents. The numbers will be checked for accuracy and the corrections made and copies redistributed to the Trustees.

The Thursday morning storytime at the Lakeville Branch should be reevaluated because of very poor attendance. Asked why the branches do not use the registration system as is being done at the Main Library, Parkville Branch Librarian Jayne Alexander responded that with registration people register and do not show up. Trustee DiCamillo said policy should be followed.

The statistics from the Circulation Department need to be corrected and redistributed to the trustees.

Trustee Pizer inquired if all the door counters are now operational. The Interim Director responded that those at the Branches are working but she was unsure about the one at the Main Library.

Public Comment: Ralene Adler, Marianna Wohlgemuth

Interim Assistant Director

Text of written report of the Interim Assistant Director:

My focus for the last four weeks has been on getting the Referendum passed. Thanks to our joint efforts, we have been successful!

I would like to recognize the specific efforts of the Programming Department – Debbie Feldman and Grace Ferrara for getting the publicity out to the papers and helping with the creation of the postcards, various marketing pieces and signage. In Technical Services, Jill Balk was our “go-to gal” for creating packets until she broke her shoulder blade, then Jamie Eckartz took over. Wanda Lei was instrumental in correcting the magnetic signs and “signs with legs” due to a printing glitch, just in time to get them out for the vote as well as creating the laminated signs that were distributed throughout the library.

Building Advisory Committee (BAC)

From late October into November as part of the Outreach Subcommittee, I along with the other five committee members, gave brief presentations and distributed information packets at the following public meetings:

Monday, October 21 at the Village of Thomaston

Wednesday, October 30 at the GNVOA Meeting

Thursday, November 7 at the Village of Russell Gardens

Sunday, November 10 at Temple Beth-El

Tuesday, November 12 at the Village of Lake Success

Monday, November 18 at the Village of Great Neck Estates

In addition, I assisted the School District at the two Atria absentee ballot voting tables on Friday, November 8 and Wednesday, November 13.

Weeding

Weeding is continuing at record paces. In next month's report, you will see larger numbers for both the Station Branch and the Young Adult Collections. Our next area of focus will be the elimination of unnecessary duplicate copies of titles system-wide. Before the next relocation committee meeting, I will derive the current total collection size numbers for each of the four library locations. This is a project that can take 2-3 days, and prior to now, I just could not dedicate the time to it.

Next On My Agenda

Now that the Referendum is behind us, I will continue investigating the RFID system. I have received an RFP format from one of the vendors that we will adapt and send out for proposals. We have identified four potential companies, Envisionware, Biblioteka, 3-M and TechLogic. In addition, I will continue investigating the Grant Opportunities available to us through NYS and otherwise. Attached is some basic information on the NYSERDA grants that are available for existing facilities.

Interim Library Director

Text of written report as submitted by Laura Weir:

Staff Development Day

The Great Neck Library schedules a Staff Development Day on November 11 of each year when the date does not fall on a weekend. Janet Fine, Pan Levin and Jon Aubrey volunteered to help put together the program. In response to the violent occurrences that have taken place over the last year, particularly in schools, I felt the library staff should be asked to consider how they would react to a violent situation within the Library. Attached is a flyer produced by a committee of Nassau Library Directors entitled *Active Shooter Scenario Response*. Using this as a guide, I asked the committee to develop a program. They found several good videos online, and enlisted Head of Maintenance Charlie Wohlgemuth to call the Nassau County Police Department about sending a speaker. Officer Pete Chuchul arrived at 10 am, he watched a video "Run, Hide Fight" with us, discussed the Active Shooter Scenario and took questions from the floor. He said that as we are developing a plan for the renovation, each floor should have a "Safe Room" with a solid door, a deadbolt lock and a window for escape. This interactive training session also complies with the Workplace Violence Prevention Program which requires annual staff violence prevention training.

Other topics of the morning included an update by Laura Weir and Christine Johnson on the Building Renovation Project. Neil Zitofsky gave an update on the Library's benefits package, which was very helpful to staff who cannot always make the morning staff meetings.

In the afternoon supervisors were giving additional training on the Time Vantage electronic timesheet system while other staff attended an "Issues and Answers" session hosted by Ethan Mann and Jon Aubrey.

I felt the most important session of the afternoon was the walk through of the library. Members of the Workplace Violence Prevention committee who have been on many walks throughout the building broke

in to four teams which took staff through the building pointing out exits and other means of escape. Many staff members were not aware of the north outside exit from Levels. Others did not know that one can exit from the AV room into the bookroom or the Multi-Purpose room through fire exit doors.

Finally, each department held a staff meeting, which was very helpful because there were many part time staff in attendance who can't always attend regular staff and department meetings.

Referendum

The Referendum passed handily with a 64 % majority vote. I monitored the Baker School site throughout the day. A steady stream of voters came and went. I tried not to be too optimistic, but a pleasant demeanor and smiles on many faces seemed hopeful. School clerk Diana O'Connell was the person in charge, managing the Referendum event from the Great Neck South H.S. site. Ms. O'Connell was a great resource person to tap for her expertise on Referendum procedures from the first time I spoke to her August of 2013. Agnes Buckley was the person in charge at the Baker School site. All school personnel on hand that day were well trained, working together in a cooperative manner and I thank them for their efforts throughout a very long day.

Member Library Director's meeting at the Nassau Library System

I attended this meeting on Wednesday, November 20. Under "New Business" NLS Director Jackie Thresher presented and discussed the Preliminary Proposed NLS Budget Operating for 2014. There is an NLS Board meeting on Monday, November 25, any new changes to the budget will be discussed at that time. The most up-to-date-version of the proposed budget will be a handout at the NLS Annual Meeting on Monday, ~~November~~ ^{December} 2 at 7 pm. There is an Area 7 Meeting scheduled for Monday, December 9 at 7:30 p.m. at the Shelter Rock Library with Area Representative Irving Chernofsky.

Public Comment: Ralene Adler

President's Report

- President DiCamillo reported that the Board intends to have a celebration to thank staff – especially those putting the packets together. Letters will be sent to those staff members and copies placed in their personnel files.
- Donation of \$100 in memory of Rosalie Ripa from Marietta DiCamillo and Marianna Wohlgemuth and matching grant of \$200 from Major League Baseball Players Trust to the Patio Garden Fund.

OLD BUSINESS

Policy Manual Changes (Third Reading)

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

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to the Library Director Evaluation Timetable, Section 300-10 of the Board Policy Manual, as presented [below].

<u>LIBRARY DIRECTOR EVALUATION TIMETABLE</u>	<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
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

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Nina Esagoff, Pizer)
MOTION CARRIED UNANIMOUSLY

RFP for Auditor

The Business Manager was directed to put together an RFP for the hiring of a new auditing firm for distribution to the Board. He asked the Board to provide any comments they may have prior to distribution.

NEW BUSINESS

Part-Time Accounting Clerk

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

RESOLVED, that the Great Neck Library Board of Trustees approve the execution of the Part-time Accounting Clerk Letter of Employment with accompanying job descriptions; and authorize and direct the President to execute the Letter of Employment between the Board of Trustees and the employee [after the changes below are made]. The salary for this confidential position begins at \$16.00 per hour and the individual will be scheduled to work up to 20 hours per week

Changes to be made to the Letter of Agreement and then circulated to the trustees tomorrow before its execution:

- Delete last paragraph under salary referencing a one-year probationary period.

-
- Paid Time Off – this position comes under confidential staff and not the Staff Association. Therefore, this should be replaced with the wording in the Agreement Letters for the other confidential administrative staff.
 - Under the second paragraph, line two on page two, delete the word “for” after the word “pay.”

Public Comment: Ralene Adler

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Nina Esagoff, Pizer)

MOTION CARRIED UNANIMOUSLY

Painting and Carpeting of the Parkville Branch Library

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

RESOLVED, that the Great Neck Library Board of Trustees accept the recommendations of the Head of Maintenance and hire Andrew Painting Co. to paint the walls in the front of the original structure of the Parkville Branch Library at a cost not to exceed \$15,000; and hire Harry Katz to install carpet tiles at the Parkville Branch Library at a cost not to exceed \$32,000 to be charged to the Branch and Special Services line of the budget as amended.

The original motion was amended to specify the section of the walls to be painted and the budget line to be charged for this expenditure.

VOTE: Yes – 5 (DiCamillo, Ferrante Krupski, Marcus, Nina Esagoff, Pizer)

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Letters were received from Naomi Penner and St. Aloysius Interfaith Food Pantry and responses sent. The letter writers were not present to speak to their letters which are attached to these Minutes.

Janet Fine was recognized for her efforts for the St. Aloysius Interfaith Food Pantry drive at the Great Neck Library.

OPEN TIME

- The Business Manager was asked to add to the next Finance Committee Meeting agenda NLS Databases, and the signing of checks outside of the Finance Committee meeting.
- Elene Contegiacomo, a member of the public, asked if the Library could contact the Great Neck Public Schools to request additional parking alongside the Parkville Branch building. When the school buses are lined up, it is very difficult to maneuver in the parking spots. The Interim Director was asked to contact Dr. Dolan.

-
- Ralene Adler complimented the Trustees for their hard work throughout the year leading to the successful passage of the referendum. The Board now has to focus on two levels – the operating part of the Library by cutting back on the ordering of library materials, and the second is more space for people is needed and less programs. She asked the Board to take the lead in this. Mrs. Adler was asked to work with the committee to come up with a plan.

ADJOURNMENT

The meeting was adjourned at 8:47 p.m. on motion by Joel Marcus and seconded by Josie Pizer.

Respectfully submitted,

Janet Nina Esagoff
Acting Secretary, Board of Trustees