

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Wednesday, February 25, 2009, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Wednesday, February 25, 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
Janet Eshaghoff – Secretary [left at 8:45 p.m.]
Marietta DiCamillo – Treasurer
Anna Kaplan – Assistant Treasurer
Varda Solomon – Assistant Treasurer
Josie Pizer

Also present:

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

CALL TO ORDER

President Martin Sokol called the meeting to order at 7:35 p.m. and then motioned for the Board to go into executive session to discuss the contract of DattnerArchitects for the renovation/expansion project of the Main Library. Trustee DiCamillo seconded the motion.

The Board came out of executive session at 8:00 p.m. on motion by Trustee Sokol and seconded by Trustee Solomon. The public meeting was convened at 8:15 p.m. by President Martin Sokol.

MINUTES

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the Regular Meeting of January 20, 2009 and the Executive Session of February 10, 2009, as presented.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL REPORT

During the month of January 2009, revenue received was \$986,738.46. Total expenses were \$559,523.74.

At the close of business, January 31, 2009, total unadjusted operating fund holdings were \$1,965,540. Of these funds, \$1,962,760 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 January 31, 2008, balance of \$2,142,660.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,569,062; the Automated Library fund was \$161,788; the Restricted Gift fund was \$388,120; the Branch and Special Services fund was \$164,194. These funds totaled \$2,283,163 on January 31, 2009. The January 31, 2008, total was \$1,821,492.

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

RESOLVED, that the Great Neck Library Board of Trustees accept the February 25, 2009, Treasurer's Report.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

WARRANTS

Upon motion by Marietta DiCamillo, seconded by Varda Solomon, 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 January 17, 2009, through February 19, 2009, Paid Checks numbered 0026746 through 0026752, 0026802 through 0026809, 1221 through 1222 and 38535 through 38550, and To-Be-Paid Checks numbered 38551 through 38712, the sums set against their respective names, amounting in the aggregate to \$328,289.90.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

PAYROLL WARRANTS

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Warrants for pay dates January 15 and January 29, 2009, which have been reviewed by the Treasurer, in the amounts of \$167,414.71 and \$175,914.29 respectively, for a total of \$343,329.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

PERSONNEL CHANGES

Upon motion by Marietta DiCamillo, seconded by Anna Kaplan, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Personnel Changes of January 17, 2009, through February 19, 2009.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

The Agenda was re-arranged in order to vote on the Architect's contract to accommodate one of the Trustees who had a very long day doing her Bar exams.

OLD BUSINESS (continued after Reports)

Architect's Contract

Upon motion by Andrew Greene and seconded by Varda Solomon and after discussion, it was,

RESOLVED, that Board President Martin Sokol is authorized to countersign the letter of agreement/proposal of DattnerArchitects regarding the providing of pre-referendum architectural services to the Great Neck Library as per the terms set forth therein including payment not to exceed \$184,000. The sums to be paid from the Main Building and Special Services fund.

Trustee Greene, Chair of the Building Committee, explicated that the pre-referendum services involve the development of a schematic design (for cost estimate to float bond resolution via a public referendum projected for Fall 2009) and Site/Civil Engineering work. Services to be provided will include building surveys, borings, production of CAD plans, engineering studies, interviewing members of Great Neck Library administrative staff, meetings with public and Board of Trustees, preliminary inspection of the building and site, and review of zoning requirements. The architect will provide a maximum of three alternate schematic designs and develop one set of schematic plans with sufficient details, and a physical in-house model.

The architects will receive a down payment of \$80,000 of which \$50,000 will be credited to Part II post referendum services, and \$11,500 for CAD plans of the existing building. The architect's contract was carefully negotiated through four revisions by the Library's attorney and the entire Board of Trustees.

Public Comments: Carol Frank, Shirley Samansky, Ralene Adler

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

President Sokol thanked each of the Trustees, including the recently retired Trustees, for making tonight's approval of the contract a reality. He also expressed gratitude to the Business Manager, Assistant Director, Library Director and Library's attorney. Trustee Greene in turn thanked President Sokol.

REPORTS

Director

Below is the text of Library Director Jane B. Marino's report:

Welcome

Although I have been at Great Neck for just three weeks as of this meeting, many people in the community have already stopped by to say hello and have made me feel very welcome. I have also met with Jackie Thresher, the Executive Director of the Nassau Library System and plan to attend their monthly meetings. I also plan, in the coming weeks with the help of Trustee Anna Kaplan, to meet with key community residents and leaders.

Personnel

I am happy to report that I have been able to meet many of the staff both in the main building and the branches through a series of meetings on an individual basis, through a Department Heads and Branch Heads meeting and a general staff meeting on February 18. I will continue this pattern of regular monthly meetings both with Department Heads and staff in order to ease communication both to and from my office.

I attended a meeting of the ad hoc committee that is running the "Great Neck Reads" program. It begins on April 19 and will run through May 31. This hard-working committee representing many of the departments of the library has been planning this event for several months. The programs they have planned will use many creative ways to highlight the book the committee chose: *The Double Bind*, by Chris Bohjalian. They will include book discussions, book talks, readings from the book and presentations of the movie, "The Great Gatsby." It is prominently featured both on the website and in the newsletter.

I have asked both Department Heads and Branch Heads to include a short narrative describing their activities and highlights along with their monthly statistics in order to give the Board a taste of the great things that they are doing.

Future Plans

Future plans include attending a variety of programs and events both in the Main Building and the Branches. I will also be taking a look at processes and procedures with an eye to making things run more smoothly and eliminating those procedures that may not be working.

I will also be working with the Building Committee on plans for the renovation of the building to ensure a successful outcome.

Assistant Director

Below is the text of Assistant Director Laura Weir's Report:

On January 29, 2009 at about 3:00 p.m., Branch Head Jayne Alexander of the Parkville Branch noticed a burning smell that she could not locate. The odor faded then came back again and she called the Manhasset-Lakeville Fire Department. They discovered a small fire in a heater motor in the area of the building used for a school recreational program. The Library Branch was evacuated for about 45 minutes. Everyone was allowed back in the building by about 6:00 p.m. The Branch Library stayed open until its regularly scheduled time of 9:00 p.m. Jayne reported that the entire incident was handled efficiently and effectively by the Parkville staff with a minimum of inconvenience to the public.

Also, at the Parkville Branch, on Wednesday, February 4, 2009, staff arrived to find the building cold. Temperature was 48 degrees in the Children's Room, 56 degrees in the Adult Room. After a lengthy examination by the Parkville School Maintenance Department, it was determined that the problem was not in the school heating system but in the vents maintained by the Library through the Dynaire company. By 12 noon the building's temperature was 47 degrees, parts still had to be procured, and the heat would have to be restored overtime, so the decision was made to close at 1:00 p.m. Heat was restored at about 6:00 p.m. and the building opened to adequate heat on Thursday morning.

Conferences

Janet Fine has again requested attendance at the Innovative User's Group Meeting in Anaheim, California, on Monday May 18 through Wednesday, May 20, 2009. Janet has regular attended these meetings, and as the Innovative Coordinator for the Great Neck Library, finds them

productive and an important source of information on emerging technologies. Total cost of the meeting will not exceed \$1,729.

Library Closings

The Library closed at 6:00 p.m. on Tuesday, February 3, due to snow. This affected the Main Library and Parkville as Station and Lakeville always close at 6:00 p.m. on Tuesdays.

Trustee DiCamillo inquired why the attendance at the Innovative Users Group meeting was not placed on the agenda for a Board resolution as was the case in past procedures. The Assistant Director informed her that in reviewing the Policy Manual, it was determined that attendance at conferences should be approved by the Director and not the Board. Trustee DiCamillo stated that if changes were being made to this procedure, then it necessitates a Board discussion. To this effect, the following resolution was put forth for staff attendance at the Innovative meeting:

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

RESOLVED, that the Great Neck Library Board of Trustees authorize an amount not to exceed \$1,729 to be set against the Travel/Conference line of the budget for one staff member to attend the 16th annual Innovative Users Group meeting to take place on Monday, May 18 to Wednesday, May 20, 2009, in Anaheim, California.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

OLD BUSINESS (continued)

Violence in the Workplace – 3rd Reading

The first and second readings of the ‘Violence in the Workplace’ policy, renamed ‘Harassment’ policy, took place December 23, 2008 and January 20, 2009 respectively. This is the third reading to be followed by a vote in accordance with the Library’s airing policy. [Copies of the harassment policy were made available for the public.]

Trustee Eshaghoff had to leave [8:45 p.m.] during this discussion before a vote was taken.

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

RESOLVED, that the Great Neck Library Board of Trustees adopt the proposed Harassment Policy and for it to be included in the Board Policy Manual by creating a new section 500-35, Harassment Policy.

The Library Director will be working on follow-up procedures to this policy to present to the Board.

Public Comments: Carol Frank

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

Risk Management Consultant

At the January Board meeting, the Business Manager was asked to find out if ICA Risk Management Consultants have an error and omissions policy to cover them should they make a mistake, among other things. Business Manager Zitofsky informed the Board that they did have such a policy.

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 performance of a risk management audit by ICA Risk Management Consultants at a cost of \$3,500 to be charged to the Property/Liability Insurance line of the operating budget.

VOTE: Yes – 6 (DiCamillo, Greene, Kaplan, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Board Committee Assignments

President Sokol appointed the following Trustees to serve on the various Board Committees as follows:

BRANCH

Janet Eshaghoff, Chair
Josie Pizer
Varda Solomon
Martin Sokol

BUILDING

Andrew Greene, Chair
Janet Eshaghoff
Ana Kaplan
Martin Sokol

FINANCE

Marietta DiCamillo
Anna Kaplan
Varda Solomon
Martin Sokol

PERSONNEL

Andrew Greene, Chair
Marietta DiCamillo
Josie Pizer
Martin Sokol

POLICY/BYLAWS

Janet Eshaghoff, Chair
Andrew Greene
Varda Solomon
Martin Sokol

Excess Equipment

Upon motion by Anna Kaplan and seconded by Varda Solomon and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule dated February 10, 2009, excessed and authorize the Director to dispose of same in an appropriate manner.

VOTE: Yes – 6 (DiCamillo, Greene, Kaplan, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

Gifts Acceptance

REBECCA ROSENBLATT GILLIAR

Upon motion by Anna Kaplan and seconded by Varda Solomon and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the items donated by Rebecca Rosenblatt Gilliar to the Great Neck Library Local History Collection and direct that a Deed of Gift Agreement be executed between Rebecca Rosenblatt Gilliar and the Great Neck Library.

Mrs. Gilliar asked if her letter written to the Board in August 2008 was on the agenda for tonight's meeting. She was told that her letter was enclosed in the Board Packet under 'Gift Acceptance' for consideration at tonight's Board meeting. She contended that procedures should be followed in placing this letter written to the Board under 'Correspondence'. She requested to speak to her letter.

Trustee DiCamillo wanted to know how a letter from August 2008 to the Board of Trustees did not make it to the agenda. She would like a write-up of exactly what happened.

VOTE: Yes – 6 (DiCamillo, Greene, Kaplan, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

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

RESOLVED, that the agenda be amended nunc pro tunc [Latin for 'it is this way from the beginning'] so as to include Rebecca Rosenblatt Gilliar's gracious August 28, 2008 letter to Board of Trustees on tonight's agenda under 'Correspondence'. [See 'Correspondence' on page 9]

VOTE: Yes – 6 (DiCamillo, Greene, Kaplan, Pizer, Sokol, Solomon)

MOTION CARRIED UNANIMOUSLY

BRIAN CITRIN

Upon motion by Marietta DiCamillo and seconded by Anna Kaplan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the donation of \$1,500 from Brian Citrin, a former Great Neck Library patron.

Mrs. Gilliar suggested that this donation could be used to purchase historical documents of Great Neck that might be in the possession of other institutions. The Library Director recommended that she put in writing any specific suggestions she may have which she will then pass on to the staff involved.

Public Comments: Marianna Wohlgemuth, Rebecca Gilliar

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

CORRESPONDENCE

Rebecca Rosenblatt Gilliar spoke to her letter of August 28, 2008, which is attached to these Minutes. Director Marino assured her that the item she currently donated will be taken care of and a Deed of Gift Agreement for current donations has been prepared for her to sign. There is also an acknowledgement letter signed by President Sokol for her.

Ralene Adler spoke to her letter of January 17, 2009, which is attached to these Minutes. The issue of purchasing a table for the Board of Trustees meeting was discussed. The Library Director will be working on procedures to make sure that what is being done is in conformity with the Board Policy Manual.

Public Comments: Shirley Samansky, Rebecca Gilliar

OPEN TIME

Director Marino reported that the arrangements with better World Books to sell the Library's discarded books have started. She invited everyone to an Open House reception for her this Sunday, March 1st from 2:00 – 4:00 p.m. at the Main Library.

Assistant Director Weir also reported that the Great Neck Library received a five-star rating in the current Library Journal.

ADJOURNMENT

The meeting was adjourned at 9:20 p.m. on motion by Trustee DiCamillo and seconded by Trustee Greene.

Respectfully submitted,

Marjorie L. Malcolm
Secretary to the Board of Trustees