

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, January 20, 2009, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, January 20, 2009, 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:

Martin Sokol – President  
Andrew Greene – Vice President  
Linda Cohen – Secretary  
Marietta DiCamillo – Treasurer  
Janet Eshaghoff – Assistant Treasurer  
Anna Kaplan – Assistant Treasurer  
Norman Rutta

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

**CALL TO ORDER**

President Martin Sokol called the meeting to order at 8:10 p.m. and he thanked everyone for coming.

**MINUTES**

**Upon motion by Linda Cohen, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Minutes of the Regular Meeting of December 23, 2008, as presented.

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

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

During the month of December 2008, revenue received was \$1,007,521. Total expenses were \$836,098.

At the close of business, December 31, 2008, total unadjusted operating fund holdings were \$1,658,410. Of these funds, \$1,655,630 was on deposit at HSBC and Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to a December 31 2007, balance of \$1,986,985.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,557,595; the Automated Library fund was \$161,777; the Restricted Gift fund was \$388,111; the Branch and Special Services fund was \$164,193. These funds totaled \$2,271,675 on December 31, 2008. The December 31, 2007, total was \$1,812,579.

**Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the January 20, 2009, Treasurer's Report with the Personnel Changes of December 19, 2008, through January 16, 2009.

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

**Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated December 19, 2008, through January 16, 2009, Paid Checks numbered 0026626 through 0026632, 0026685 through 0026692, and 38371 through 38382, and To-Be-Paid Checks numbered 38383 through 38534, the sums set against their respective names, amounting in the aggregate to \$327,484.77.

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

**Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Payroll Warrants for pay dates December 4, December

18 and December 31, 2008, which have been reviewed by the Treasurer, in the amounts of \$167,028.26, \$171,057.84 and \$178,552 respectively, for a total of \$516,638.10.

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

## **REPORTS**

### **Interim Director**

Below is the text of the report presented by the Interim Director, Laura Weir:

#### **Buildings and Grounds**

On Monday, January 12, 2009, George Malcolm, Head of Maintenance, arrived to find the Main Building without heat. SavMor Mechanical arrived quickly to diagnose the problem. Parts had to be procured from farther out on Long Island. Meanwhile, the library staff was working under extremely cold conditions. The repair was expected to take some time, and reheating the building would take hours. Business Manager Neil Zitofsky decided to close the building at 1:00 p.m. Messages were left for registered participants in Tuesday's children's programs to call before coming in the next day. Registration for a Jr. Levels program was postponed until the next day and a message stating such was left on the switchboard answering machine. The boiler was repaired and working again at about 6:30 p.m. the same day. The three library branches remained open their regular hours during the emergency. Station Branch, open until 9:00 p.m. that evening, was busier than usual. Kathleen Cotter, Branch Head, worked that evening and noted that many more children than usual visited the branch. Computer use was at a premium as well.

RFPs were sent out to 11 construction management companies on Friday, December 26, 2008. I have received telephone calls from two of the firms requesting a walk through of the building.

#### **Upcoming Meetings**

The Annual Re-Organization Meeting of the Library Board will take place on Tuesday, January 27, 2009 at 8:00 p.m.

*Public Comments: Josie Pizer*

## **OLD BUSINESS**

### **Violence in the Workplace – 2<sup>nd</sup> Reading**

This is the second reading of the Harassment policy as outlined by the Library's airing policy. Below is the text of proposed Harassment Policy that the Policy/Bylaws Committee is

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recommending for adoption, which was read by Trustee Linda Cohen, Chair of the Policy Committee:

The Great Neck Library is committed to providing a safe and secure environment that promotes respect, dignity and equality for all members of the Library community. For the purposes of this policy, the term "harassment" shall refer to any written, verbal, or electronic communication or physical act which intimidates, threatens or harms another.

Harassment is detrimental to the library environment. It interferes with the mission of the Library and disrupts its operations. Such behavior affects not only the patrons or the employees who are the targets but also those individuals who participate in and witness such acts.

To this end, all forms of harassment are strictly prohibited in library facilities, on library grounds and at all library-sponsored activities, programs and events.

In order for this policy to be effectively enforced and for prompt corrective measures to be taken, it is essential that all victims and persons with knowledge of harassment report such behavior immediately to the Director. The Director will promptly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. However, limited disclosure may be necessary to complete a thorough investigation and to take suitable action.

If, after appropriate investigation, the Director finds that a patron has violated this policy, prompt corrective action will be taken. If the Director finds that an employee has violated this policy, prompt corrective and/or disciplinary action will be taken.

All complainants and those who participate in the investigation of a complaint shall be free from retaliation of any kind.

*Public Comments: Emanuel Kline*

## **NEW BUSINESS**

### **Staff Association Memorandum Agreement**

**Upon motion by Andrew Greene and seconded by Marietta DiCamillo and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees ratify the Memorandum Agreement by and between the Great Neck Library Staff Association and the Great Neck Library dated January 13, 2009.

Modification of terms of the existing contract is as follows:

- The collective bargaining agreement expiring December 31, 2008, is to be extended through December 31, 2011.
- 3% salary increase with maximum salary ranges as of January 1, 2009, January 1, 2010 and January 1, 2011. New employees hired will receive during 2009 the 2008 salaries as set forth in the 2005-2008 agreement. During the year 2010 such employees will be paid at the 2009 salary rates and during the year 2011 will be paid at the 2010 salary rates.
- All Great Neck Library locations will be open on Yom Kippur Eve until 5:00 p.m. Employees working from 1:00 – 5:00 p.m. [those were the hours that staff previously did not work as the Library closed at 1:00 p.m.] will be compensated at the Sunday rate. Those who would have normally worked beyond 5:00 p.m. that day will be paid straight time for those additional hours lost due to library closure. Those choosing to leave at 1:00 p.m. will be paid straight time for the hours remaining on their schedule.
- The Library will contribute \$30 monthly towards fulltime employee dental premium.
- Maintenance staff who work on Sundays will receive overtime pay calculated on the basis of a 35-hour week in the same manner as other non-maintenance staff.
- A new longevity stipend of \$500 after completing 10 years of employment.

Trustee Eshaghoff pointed out that there is a typographical error on the second to last line of the second paragraph of the item numbered two. Delete the word “or” between Schedule B and the collective bargaining and replace with the word “of”.

*Public Comments: Marilyn Bliok, Josie Pizer*

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)

**MOTION CARRIED UNANIMOUSLY**

## **Computers in Libraries Conference**

**Upon motion by Norman Rutta and seconded by Marietta DiCamillo and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees authorize the attendance of up to two staff members at the Computers in Libraries 2009 Annual Conference, March 30 through April 1, 2009, in Arlington, Virginia, at a cost not to exceed \$2,798 to be charged to the Travel/Conference line of the operating budget.

*Public Comments: Varda Solomon*

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)

**MOTION CARRIED UNANIMOUSLY**

## **Excess Equipment**

**Upon motion by Janet Eshaghoff and seconded by Linda Cohen and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule dated January 14, 2009, excessed and authorize the Interim Director to dispose of same in an appropriate manner.

Trustee DiCamillo requested from Business Manager an updated inventory list of all the equipment.

Trustee Rutta asked that for future excessed equipment, that there be a line-by-line indication whether the item is non-functional (NF) or antiquated (A) so the Board knows why it is being excessed. He also asked where the old computers go if they are in working condition. He was told that the excessed computers went to refuse and some donated to organizations.

Business Manager suggested that the resolution perhaps could incorporate the method of disposal which he will discuss with the Computer Department Head.

*Public Comments: Varda Solomon*

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

## **Records to Be Destroyed**

**Upon motion by Anna Kaplan and seconded by Linda Cohen and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the destruction of the following records in accordance with the Record Retention Policy 400-30:

- Banking
  - 3.11 Cancelled Checks: Vendor checks 2001, 2002;  
Payroll checks 2001, 2002
- Budget
  - 3.20 Budget preparation work papers 2003
- General Accounting
  - 3.43 Cash receipts register 2001, 2002
  - 3.47 Paid invoices 2001, 2002

*Public Comments: Emanuel Kline, Marilyn Bliok*

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

## **Risk Management Consultant**

At the December Board meeting, the Business Manager was asked to renegotiate the fee with LRF/RM. Prior to the start of tonight's Board meeting, he distributed to the Trustees the Risk Management Audit information update.

Mr. Zitofsky summarized the memorandum he distributed. LRF/RM was agreeable to cut their fees from \$5,000 to \$4,000 if they were to eliminate from the scope of their audit work review of contracts and agreements into which the Library has entered.

When asked, the Business Manager recommended ICA because their scope of audit is complete, and they have much experience from being around a long time. ICA will do the same thing as the other company charging \$5,000 for a flat fee of \$3,500.

The Trustees had some questions on the ICA proposal. Although a New Jersey based firm, would an overnight stay be considered additional charges to the Library based on the way their proposal is written? Do they have an error and omissions policy to cover them should they make a mistake? Are they licensed by the State?

The Trustees were not comfortable with voting on this tonight.

*Public Comments: Varda Solomon*

## **OPEN TIME**

*Speaking: Emanuel Kline*

## **ADJOURNMENT**

The meeting was adjourned at 9:12 p.m. on motion by Trustee Andrew Greene and seconded by Trustee Janet Eshaghoff.

Respectfully submitted,

Linda Cohen  
Secretary