

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
DECEMBER 18, 2012, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 18, 2012, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

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

Absent with prior notice:        Josie Pizer – Assistant Treasurer

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

Before the regularly scheduled public meeting, the Board called an open meeting at 7:00 p.m. in the Multi-Purpose Room of the Main Library to review the proposed terms of the AIA contract between the Great Neck Library and KG&D Architects for the renovation of the Main Library building. Architects, Eric Kaeyer and Russ Davidson, as well as members of the Building Advisory Committee were present.

Seven issues were identified for clarification. The architects agreed to send an email and list these issues for review by the Great Neck Library and its counsel.

**EXECUTIVE SESSION**

Following the meeting with the architects, an executive session of the Board of Trustees was convened to discuss the resumes of the two candidates submitted by the Nominating Committee, one of whom will be appointed by the Board to the vacant seat created by the resignation of Trustee Sokol. [See page 9 – Appointment to Board of Trustees]

Marietta DiCamillo seconded the motion moved by Francine Ferrante Krupski for the Board to come out of executive session. All were in favor and the Board came out of executive session at 8:50 p.m.

**CALL TO ORDER**

President Solomon called the public portion of the meeting to order at 8:55 p.m. and apologized for the late start of the meeting which she attributed to the review of the architect proposal which took longer than anticipated.

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## MINUTES

Upon motion by Francine Ferrante Krupski, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of December 4, 2012, as presented.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Ferrante Krupski, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## TREASURER'S REPORT

Upon motion by Marietta DiCamillo, seconded by Joel Marcus, and after discussion, it was,

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

- December 18, 2012, and December 4, 2012 Treasurer's Report;
- Warrant dated November 17, 2012 through December 12, 2012, checks numbered 0030962 through 0030965, and 45780 through 45800, and To-Be-Paid Checks numbered 45801 through 45917 the sums set against their respective names, amounting in the aggregate to \$240,876.85.
- Payroll Warrants for pay dates November 1, 2012, November 15, 2012, and November 29, 2012, which have been reviewed by the Treasurer, in the amounts of \$161,781.83, \$155,663.29 and \$160,685.33 respectively, for a total of \$478,130.45.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## PAYROLL CHANGES

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the Payroll Changes of November 2012 as presented, and which have been reviewed by the Personnel Committee.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)

*MOTION CARRIED UNANIMOUSLY*

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## REPORTS

### Finance Committee

The Finance Committee met on Wednesday, December 12 at 7:30 p.m. in the Community Room at the Main Library. Below is the committee's written report.

**In Attendance:** Marietta DiCamillo, Treasurer; Joel Marcus, Assistant Treasurer; Varda Solomon, President; Josie Pizer, Assistant Treasurer (by phone).

**Also in Attendance:** Jane B. Marino, Library Director; Laura Weir, Assistant Director; Neil Zitofsky, Business Manager.

- 1. Database Analysis.** At the Committee's request, JBM presented the usage statistics for Freegal, a database purchased by the Library which consists of digital music downloads and is available for use by our patrons. The Library Director reported that on average, there are 436 downloads per month for the first five month and is used by an average of 86 patrons per month. The committee expressed concern over two items: the relatively low usage considering the cost and the coding of payment to two different budget lines. Ms. Marino agreed that an assessment should be done before renewal in 2013 and the Business Manager agreed that the expenditure will be coded to one budget line. She also provided a spreadsheet of all databases currently used by the Library, their cost, date of renewal and which agency (NLS, LILRC or WALDO) administers it for the Library.
- 2. Interim Director Financial Role.** Ms. DiCamillo, as Treasurer, inquired into the role of the Interim Director with regards to financial oversight and disbursement. The Director recommended that the Interim Director continue the oversight and approval of invoices and vouchers currently done by the Director. In addition, there should be a Board resolution passed to allow the Interim Director to become a signatory on the Director's Checking Account. The committee agreed, however, that there was no need for a credit card for the Interim Position and the card currently in the Director's name will be discontinued.
- 3. Procurement Policy Update 400-20.** The committee discussed changes to three of the five sections of this policy. They concern themselves specifically with the Director's Limitations on Expenditures, Contract Payments and the Director's Checking Account. The changes the Committee is recommending to the Board are included as an Agenda Item at this Board Meeting.
- 4. Museum Pass Update – Branch Solution.** As discussed at previous Committee meetings, there are few good or viable options to solve the problems being expressed by some patrons, especially at the branches, at being able to get the Museum Passes they want. At the Committee's suggestion, more publicity materials have been sent to the branches. The committee asked the Assistant Director for a quarterly update on circulation of these passes.
- 5. Maintenance Contract Preventive Provision Analysis.** The Business Manager presented a draft document called "Preventive Maintenance Check List" with the goal of ensuring that routine and preventive measures are done according to schedule. The Committee discussed this document and its goals and Mr. Zitofsky agreed to add to the document and bring it back for further review.
- 6. Digitization Update.** Ms. Marino reported that documents would soon be going to our new vendor, Digiscribe, to begin the scanning process. She further reported that key staff members had met with a representative from Digiscribe to discuss both logistics and staff training. She hopes that documents should be picked up beginning the following week. The Chair had

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requested that the IRS be contacted for confirmation of the laws related to the retention of certain information pertaining to personnel files. The Business Manager reported that he had done so and that IRS requirements match those of NYS and the Library is clear on what it needs to retain.

7. **Donation Rates.** As a result of surveys of a number of libraries, the Director and Business Manager explained that many libraries raise monies for their building projects by using naming opportunities. Some of the libraries mentioned were the East Hampton Library, The West Palm Beach Library, and the Petersburg Library. Naming opportunities in these libraries ranged from a plaque on a bookcase to an entire building. Ms. DiCamillo commented that this would need a policy review. She suggested that the Board as a whole discuss it first in order to establish some parameters and options for the Library should it enter into such an endeavor.
8. **Alarm Log.** Ms. Weir reported that we are holding steady and there have been no new reports of false alarms in any location.
9. **Collection Agency.** The Director reported on this month's statement from circulation. We currently have a 54% return rate on fines, fees and replacement of items.
10. **New Business.** The Director asked the committee to consider two items under New Business. The first is a request from the circulation department that the Library begin to accept credit card and debit payments for overdue fines. This would require the purchase and installation of software as well as establishing an account with a merchant bank. There would be a fee for each transaction of 2.29% (which translates to 21cents on a \$5 payment) and some additional small monthly fees. The committee was generally in favor of this proposal but was concerned about funding sources and asked that the Business Manager report back on that item to the committee before it would recommend this to the Board.

In addition Ms. Marino indicated that the Computer Department would like to begin a process of replacing some of the hardware (computers) currently used by the library and she would provide specific information to the committee. This led to a discussion of providing an iPad for roving librarians to use and she said the Library would order one.

Finally, the Director indicated that the Library wanted to add a new database called Zineo to the database collection. Its purpose was to provide magazines in digital format, which would be a great service to our patrons since more magazines are no longer providing printed formats, only digital formats. This addition would be well within their current budget line.

11. **Check Warrant and Financial Statements.** The reviewed both the warrant and the financial statements for the committee.
12. **Sign Checks and Open Time.** There being no further questions, the committee asked the public for any input or questions which lead to a discussion with a member of the public concerning the delayed purchase of a generator for the server room and the proposal of adding an automatic door opener for the public area adjacent to Station Branch. Both these items would be discussed further at the Board Meeting. The committee then signed the checks contained in the warrant.
13. **Adjournment.** There being no further questions, the chair adjourned the meeting at 9:35 p.m.

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## **Building Advisory Committee (BAC)**

Below is the written report of the Building Advisory Committee of its meeting held Tuesday, December 11 at 7:00 p.m. in the Station Branch Library.

Board Members: Trustee Marietta DiCamillo, Chair; Trustee Josie Pizer; Varda Solomon, President

Professional Members: Don Dillon, Architect; Allegra Goldberg Project Manager (late arrival); Mike Currie, Engineer; Joel Marcus, Trustee; Leslie Kahn, Engineer (absent with notice)

Committee Members: Ralene Adler, Naomi Feldheim; Stu Hochron; Amy Levinson; Marianna Wohlgemuth

Staff Members: Jane Marino, Library Director; Christine Johnson; Justin Crossfox

Ms. DiCamillo opened the meeting at 7:30 p.m. and welcomed everyone back. She announced that Ms. Marino will not be returning as Director in 2013. She also explained that Josie Pizer is absent due to illness and will have a long recovery. She asked the committee's agreement to allow her to participate by speaker phone. A discussion of the logistics of this type of communication ensued. The BAC, having no objections to a member's participation via speaker phone, requested that Trustee Pizer be dialed into the meeting.

Ms. DiCamillo advised the BAC that the draft contract and description of enhanced construction phase services from the architect was distributed by email prior to the meeting and that hard copies were in front of all members. She then distributed two additional documents to the committee, each of which has a list of questions. The first group, discussed below, dealt with issues the committee would face going forward. The second were more specific questions about the draft contract which would be answered when the BAC and Board met with the architects in person.

1. **Should we hold off appointing an abatement consultant?** After discussion, the consensus of the BAC (especially the professional members) was that since the scope of work was unknown at this time and would be determined by the architect, it would be better to wait and hire the abatement consultant both with consultation from the architect and in concert with the architect's work.
2. **Should we consider the suggestion of enhanced construction services from KGD?** One of the documents sent from KGD, at the BAC's request, was a listing of two options relating to "enhanced construction services," i.e. allowing the architect to be our owner's rep during construction. There was a discussion of what was in the document and whether the two options outlined in the separate document are included and costs. The consensus of the BAC was that KG&D be brought into the library to explain these options in person. Allegra Goldberg, who was not present for this portion of the meeting but who arrived later, felt strongly that a separate owner's rep should be hired so that s/he could be the person, apart from the architects who looked after the library's interests.
3. **Independent Cost Consultant?** Should we have one? **QUESTION SUSPENDED**
4. **Will there be a plan/schedule for community information outside the library's usual means of communication?** There was considerable discussion on this question and a few items became clear. First, as pointed out by Amy Levinson, it is important to reach out to the School District and the PTA's. She and Ralene Adler volunteered to initiate that outreach. There was also a lot

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of discussion about the necessity for public meetings and the timing and content of those meetings. The consensus was that it was important to share as much as possible with the community so the voters could be clear about the proposed building plans. The next item that was discussed was the way to get information out to the public. The Director proposed a subcommittee and based on the discussion and ideas, the following people were selected: Marianna Wohlgemuth, Amy Levinson, Chris Johnson, Mike Currie and Josie Pizer. The committee will do much of its work by email. There was further consensus that the BAC should act as the voice for this project to the community.

5. **Will there be a communication process between Board, BAC & KG&D prior to contract?** Yes.
6. **When will BAC make a recommendation regarding the open items on the space plan?** After the architect completes contract, those recommendations will be made.
7. **Will there be an opportunity to review space design?** Yes
8. **How will the fees be broken up?** There was a discussion of fees being frontloaded vs. spread throughout the process and that matter will be discussed with the architects.
9. **Is there a target date for the referendum?** There was a discussion about the referendum date and when it could be done. Both the merits and minuses of either the Spring of 2013 or the Fall of 2013 were discussed. Some BAC members want to move more quickly and aim for a Spring referendum vote while others thought nothing would be lost if the vote were scheduled in the Fall. The process of the referendum was discussed – both the steps that need to be taken to make the actual vote happen and when in the architect’s work would it take place. The Director related a few of the steps that need to take place to have a vote, such as a resolution from the School Board approving it since they are our taxing entity. Don Dillon stated that a referendum should take place when there is a “complete schematic design” done. All agreed with that.

After completing a review of the questions, the BAC continued to discuss the importance of communication with the voters and spreading information to the community and the best way that should be handled. The consensus was that it was important to be as informative and informational as possible and that this process and this committee was partly in response to the referendum and concerns voiced by the voters that lead to the defeat of the former building project.

Ms. DiCamillo reminded all the BAC members to review the space plan and accompanying materials since it’s been a while since the committee’s attention had been turned to that information.

She further reminded the BAC that they were invited to the Executive Session of the Board that would take place immediately prior to the open meeting on Tuesday, Dec. 18 at 7:00 p.m. After further discussion, the BAC members felt one more meeting, before the contract was approved at the January 15 Board meeting, so a BAC meeting was scheduled for January 2, 2013 in the Multi-purpose Room of the Main Library.

There being no further business, the meeting was adjourned at 9:30 p.m.

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## Assistant Director

### Branch Library Response to Hurricane Sandy

All three branch libraries were up and operating many days before power was restored to the Main Library. During that time period the branches functioned as community centers, offering a bit of normalcy to upended lives. They opened their doors to an appreciative public who were without power, heat or hot water. People came in to get warm, to recharge their electronic devices, to get wifi service and to socialize with others who were in the same predicament.

Power was restored to the Station Branch sometime on Wednesday, October 31<sup>st</sup> and we went about finding staff that were able to get to work on Thursday, November 1<sup>st</sup>. Thursday was incredibly busy. We set up tables in the Community so people would have access to electrical outlets. Every seat in the library filled up over the course of the day and people sat on the floor when necessary.

We heard rumors that there was power at Parkville and clerk Faye Toy walked over on Thursday morning from home to confirm the news and open up for business. Available staff made their way in. Jayne Alexander opened up the outer doors and put out a sign announcing they had power and heat, and added Wi-Fi to the announcement as it became available.

Lakeville opened with power and Wi-Fi on Monday, November 6<sup>th</sup> to an equally grateful public. On Wednesday, the nor'easter snow storm blew in; Lakeville lost power and had to close at 3 pm. They were able to reopen Friday morning.

Staff rose to the emergency. Raisa Dreyzin, a full time clerk who divides her work time between Main and Station, had scheduled a vacation day for Thursday, but postponed it and commuted in from Queens. David Aubrey came in and volunteered his time at Station, though he usually works in the AV Room at Main. Librarian Irina Zaionts walked from her home to work an evening shift. Part time librarians Judy Snow and Rachel Beyda worked either the Station Branch or Lakeville Branch as needed. Parkville staff, many living in the community, created a festive atmosphere for the weary public.

The maintenance staff traveled early each day to the Main Library to see if power was restored. The computer server that operates the OPAC could not function without power. Check-ins were recorded by hand. During this extended time period returned books kept piling up. George Malcolm and Jose Rodriguez were kept busy making deliveries between the branches and the Main Library; responding to the need for more bins, more power strips, more supplies, etc. They even brought the stamp machine over to Station one afternoon so Jane Marino could send out checks.

Power was restored to Main on Friday, November 9<sup>th</sup>. Staff came in to manage the mountain of books and other library materials that had accumulated over two weeks. The Library opened to the public on Saturday, November 10<sup>th</sup>.

Deliveries to the Main library by the various delivery services were postponed until we regained power. On Tuesday, November 13<sup>th</sup>, 45 boxes of books and other materials were delivered to Technical Services for processing. Staff took it in stride and has worked conscientiously to catalog and process the amassed materials.

Technical Services is currently working on a number of projects: The Children's Department has decided to pull biographies that have been cataloged with a Dewey classification, such as musicians and sports figures in the 700's, and re-catalog them in the Biography section. This decision to place all biographies together was made with the expectation that will make it easier for patrons and staff to locate materials and to browse the collection.

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The 800's weeding project in the Reference Department, which had slowed because the Department Head was on vacation and because the library was closed after the storm, is back in full swing. As previously noted, Technical Services receives the books pulled from the shelf either to discard or for catalogers to make corrections to the bibliographic record. Marcia Kravet, bookroom clerk, is also involved with the 800's project, pulling the books to be considered for discard from lists that were created by Chris Johnson and Marleen Wiercx for the Reference Librarians to examine.

In anticipation of the library renovation project, I have been weeding the Adult Fiction books located on the mezzanine. I have been following the recommendation of Marcia Kravet and weeding the books by the letter of the alphabet where books are especially tight on the shelf. So far I have significantly weeded the fiction collections of letters R through Z and have begun working on letters N through Q.

Technical Services is still getting caught up with the 45 boxes of materials delivered after the storm. Baker and Taylor had placed many deliveries on hold because the Main Library was not open to receive the materials. And, it turns out, Baker and Taylor had not released all our orders from that status. Young Adult librarian Courtney Greenblatt discovered this problem when she went to investigate why some books she had ordered had not arrived. We received 25 more cartons of books on Thursday, December 13.

### **Library Director**

I sincerely want to thank the staff of the Library for their work over the past four years. They do an excellent job serving the public and with at least three major storms and many other emergencies such as blackouts and heat and air-conditioning breakdowns they continue to serve our public. The ongoing problems with the building point once again to a real need for a renovation, something I hoped would have happened during my tenure. I hope it will happen soon.

I also wish to express my thanks to those members of the public who have supported the Library, volunteered for the Library, either on the Music Advisory committee or on the Nominating Committee, many of whom I have gotten to know well and who I respect and admire.

The Great Neck School District - its Board and Superintendent - is a powerful and influential part of this community and I want to thank Dr. Dolan and the Board members for the help and support they have given the Library. I know they will continue to do so going forward.

I also want to thank the Trustees with whom I have worked over the past four years. To be a Library Trustee is not an easy task and for a volunteer to spend so many hours in service to the Library is remarkable.

I am proud of the successes I have had during my tenure. With the help and guidance from our Business Manager, Finance Committee and Board, the Library's expenditures were on or under projected budget numbers every year, while keeping tax raises to a minimum. There were changes to the collection including the cataloguing and organization of our adult paperback collection, the re-labeling of our Young Adult collection and our New Book collection in order to make all of these areas easier to find. I instituted a Museum Pass collection and Express Book Collection with the support of the Board, to the great delight of our patrons. I oversaw the relocation and expansion of our Station Branch, working closely with many trustees on this project, but especially Past-President Andy Greene, former trustee Anna Kaplan and current Trustee, Janet Esagoff. I am proud of our new Station Branch and I thank the staff for their forbearance during construction and moving. They have worked hard to incorporate new programs into their branch, especially geared to their new population of children and teens. I also worked hard to gain additional space for Parkville, now under renovation with the help of the GNSD. It will be a welcome



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addition for their patrons. I added both adult and children's programs to the Lakeville branch where both these programs the staff's welcoming attitude saw circulation shoot up.

I hope that the New Year sees a continuation of only good things for Great Neck Library.

## **OLD BUSINESS**

### **Appointment to Board of Trustees**

President Solomon pointed out that an appointment to the Board to fill the existing vacancy will not be considered tonight since one of the candidates for this position did not officially submit a letter of resignation to the Nominating Committee.

Naomi Feldheim, Chair of the Nominating Committee, explained that the person in question had indeed resigned from the Nominating Committee and has not attended a meeting subsequently.

Francine Ferrante Krupski then moved and Marietta DiCamillo seconded to table this until the next meeting.

Public Comment: Naomi Feldheim, Ralene Adler, Dan Gluan, Michael Fuller, Marianna Wohlgemuth

## **OLD BUSINESS**

### **Policy Manual Revisions**

#### **WORKPLACE VIOLENCE PREVENTION POLICY**

**Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees adopt the Workplace Violence Prevention Policy and insert same in a newly-created section 500-37 in the Board Policy Manual.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)

**MOTION CARRIED UNANIMOUSLY**

### **Gift Policy (Second Reading)**

All gifts offered to the Library and accepted by it shall become the sole property of the Library. Unless indicated otherwise by written agreement, the Library will have the rights of displaying, using, or lending the same, or of selling or disposing of said gifts. For any cash gift of substantial value, i.e. \$100 or more, the gift will be formally accepted by the Board at a public meeting. For any cash gift to the Library, the Director's office will send a letter of thanks to the donor.

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For any other gift determined to be of significant value, the gift will be formally accepted by the Board at a public meeting and a letter should be forwarded to the donor indicating a description and the conditions of the Library's acceptance of the gift stated above. The Library Director and the Board of Trustees shall use discretion in accepting any such gift.

Any appraisal of a gift to the Library is the responsibility of the donor. The acceptance of a gift which has been appraised by a third, disinterested party does not in any way imply an endorsement of the appraisal by the Library.

The word *significant* in the third paragraph should be changed to *substantial* and the policy then sent to the attorney for review before the third reading and vote.

### **Procurement Policy (Second Reading)**

This is an existing policy that is being amended and does not require review by counsel. (Document attached)

### **New Time Sheet and Sign-in Policy (Second Reading)**

All employees are expected to sign in and out for their respective shifts using the automated system installed in the Library. This system is web-based and available with an employee sign-in and password on all Library Staff terminals.

All employees are expected to establish a password that enables them to sign in and out. That password must be for the employee only and may not be shared with co-workers.

All employees must sign in for themselves only and are not permitted to sign in for anybody else. If an employee signs in for another employee, that will be considered theft of service and may result in the employees' termination. Signing in using remote access is not permitted.

All employees are expected to report any problems, including cases of suspected misuse of timesheets, to their immediate supervisor.

The attorney should review prior to the third reading and vote.

### **Record Retention Policy (Second Reading)**

At the Board meeting held on Tuesday, April 24, 2007, the Board of Trustees adopted the following Record Retention schedule with the additional requirement that a subject list of records to be destroyed be presented to the Board at each instance; "*and further, any records retained in digital format shall adhere to the time limits outlined below*", and that a Records Officer be designated by the Director from among the staff:

This is an existing policy that is being amended and does not require review by counsel.

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## **NEW BUSINESS**

### **Creation of Interim Library Director Position**

The discussion centered on whether the position should be a part-time or full-time interim director or consultant and whether or not the individual should be compensated hourly or weekly.

Since the position of interim director was not posted, someone from outside the library could not be considered for this position. The Business Manager stated that if the Board decides to hire a consultant, the job descriptions as they now exist would have to be rewritten because there would be tax issues and employee benefits to be considered.

A member of the public inquired whether or not there is a member of staff who could be appointed to act as interim director to care for the day-to-day affairs, and at the same time hire a consultant from outside to deal with issues that the interim director did not feel comfortable handling. The assistant director is the person who could function as the interim director. The consensus was to hire a part-time consultant on a flexible capped hourly basis.

President Solomon reported that two candidates were already scheduled for interviews on Thursday. She had reached out to NLS for a listing of recently retired library directors who would be interested in an interim position. NLS provided some names and Director Marino was asked to solicit them for their availability.

The Board then worked on the wording of a new resolution.

**Upon motion by Marietta DiCamillo and seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the interviewing of a consultant to the Great Neck Library for administrative matters and to assist the staff in place with day to day operations; compensation to be within the range of \$50-\$100 per hour. Such funds are to be taken from the operating budget within a new consulting category.

Public Comment: Ralene Adler, Marianna Wohlgemuth, Dan Gluan, Michael Fuller

***The motion was then amended to include the number of hours to be worked as not to exceed 20 hours per week.***

**Upon motion by Marietta DiCamillo and seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees amend the motion [foregoing] to add *hours not to exceed 20 hours per week*.

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

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### **Director's Discretionary Checking Account**

*This is a new item added to the agenda.*

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the Assistant Director as signatory for the Director's Discretionary Checking Account.

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

### **Automatic Door Opener for Station Branch**

This item was removed from the agenda as it was premature to discuss at this time.

### **Defective Hot Water Pump**

*This is a new item added to the agenda.*

The Director explained that there are two hot water circulator pumps which are original to the building for the circulating of heat. One of them broke and the backup is now being used and there is no certainty that the backup pump will last. She received quotes from SavMor Mechanical, the library's vendor, for \$6,493 for the purchasing and installation of a new pump, and \$2,900 from Thomas Curley Plumbing for the installation of pipes.

**Upon motion by Francine Ferrante Krupski and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the Director to engage SavMor Mechanical and Thomas Curley Plumbing to replace the defective hot water circulating pump P.2 at a total cost not to exceed \$11,000; such funds to be taken from the Main Building and Special Services fund.

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

### **Interview Dates for Parkville Branch Architects**

Interviews will be held at the Parkville Branch for the three architects. They are to be contacted to set up appointments for interviews on the following dates:

Tuesday, February 5, 2013 – 7:00 and 8:30 p.m.  
Thursday, February 7 – 7:30 p.m.

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## **NLS Funding Formula**

NLS has put together a committee to look into the proposed funding. The President asked for volunteers from the trustees to form a committee to think about a more equitable funding. The consensus was that the Finance Committee should be that committee.

The NLS Funding Formula will be an agenda item for the January 14, 2013, Finance Committee meeting.

Public Comment: Ralene Adler, Carol Frank

## **Policy Change (First Reading)**

### **Bank Accounts – Limitations on Expenditures**

This is an existing policy that requires a change in the amount of money that the Director can spend for an emergency without prior Board approval, as well as adding the assistant Director as a signatory on the Director's checking account. (Proposed policy is attached)

## **OPEN TIME**

Trustee Esagoff commended Ms. Marino for being a wonderful and capable Library Director and she was sad to see her go. Trustee Ferrante Krupski endorsed that sentiment.

Naomi Feldheim, a member of the public, thanked the Director for the innovative programs she arranged.

Carol Frank thanked her for organizing the *Express Books* collection.

## **ADJOURNMENT**

The meeting was adjourned at 10:25 p.m. on motion by Marietta DiCamillo and seconded by Joel Marcus.

Respectfully submitted,

Francine Ferrante Krupski  
Secretary, Board of Trustees