

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
DECEMBER 23, 2014 AT 8:00 P.M.**

A regular meeting, preceded by an Executive Session, of the Great Neck Library Board of Trustees was held on Tuesday, December 23, 2014, 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
Varda Solomon – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Janet Nina Esagoff

Also Present: Laura Weir – Interim Director
 Neil Zitofsky – Business Manager

Absent with Prior Notice: Christine Johnson – Interim Assistant Director

EXECUTIVE SESSION

After a motion by Josie Pizer and seconded by Varda Solomon, the Board went into Executive Session at 6:30 p.m. to discuss matters related to personnel. Peter Fishbein, attorney to the Board, also participated. The Board came out of Executive Session at 7:55 p.m. on a motion by Josie Pizer and seconded by Joel Marcus.

CALL TO ORDER

The public meeting was called to order at 8:07 p.m. by President DiCamillo.

MINUTES

Upon motion by Varda Solomon, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the regular meeting of November 18, 2014, and the special meeting of December 8, 2014, as presented.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Josie Pizer, seconded by Michael Fuller, 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:

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- December 23, 2014, Treasurer's Report;
 - Warrant dated November 15, 2014 through December 12, 2014, Payroll Account checks numbered 0032354 through 0032357, 0032369 through 0032373, Vendor Account paid checks numbered 49051 through 49071 and 49101 through 49104, and Vendor Account checks to-be-paid numbered 49073 through 49100 and 49105 through 49182, the sums set against their respective names, amounting in the aggregate to \$692,536.79;
 - Payroll Warrants for pay dates November 13, 2014, and November 26, 2014, which have been reviewed by the Treasurer, in the amounts of \$140,940.94 and \$124,512.85 respectively, for a total of \$265,453.79.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
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 November 15, 2014 through December 12, 2014, as presented, and which have been reviewed by the Finance Committee.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

As expected, the branches are “tighter” during the renovation period. Committee Chair Michael Fuller reported that the roof at Station Branch leaked during the heavy rain last week. This has been a recurring problem and it has been referred to counsel. Trustee Fuller had visited the two neighboring second-floor offices, and one had some leakage but clearly the leak originated from the section over the Station Branch and spread next door. Due to the leakage, there were minor damages to computers. The insurance company is aware but a claim has not yet been submitted. Interim Director Weir said she was in touch with the landlord's office and provided an update that the wet and stained tiles have since been replaced, tarp was placed on the roof and some brick work was done.

Trustee Fuller stated that another issue is the inadequate bandwidth for the computers which are operating extremely slowly. [Resolution on page 6]

Building Advisory Committee (BAC)

President DiCamillo reported that all the bonds were sold. The Business Manager, in responding to a question from a member of the public, said that the interest rate at the time of sale of the bonds was 2.9725% and the premium was \$660,000 over and above the \$10.4 million. Actual debt service will be \$733,000. The actual debt service savings would be \$140,000 annually and \$2.8 million over 20 years. President DiCamillo informed the trustees that VRD Construction firm was hired and construction on the building should begin in mid-January. She asked the

Business Manager to follow up on the VRD contract which has not yet been received. The permit for the network trailer was received but delivery was postponed due to staff on vacation.

Public Comment: Karen Rubin

BRIT

The Interim Director reported that changes are being made in staff schedules as necessary.

Grants

Interim Director Weir reported that the State has accepted the grant application, and the amount of the grant that the Great Neck Library will receive depends on how many libraries have applied for a grant. She was asked to get the information on how many libraries had applied.

Director Search Committee

Trustee Ferrante Krupski reported that the three firms that responded to the RFP were interviewed on November 24 and 25 by the Director Search Committee. The two firms from Illinois and Wisconsin were interviewed via skype while Pro Libra, a New Jersey-based firm was interviewed in person. The Committee then put forth a resolution. [see page 5]

Public Comment: Karen Rubin

Policy Committee

Trustee Marcus informed the Board that there are some agenda items to be discussed at a meeting to be scheduled in February.

Staff Reports

Trustee Solomon asked to have the online renewals removed from the Parkville Checkout statistics and listed in a separate category. The other trustees agreed this would be an improvement. The Interim Director was asked to look into why over 15,000 documents were scanned at the Lakeville Branch in comparison to just over 1,400 at Station and over 2,500 at the Parkville Branch to see if the number is erroneous. Ms. Weir responded that the number might be correct as there is one patron who spends all day scanning documents at Lakeville. President DiCamillo charged the Policy Committee to come up with a policy to address the use of the scanners.

Trustee Solomon also mentioned that she received a complaint that the start time of Pre-K programs at the Station Branch does not allow for children coming from the Parkville Branch area to get there on time. Ms. Weir said she heard that today and she is planning on addressing it.

Trustee Pizer had questions on the numbers in the “Difference” column for Main as well as the “Total” column for Reserves. She also commented on the small attendance for some programs, one of which costs a lot of money, as well as the simulcast of the 92nd Street Y program which will be at the Station Branch.

President DiCamillo commented that each month there seemed to be information missing for some programs and this requires tighter control.

Interim Director's Report

Text of written report below:

Book Ordering:

I have been in discussion with the Interim Head of Reference, Margery Chodosch, to develop procedures that will transfer the entire book selection process (which I have supervised and coordinated for the past eight years) to Reference Department librarians. We have identified a seasoned librarian, Maureen McKenna, who will work with Margery in examining the book selections made by staff from reviews in library media sources. Maureen will be responsible for determining the need for the purchase of these titles that have been published in professional journals such as Library Journal and Publisher's Weekly. We have further designated Librarian Jon Aubrey to assume the responsibility of evaluating the option to purchase or to interloan books requested by library patrons.

Thanks to the Great Neck Library Staff

As the date of my retirements approaches I want to thank all the staff at the Great Neck Library for helping me perform my duties as Interim Director as best as I was able. I have found the staff to be extremely willing to research information, prepare reports, follow up on issues and respond to my questions in a timely manner. Their assistance allowed me to move forward in matters regarding the building project, personnel issues, scheduling Library programs and more. All Library Departments and Branches performed under intense pressure this year to complete a massive Weeding Project. Supervisors were asked to develop with their staff a process that would weed out the materials that were not needed for the collection because the information contained in the material was outdated, or because the item was damaged or duplicated. Every staff member pitched and they succeeded wonderfully well, in spite of the stress of knowing that the building closure would necessitate employee layoffs. We are now settling into new spaces at the branches, and again, people are taking the circumstances in stride, finding positive aspects of working in their new surroundings. [End of written Report]

Ms. Weir also reported that:

- The Dinosaur program at Temple Emanuel on Monday had 390 in attendance. The custodians from the Temple did traffic control. She expressed appreciation that Temple Emanuel has been such an enthusiastic partner.
- The new Programming clerk put together a very nice issue of the newsletter.
- This is her last Board meeting as tomorrow is her last day before retirement and she enjoyed working with the Board and a wonderful staff.

At this point, President DiCamillo, on behalf of the Board, offered the following farewell statement:

“As you know Laura Weir is retiring effective Friday, December 26th [2014]. At this time, I would like to take a moment and thank Laura for her dedication and commitment to the Great Neck Library. Laura stepped into the Interim Director position at a very critical time for the Great Neck Library. Knee deep in the building referendum, plans being developed, she stepped up to the plate and has done an admirable job. She did her day-to-day tasks while serving on an array of committees. Laura, a job well done! On behalf of the Board of Trustees, thank you and congratulations on your retirement.”

President DiCamillo then personally thanked Ms. Weir for the level of commitment and attention she paid to all of the things in the Library and that she did a very good job!

NEW BUSINESS

Bond Counsel Retainer

Upon motion by Michael Fuller and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend the Resolution approved on April 9, 2014, retaining the services of Orrick, Herrington & Sutcliffe, LLP, to provide legal services related to the issuance of bonds for the renovation of the Main Library from “*through the Business and Tourism Development Corporation of the Town of North Hempstead at a fee of \$7,500*” to “*through the Dormitory Authority of the State of New York, at a flat fee of \$22,900*” to be charged to the Main Building and Special Services Fund.

Public Comment: Norman Rutta

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Appointment of Firm for Library Director

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of Pro Libra Associates, Inc, and authorize the President to execute a contract with Pro Libra Associates, Inc., to conduct a search for a Library Director in accordance with the terms outlined in their proposal dated November 14, 2014, at a cost not to exceed \$30,000. Such funds are to be charged to the Recruiting and Training Line of the Operating Budget.

President DiCamillo indicated that she would sign the agreement contingent on the entire package being sent to counsel for vetting. The Interim Director was asked to send the information to counsel. The resolution was then amended to include “subject to attorney review”.

Amended resolution:

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of Pro Libra Associates, Inc, and authorize the President to execute a contract with Pro Libra Associates, Inc., to conduct a search for a Library Director in accordance with the terms outlined in their proposal dated November 14, 2014, at a cost not to exceed \$30,000, subject to attorney review. Such funds are to be charged to the Recruiting and Training Line of the Operating Budget.

Trustee Ferrante Krupski explained why Pro Libra was chosen over the other two firms. The committee was considering using the firm that recruited the last Library Director until they interviewed Pro Libra. Unlike the other two firms that did not provide direct answers to the questions asked, Pro Libra answered directly and the interviewing committee was very impressed with them. The firm’s reputation was also very impressive and they have had many successes over the years. Importantly, they would not take on anything that they feel they would not be able to handle successfully. This firm will continue its search until a director is found.

Public Comment: Karen Rubin

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Appointment of Interim Director

Upon motion by Janet Nina Esagoff and seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that: **WHEREAS**, Interim Assistant Director Johnson possesses the skills and experience to fulfill the Interim Director position; and

WHEREAS, Interim Assistant Director Johnson possesses an employment agreement dated September 16, 2014, providing for certain terms and conditions of employment applicable in her position as Interim Assistant Director; and

WHEREAS, the parties wish to clarify the terms and conditions attaching to the Interim Assistant Director's assumption of the Interim Director position;

IT IS NOW THEREFORE RESOLVED that Interim Assistant Director Johnson is appointed Interim Director effective January 5, 2015 with an annualized salary of \$130,000. Ms. Johnson shall occupy this position at the pleasure of the Board of Trustees.

IT IS FURTHER RESOLVED that Christine Johnson is to be granted a leave of absence from her position as Senior Librarian in Technical Services during the period of her employment as an Interim Director such that Ms. Johnson will be entitled to, at her election, return to her position as Senior Librarian in Technical Services upon the effective date of the employment of a successor Director. All other terms and conditions and benefits set forth within the Letter of agreement between the Library and the Interim Assistant Director are to remain in full force and effect during the period the Interim Assistant Director assumes the position of Interim Director. and further;

RESOLVED, that the Great Neck Library Board of Trustees appoint Interim Assistant Director Christine Johnson to the position as Interim Library Director with an annualized salary of \$130,000 effective January 5, 2015.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Network Bandwidth for Branches

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the enhancement of the FIOS internet connections to the Branches, and creation of a Virtual Private Network (VPN) at Parkville and Station with appropriate firewalls, at an additional cost of \$7,537 for twelve (12) months. Funding for the enhancements will be charged to the Main Building and Special Services Fund.

Public Comment: Norman Rutta

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Page (Shelver) Salary Schedule

Upon motion by Michael Fuller and seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees adopt the attached revised Page Rate Schedule as approved by the Finance Committee, effective December 31, 2014.

President DiCamillo noted that the document that was attached had items for 2016 which have not yet been reviewed by the Finance Committee. She also wished to include reference to the NYS minimum wage requirement and “the period ending 2015” in the resolution. Rate Schedule was changed to Page Salary Schedule. Discussion then followed on the “Step System”, which will be taken under consideration when the Finance Committee discusses the Page Salary Schedule for 2016.

The resolution was amended as follows:

RESOLVED, that the Great Neck Library Board of Trustees adopt the attached revised Page Salary Schedule as approved by the Finance Committee, which includes the NYS requirement, and effective December 31, 2014, and for the period ending December 31, 2015,

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Secretary Solomon indicated that she personally received correspondence tonight from a member of the public which will be on the agenda for the next Board meeting.

OPEN TIME

No one spoke during Open Time.

DATE OF NEXT MEETING

January 20, 2015 at the Station Branch.

ADJOURNMENT

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

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees