

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
DECEMBER 15, 2011, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Thursday, December 15, 2011, in the Community Room of the Great Neck Library, 169 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Janet Nina Esagoff – President  
Anna Kaplan – Vice President  
Joel Marcus – Secretary  
Varda Solomon – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Josie Pizer, Assistant Treasurer  
Martin Sokol

Also present:

Jane B. Marino – Director  
Laura Weir – Assistant Director  
Bob Goldberg – Legal Counsel (Farrell Fritz, P.C.)

## **CALL TO ORDER**

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

## **MINUTES**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of November 22 and December 6, 2011, as presented.

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

## **TREASURER'S REPORT**

**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 following financial reports:

- December 15, 2011, Treasurer's Report;

- Warrant dated November 19, 2011 through December 9, 2011 for Paid checks numbered 0030060 through 0030065, and 43954 through 43970 and Checks To-Be-Paid numbered 43971 through 44070 the sums set against their respective names, amounting in the aggregate to \$173,209.49;
- Payroll Warrants for pay dates November 3, 2011 and November 17, 2011, in the amounts of \$177,556.76 and \$175,348.37 respectively for a total of \$352,905.13.

Trustee DiCamillo inquired when the wording that *The Treasurer has reviewed the warrants* was omitted from the resolution. She asked for it to be restored for future resolutions to which everyone agreed.

[Note: At the December 21, 2010 Board meeting, Trustee Pizer asked that the reading of the Treasurer's report be discontinued since it was already discussed at the Finance Committee meeting. The Director checked the Board Policy Manual and there was nothing therein to address this issue directly, except that the Treasurer's Report should be accepted by a majority vote of the Board. Beginning with the January 25, 2011, Board meeting the resolution was voted on collectively for all four parts of the Treasurer's Report at which time the wording was dropped.]

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

## **PERSONNEL CHANGES**

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

**RESOLVED,** that the Board of Trustees of the Great Neck Library accept the Personnel Changes of November 2011, as presented and reviewed.

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

## **Trustee Resignation**

President Esagoff informed the Board that Trustee Kaplan is resigning from the Board to pursue other interests to benefit the community. Trustee Kaplan was thanked for her service and contributions to the Library Board and the community. She then officially handed in her letter of resignation. Trustee Kaplan was presented with a certificate of appreciation for her years of service on the Board in the capacity as Assistant Treasurer and Vice President. Director Marino also presented her with a gift as a token of thanks for everything Trustee Kaplan did for her personally and for the Library.

Trustee Kaplan then thanked everyone and stated that it was her honor and privilege to serve on this Board and she will continue to be very much involved and looking forward to a new building and the whole community working together and resolving differences to make this public place a wonderful building for the whole community.

## REPORTS

Below is the text of the written reports:

### Finance Committee

December 13, 2011, 7:30 p.m., Multi-Purpose Room.

In Attendance: Chair Varda Solomon, Trustee Marietta DiCamillo, Trustee Josie Pizer, Library Director Jane Marino, Assistant Library Director Laura Weir, Business Manager Neil Zitofsky.

Call to order: Treasurer Solomon called the meeting to order at 7:35 pm.

#### Old Business

**Construction Manager for Cooling Tower Project.** Director Marino reported to the committee that a contract has been drafted for the project and will be sent to the Board for their review and approval at the January meeting.

**Generator Proposal.** Ms. Marino reported on the proposal put together by the Maintenance and Computer Departments for a generator to supply power to the computer room at Main during blackouts. This has been an issue for the last several occurrences when a storm knocked out power to Main, but two or all of the branches had power. But since there was no power to the server room in Main, they had no computers or telephone service.

Although the committee agreed that there is a need for a generator, they could not recommend that this be considered by the full board until two more written quotes were procured, as stated in our Financial Policy. Ms. Marino stated that she would follow up and try to procure more quotes.

#### Regular Activities

**2010 Budget Reallocation.** Mr. Zitofsky took the board through each section of the operating budget for 2011 to indicate those areas where money had been both overspent and underspent, making adjustments in all areas where needed so that sufficient money would be available until year end. NZ predicts a surplus to budget for 2011 of approximately \$187,000.

Trustee DiCamillo asked for an analysis of this surplus as compared to revenue and the Business Manager will follow up with this information. Mr. Zitofsky has indicated that income will be a (surplus, deficit) to budget for 2011.

**Review of Check Warrants and Check Register.** Mr. Zitofsky reviewed the current warrant for the committee and answered any questions that came up. Trustee DiCamillo wanted to know whether all obligations for the Main Building project had been satisfied. JM indicated that there was one outstanding

invoice from Aggreko, the cooling tower vendor that needed to be paid. The current warrant also contained an invoice from Dattner for the additional work that was necessary for the site plan approval.

**Review of Monthly Statements.** The Business Manager reviewed the statements, answering questions from the committee, particularly on the Automated Library Fund.

There being no further discussion, the committee signed checks. The meeting was adjourned with one further meeting, on January 12, prior to reorganization on January 24, 2012.

## **Policy/Bylaws Committee**

Monday, November 21, 2011 - 7:30 pm, Station Branch

In Attendance: Marietta DiCamillo, Chair; Josie Pizer, Trustee, Anna Kaplan, Trustee; Janet Nina Esagoff, Board President; Jane B. Marino, Library Director; Laura L. Weir, Assistant Library Director

### Old Business

**1. Workplace Violence Prevention Policy.** Ms. Weir presented the committee with copies of the draft Workplace Violence Prevention Policy Program for their review and feedback. Once that is received it will be sent to the attorneys for review.

**2. Meeting Room Policy (Section 800-10).** Trustee DiCamillo led the discussion of the proposed changes to the meeting room policy, specifically as to fees currently being charged and the proposed changes in those fees. This is a follow-up to a previous committee discussion. After discussion, the committee made the following recommendations:

- Currently the library charges \$25 for use of the community room between the hours of 10:00 am and 8:45 pm. This fee is charged regardless of the length of the meeting.
- The Committee recommends that this charge be increased to \$40.00 for a meeting of 3 hours or less and \$50 for a meeting lasting 4-6 hours.
- The Committee further recommends that for any meeting lasting beyond the library's normal closing time, there will be a \$25 per hour additional charge.
- This new fee structure will apply to the three library locations where there is a Community Room: Main, Station and Parkville.
- All payments must be made to the Director's office in Main, regardless of the location of the meeting.

**3. Staff Manual.** Ms. Weir handed draft copies of a proposed Staff Manual for their review and feedback.

**4. Follow Up on Museum Pass Policy, Circulation Policy and Fire Drill.** The Library Director advised the committee on the current status of the Museum Pass policy. The new circulation system, first-come, first-served is working well and has been received well by the community. Patrons who use Main can get whatever pass is on the shelf the same day and patrons who use a branch can request a pass they see is on the shelf through the catalog and it will be delivered to the branch the next day. She further advised the committee that the Express Collection has not yet been put into effect, but she hopes to have it up and running early in 2012. Ms. Marino reported on a successful fire drill that took place over the summer. The staff and public all responded well. The Fire Chief was on hand and it was declared a success.

### New Business

**1. Non-Smoking Policy for Library grounds.** The Library Director recommended to the committee that the two current places in the policy manual, Section 500-30 and Section 800-10 be updated to reflect the prohibition of smoking anywhere on Library grounds. This request was prompted from a health standpoint, not only for the public but for the staff who many times will smell cigarette smoke as it gets drawn back into the building through air vents. The Committee agreed and this proposal will be on the December 15 Board agenda.

There being no further business, Chair DiCamillo adjourned the meeting at 8:40 p.m.

### Assistant Director (Laura Weir)

#### Policy Committee

I have been working with Jane Marino and the Policy Committee to create an Employee Manual that is separate from both the Library Board of Trustees Policy Manual and the Collective Bargaining Agreement. This Employee Manual compiles information from both documents and is meant to provide guidance to new and to seasoned employees on matters pertaining to specific job and personnel related questions.

Since the spring of 2011, I have been working with the Workplace Violence Prevention Committee to put a Workplace Violence Prevention Program in place at the Great Neck Library. This involved Risk Determination and Evaluation, Hazard Control, Employee Training, Employee Involvement and Response and a review of accidents and incident reports to spot trends. All this activity will culminate with a written Workplace Violence Prevention Policy accepted by the Library Board. Both these projects will be brought before the Policy Committee for discussion and review at our next meeting.

#### Audiovisual Department

Audiovisual Librarian Pam Levin reports very enthusiastically that "A digital downloading eBook explosion is happening at the Library." Circulation of eBooks has increased significantly, up 475% from last November to this November. Although still very popular, downloading has shifted from eAudiobooks to eBooks. Statistics for the month of November 2011 show 181 downloads of eAudiobooks and 685 downloads of eBooks. The availability of mobile devices such as Kindle, iPads, iPhones, Nook readers, etc., allows use of this service to more patrons than ever before. The AV department is kept very busy helping patrons download digital books to new mobile devices. Pam gives special thanks to Kashmira Shah for her patience in teaching downloading techniques to anxious patrons and for her mastery in learning the downloading procedures for so many different devices. New, popular titles are being added nearly every day to the Overdrive website and more publishers are participating in the service.

#### Station Branch

The elevator in the Gardens at Great Neck shopping center is slated for a major overhaul. The landlord's office reports that a contract has been signed and work is expected to begin in January. All new mechanisms will be installed. The only piece of equipment left from the original elevator will be the cab itself. Kabro Associates will contact all tenants when the work is about to start. The Station Branch will be inconvenienced while the work is completed; however, Station staff has had to help people down the stairs when the elevator is broken and have had to haul up books from the book drop in plastic bags when the elevator does not work, so they look forward to a smooth running elevator.

Unfortunately, new leaks appeared in the Station Branch ceiling after the heavy rain on December 7, 2011. At this writing on December 8<sup>th</sup>, the landlord's office is aware of the situation and promised to send someone over to examine the problem.

#### Food Drive

Island Harvest picked up 55 cartons of food donated by staff and the community during our November 2011 Food Drive. Doreen Principe, program coordinator, called to say that we contributed 800 pounds of food to the food bank.

### **Library Director** (Jane B. Marino)

#### Personnel

As you know, we are currently in negotiations for the staff Collective Bargaining Agreement which expires on December 31, 2011. A new staff ad-hoc committee, the "Digital Services Committee" which was the brain child of Justin Fuchs and Michael Cruz, had its first meeting on December 8<sup>th</sup> and its goal is to expand and improve our digital services on all levels and to expand and improve our web presence in order to reach a wider range of patrons. The Committee plans to meet once a month. Michael Cruz, however, has resigned his position with GNL and has moved on to a position in an academic library and while we will miss him, we wish him well in his new endeavors.

At this final Board Meeting of the year, I would like to thank all the staff members who continue to serve on the Authors @ GNL committee. We have hosted 14 author events this year and it was an eclectic group of offerings. We have been delighted to welcome such authors as Julie Orringer, Linda Fairstein, Pete Hamill and Jeffrey Lyons as well as a panel of audio-book performers and a panel of writers who all hailed from Great Neck. The program, entitled "Girls from the Hood" spoke glowingly of their years at Great Neck and Levels.

In 2012, we are scheduled to welcome Joe Nocera, Lucette Lagnado, Martin Fletcher and Amy Bloom who will be our "Great Neck Reads" author with her best-selling book, *Away*. The members of the committee are Janet Schneider, Jonathan Aubrey, Kathleen Cotter, Courtney Greenblatt, Marjorie Chodosch, Pam Levin, Justin Fuchs, Denise Liggio, Janet Gillen and Laura Weir. Our recently expanded committee hopes to build on the single Young Adult program offered this year and offer some children's authors as well.

I would also like to thank the hard-working and dedicated members of the Music Advisory Committee, chaired by Gabe Chieco, who already have their entire 2012 slate of programs scheduled. The committee celebrated its 40<sup>th</sup> anniversary this year. The other members are Beatrice Aubrey, Helen Bishop, Sandy Cadieu, Mary Dehn and Michele Ganz. A sincere thank-you goes to all of them for their hard work and exquisite taste in music. Their first program for 2012 will be on March 18<sup>th</sup> and will feature a trio of Bart Feller on flute, Frances Rowell on cello and Linda Mark on piano.

The staff was saddened to learn of the death of Helene Hall, who worked at the Great Neck library of 25 years from 1980 until 2005 and was a dedicated reference librarian known for her extensive knowledge of literature and theater.

#### Building Renovation

I have begun to contact a short list of the people who volunteered to help the library by serving on the Building Renovation Advisory Committee. We hope to have a final list by year's end and I will sit down

with the Committee Chair, Trustee DiCamillo, to set up a schedule. We are excited to move forward on this next phase of the building project. [End of written report]

In addition, the Library Director also reported on the following:

#### E-Reader Help Desk

A post holiday e-reader help desk will be set up different days and times during the first two weeks of January. Everyone is invited to bring in their e-readers and staff will be on hand to provide assistance.

#### Building Advisory Committee

The names of those who will be serving on this Committee are: Amy Levinson, Marianna Wohlgenuth, Shirley Samansky, Stu Hochron, Ralene Adler, Naomi Feldheim, Don Dillon, Allegra Goldberg, Leslie Kahn, Mike Currie, and Richard Kestenbaum, along with three staff members – Jane B. Marino (Library Director, Chris Johnson and Justin Fuchs. Representing the Board will be Trustees Marietta DiCamillo (Committee Chair), Josie Pizer, Martin Sokol and Varda Solomon. Email will be sent to everybody outlining the process as well as the dates the committee will be meeting in January.

#### Station Branch Elevator

In response to a question regarding the repair of the Station Branch elevator, the Director stated that as soon as the landlord informs her about the scheduled time for overhauling the elevator, the public will be notified.

Public Comment: Ralene Adler

## **NEW BUSINESS**

### **Board Policy Manual Changes**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the changes to the Board Policy Manual, Section 500-30 and Section 800-10 with respect to the prohibition of smoking on library premises, and eating and the use of cell phones restricted to certain areas, as recommended by the Policy Committee.

The Director reported that the smoking ban is being extended from inside to outside the building to make the library premises a smoke-free environment. These changes were as a result of a staff generated request, and staff will be asked to remind patrons that this is a non-smoking campus. Signs will be posted and all the ash receptacles outside the building will be removed. The rule

with regard to eating in the library will be enforced. [see Policy Committee Report under *Reports* for further information]

Public Comment: Ralene Adler

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

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the changes to the Board Policy Manual, Section 800-10 with respect to the fees for meeting room usage as recommended by the Policy Committee. [See Policy Committee Report under *Reports* for further information]

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

### **Budget Revision**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the line-item changes to the 2011 operating budget as detailed in the 2011 Budget Reallocation Analysis, a copy of which is to be appended to the Minutes of this meeting as well as to the copy of the 2011 Budget maintained on file for the public at Main and the Branches and on the website.

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

### **Generator**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the installation of a Generac Model 05887 generator as well as the switches and additional work and wiring that is necessary for that generator at a cost not to exceed \$24,000 such funds to be taken from the Main Building and Special Services fund.

Trustee Solomon reported that this was discussed in the Finance Committee meeting and it was felt that there is a need to get an emergency generator for the main building which has been

subjected to several power outages which takes down the computer system. The generator that is being asked to be purchased is a backup only for the computer system. The concern was that this is a large amount of money to be spent when one bid was received. Solicitations for written bids went to several companies and only one bid was received by the Library. The Director was asked to work with the Computer Department Head to get other bids.

Trustee Solomon recommended that the motion be tabled until further bids were obtained. This was seconded by Trustee DiCamillo and all the Trustees voted unanimously to table the motion.

## **OTHER BUSINESS**

### **Sunday Closing**

A request was received from a member of the public asking the Board to revisit its Sunday closing schedule for the month of June. She was unhappy that a Sunday was shaved off right before the Regents examination.

Trustee DiCamillo stated that this was a cost-saving approach for closing one Sunday earlier in June. She would like to take another look at the numbers in terms of dollars that were prepared before the Board approved the change in hours. She also stated that the Board may be able to come up with another cost-savings alternative rather than closing on that Sunday.

Mr. Zitofsky suggested that the Personnel Committee could consider going back to the original Sunday schedule and closing another Sunday during a holiday weekend when the Library is not busy.

Trustee Marcus said that the Board must be aware of when these exams are being given and make sure the Library does not close on the Sundays prior to these exams.

### **Collective Bargaining**

The Director reported that Counsel is requesting a meeting with the Board in Executive Session on Monday, December 19, 2011, to update them on the status of the contract negotiations. She had polled the Trustees and she has a quorum for the meeting to take place. The meeting will be at 8:00 p.m. in the Main Library. [Note: December 19<sup>th</sup> meeting was cancelled at the last minute due to a lack of quorum. It was rescheduled for Tuesday, January 3, 2012.]

### **Attorney**

Attorney Bob Goldberg will be leaving Farrell Fritz, P.C., the firm retained to represent the Library. He was thanked for all his services, and well wishes for his future endeavors were extended to him.

## **OPEN TIME**

Speaking: Marianna Wohlgemuth

## **ADJOURNMENT**

On motion by Marietta DiCamillo and seconded by Josie Pizer, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Joel Marcus  
Secretary of the Board of Trustees