

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
&
BUDGET WORKSHOP
Thursday, March 26, 2009, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Thursday, March 26, 2009, in the Multi-Purpose 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
Janet Eshaghoff – Secretary
Marietta DiCamillo – Treasurer
Anna Kaplan – Assistant Treasurer
Varda Solomon – Assistant Treasurer
Josie Pizer

Absent with prior notice: Andrew Greene – Vice President

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 8:05 p.m. and thanked the public and press for attending.

MINUTES

Upon motion by Josie Pizer, 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 February 25, 2009, and the Budget Workshop of March 17, 2009, as presented.

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

TREASURER'S REPORT – PERSONNEL REPORT

During the month of February 2009, revenue received was \$985,796. Total expenses were \$649,885.

At the close of business, February 28, 2009, total unadjusted operating fund holdings were \$2,302,903. Of these funds, \$2,300,123 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 February 29, 2008, unadjusted balance of \$2,528,299.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,573,260; the Automated Library fund was \$161,797; the Restricted Gift fund was \$383,576; the Branch and Special Services fund was \$164,194. These funds totaled \$2,282,828 on February 28, 2009. The February 29, 2008, unadjusted total was \$1,822,641.

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 March 26, 2009, Treasurer's Report.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, 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 February 20, 2009, through March 20, 2009, Paid Checks numbered 0026861 through 0026867, 0026919 through 0026925, and 38713 through 38727, and To-Be-Paid Checks numbered 38728 through 38856, the sums set against their respective names, amounting in the aggregate to \$230,006.47.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, 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 February 12 and February 26, 2009, which have been reviewed by the Treasurer, in the amounts of \$173,125.85 and \$177,143.07 respectively, for a total of \$350,268.92

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

PERSONNEL CHANGES

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 Personnel Changes of February 20, 2009, through March 20, 2009.

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

REPORTS

DIRECTOR

In the interest of time, Library Director Jane Marino dispensed with the reading of her report, copies of which were made available for the public. However, she highlighted the *Great Neck Reads* event. Books are being sold at the branch libraries and the Circulation Desk of the Main Library as well as at Barnes & Noble, Manhasset. Unsold books will be returned to Barnes & Noble without any cost to the Library. She urged all to attend the event starting on April 19th.

Below is the text of the Director's Report:

Personnel

My monthly meetings continue and I have begun to schedule meetings with individual departments so that I can understand each group's concerns and plans for the future. I wish to once again acknowledge the hard work our staff continues to do in serving our public, a fact acknowledged by our designation by Library Journal as a Five Star Library, an achievement also recognized by the Nassau Library System at its recent meeting.

Programs and Meetings

I met with representatives of the Music Advisory Committee to discuss their upcoming events for both 2009 and 2010. They are a valuable and hard-working group who produced a wonderful program on Sunday, March 15 featuring violinist Anton Polezhyev. The concert played to a full audience, knowledgeable and appreciative music fans. It was a true testament to the value of libraries that provide wonderful programs like this to the public at no charge. We hope to see you all on April 26 for Buddy Merriam Back Roads Band for some bluegrass music. I wish to

thank outgoing committee chair Gabe Chieco and new chair Michelle Ganz for their very capable and valuable work in serving the Library.

I also attended another meeting of the *Great Neck Reads* Committee. Its members are close to completing their preparations for a wonderful six-week event. I would like to thank, on behalf of the committee, the community organizations who are partnering with us on this occasion: the Great Neck Park District, the Village of Great Neck Plaza, PATV Channel 20, The Great Neck Arts Center, the Adult Program, The Great Neck Senior Center, and the North Shore Community Arts Council as well as Barnes & Noble in Manhasset. Mark your calendars for the kick-off event on April 19.

I attended my first meeting of the Nassau Library System's Member Library Directors in which I had an opportunity to meet many of my fellow directors. I want to thank Anna Kaplan and former Trustee Linda Cohen who, along with several staff members, organized the reception that was held here on March 1, 2009. I also wish to thank all the members of the community who attended and were very gracious and welcoming to me.

Building Renovation and Expansion

Key members of the staff met with representatives of DattnerArchitects who were at the Library for that express purpose as well as to inspect the building and its systems. Both the staff members and architects found it to be a valuable experience as we work to the goal of an expanded and renovated building.

Public Comments: Ralene Adler, Karen Rubin (Great Neck News)

ASSISTANT DIRECTOR

The reading of the Assistant Director's Report was also dispensed with and copies were made available for the public. Below is the text of Assistant Director Laura Weir's Report:

Library Legislation Day

On March 9th I traveled up to Albany for a pre-Lobby Library Legislation day. New York State libraries and library systems have gotten more politically savvy over the years and have been able to garner greater participation and support for this annual political exercise. NYLA scheduled a workshop for Library Directors on Monday entitled "Positioning Your Library as an Essential Service." Libby Post, a communications consultant who works with libraries in New York and New Jersey, talked about how to run a successful library campaign. She discussed how important it is to have the community view the library as an essential service when going into an important library initiative such as a building referendum or budget vote. She talked about "branding" your library, making it a unique and easily recognizable institution that community members value and appreciate.

The next day, March 10, I attended the Legislative Breakfast where our local state senators and assembly members stop in to meet and greet the lobbyists and have their pictures taken for the very popular "reads" poster.

I later visited the offices of State Senator Craig Johnson and State Assembly member Michelle Schimel, along with a large Nassau contingent. I also visited the office of Senator Frank Padavan, my own elected official, and John Bonacic, the senator who represents my upstate community and local library. I stopped in the office of State Assembly member Grance Meng, of Flushing, and visited, again with a large contingent of Nassau library supporters, the office of Assemblyman Harvey Weisenberg from Long Beach, who has been a very vocal advocate for increased library funding.

BUILDING COMMITTEE

Building Committee Chair, Trustee Greene, submitted a written report and apologized for being unable to attend tonight's meeting to give his report in person because he had an unavoidable conflict. Copies of the report were made available for the public. Below is the text of his report:

Present: Andrew Greene - Committee Chair, Janet Eshaghoff, Anna Kaplan, and Martin Sokol – members of the Building Committee. Also in attendance were Trustees Josie Pizer, Varda Solomon and Marietta DiCamillo.

Meeting was called to order at 7:30 p.m. Trustee DiCamillo left the meeting at 8:35 p.m. Meeting was adjourned at 10:00 p.m.

The Building Committee met in Executive Session on March 11, 2009. The architects, DattnerArchitects, attended the meeting. Dan Heuberger and Ernesto Vela were present. The architects provided critical information to the committee in order to help the committee evaluate the responses received to the RFP's that were sent to prospective Construction Managers and Owners' Representatives. The committee selected two Owners' Representative firms and two Construction Manager firms to be interviewed on April 13 and 14, 2009 in Executive Session. The architects explained the substantial overlap between the services provided by the Construction Manager companies and the Owners' Representative firms and explained why we might consider an Owner's Representative firm at this time.

The committee discussed the merit of selecting an Environmental Consultant and evaluated the application of such a consultant. The Committee set dates for future meetings, all of which will involve the public. The schedule, which has been posted and is also available on our website, is as follows:

April 7 at 7:30 p.m. - Building Committee meeting to review preliminary space program. That will take place in the Multi-Purpose Room.

April 23 7:30 p.m. - Building Committee meeting to review space program progress. That will also take place in the Multi-Purpose Room.

April 28 at 7:30 p.m. - First Public Feedback Meeting. That will take place in the Community Room.

It should be noted that the “Meet and Greet DattnerArchitects” meeting which took place here last night, March 25, was also attended by VOA members who were specifically invited to attend the meeting.

The architects solicited from the committee their very brief ideas as to what they would like the improvements to be in a renovated building. The topics discussed included:

- The building’s history and legacy: recognizing the community’s history and the facility’s architectural legacy.
- Public access which included such topics as encouraging community access and participation and responding to the community’s ethnic diversity, serving all age groups.
- Technology and the need to update and expand that part of library service.
- Space planning and the need to be flexible.
- The collection and how it should be housed.
- The overall planning process, which includes discussion with Trustees, staff and the community.

The committee’s next meeting will take place in the Library’s Community Room at 7:30 p.m. on April 7. [end of report]

Trustee DiCamillo requested an update on what transpired at the March 11 meeting after she had left, as well as, the March 25th Meet and Greet the Architects.

Starting with the latter, Director Marino reported that about 50 people attended both sessions [6:30 p.m. was scheduled primarily for the VOA members whose meeting conflicted with the 7:30 p.m. presentation] which went very well. The architects were very low-key and they presented an overview of their company, and showed several shots of the existing library building. They talked about using natural lighting, the boundary of the wetlands, and the existing entrances and exits of the building. They have not yet put pen to paper but they will be putting together a report and the architects are anxious to hear from everyone. They handled questions very well and she was very happy with their overall presentation.

Trustee Solomon touched on some of the questions the public asked the architects.

Trustee Kaplan stated that the public was satisfied with answers given to their questions.

Trustee Pizer asserted that the architect handled questions regarding the mezzanine very well when he said to forget the past; we are getting two full floors and nothing is going up above where we are right now – it will be a whole new vision.

Karen Rubin reported that she went to the VOA meeting last evening following the architect’s presentation and some positive things were said there. It was disclosed that funding to redo Udall’s pond is very close. The architects stated that they expect the Library to be closed for approximately twenty-four months during the renovation process.

As regards the March 11th meeting, Director Marino informed Trustee DiCamillo that the important discussion she missed concerned the environmental and financial consultants and she has copies of proposals for the Trustees in preparation for the next Building Committee meeting.

Trustee DiCamillo was concerned that process was not followed whereby there was no Board discussion and Board approved RFP for the hiring of an environmentalist and an Owner's Representative. The Board has a rule to solicit bids over certain amount, and as a general rule, the bidding process should not be ignored. The Director informed her that according to Legal Counsel, Kevin Seaman, RFP for environmentalist is not needed although this was obtained the last time around. The Director agreed to solicit bids from other environmentalists.

Public Comments: Karen Rubin, Norman Rutta, Ralene Adler

OLD BUSINESS

PARKVILLE BRANCH LEASE

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 President of the Board to execute the "Lease Amendment between the Board of Education of the Great Neck Union Free School District and the Board of Trustees of the Great Neck Library" as presented for a term of ten (10) years from November 1, 2008 through October 31, 2018.

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

PRESIDENT SOKOL SIGNED THE AGREEMENT.

NEW BUSINESS

PERSONNEL

Upon motion by Janet Eshaghoff and seconded by Josie Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees appoint Pamela Levin, Senior Librarian II, *nunc pro tunc* to March 16, 2009, as "Temporary/Acting Department Head" of the Publicity and Programming Department during the period of the leave of absence of the Department's

designated Head; compensation is to be provided in the annual amount of \$2,700 (to be pro rated) in addition to the salary earned by the temporary appointee in her status as a Senior Librarian II in the Library's Audio Visual Department.

Public Comments: Norman Rutta

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

NASSAU LIBRARY SYSTEM DELIVERY FEE

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Nassau Library System's request for financial support of delivery services for the calendar year 2009, in the amount of \$12,465.

Trustee DiCamillo felt that Great Neck is paying more than its fair share – the highest of all 45 libraries in the system. She inquired if anyone has made a comparison using reports that have been filed. She asked if it is possible to get a cost per capita, circulation per capita and hours opened from NLS. The Director will check with Jackie Thresher, Director of the Nassau Library System. Mr. Zitofsky will also find out from the Business Manager at NLS how many bins are delivered to different member libraries which will be used for comparison purposes.

Public Comments: Norman Rutta, Ralene Adler

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

PRESIDENT SOKOL SIGNED THE AGREEMENT.

LANDSCAPING CONTRACT

Upon motion by Janet Eshaghoff and seconded by Varda Solomon and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the award of the landscaping services contract for the season April 1 through November 30, 2009, to Island Associates, at a cost of \$655 per month as per their proposal dated March 6, 2009, to be charged to the landscaping budget line.

Public Comments: Ralene Adler, Karen Rubin

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

EXCESS EQUIPMENT

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

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule dated March 18, 2009, excessed and authorize the Director to dispose of same in an appropriate manner.

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

OTHER BUSINESS

Trustee Pizer made the following suggestions:

- Beginning in January or going forward from now to have a full year schedule of meetings so that Trustees know what time they are committed for. *Director Marino will email the chairs of the various committees to schedule meetings up to June of this year.*
- Resurrect Long Range Planning Committee. *This will be placed on the agenda for Board discussion.*
- Develop short questionnaire and place at checkouts soliciting opinions from the public regarding the renovation project. Suggestions were made as to the various ways to get public feedback, for example, through email blast, Library's website and newsletter and the media. *The Director will work on the questionnaire.*

Public Comments: Karen Rubin

PRESIDENT SOKOL SIGNED THE CHARTER FORM FROM THE STATE EDUCATION DEPARTMENT TO LIST THE EXPIRATION DATE OF ALL TRUSTEES' TERM.

OPEN TIME

Speaking: Norman Rutta

EXECUTIVE SESSION

On motion by Trustee Solomon, seconded by Trustee DiCamillo, and with unanimous approval, the Board went into executive session at 9:23 p.m. to discuss personnel arbitration. Trustee DiCamillo moved and Trustee Kaplan seconded for the Board to return to open session. The Board returned to open session at 9:40 p.m.

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the signing of the agreement by Director Marino and Kevin Seaman and payment in the amount of \$2,000 and con commitment expenses in the matter of the arbitration by and between the Great Neck Library and the Great Neck Library Staff Association dated March 26, 2009; to be charged to the budget line of Children's [Department] Salaries.

A member of the public asked for the identity of the staff member and was told that counsel will be consulted to find out if this information can be made public.

Public Comments: Ralene Adler, Norman Rutta

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

ADJOURNMENT

The meeting was adjourned at 9:47 p.m. on motion by Trustee DiCamillo and seconded by Trustee Kaplan. The Board then took a brief intermission after which they reconvened at 9:52 p.m. for the discussion of the second draft of the proposed budget for the year 2010.

BUDGET WORKSHOP

Business Manager Zitofsky reviewed the changes from the previous draft budget presented on March 17th.

The second draft showed a decrease of \$27,000 from the first draft to \$8,417,000. At the previous Budget Workshop, the Business Manager was asked to review the vacant positions and eliminate those that would not be filled and this resulted in a savings of \$11,800. Other decreases were \$3,100 in Benefits and Taxes, \$7,500 in Internet Service Provider, \$2,300 in Copy Machines, \$1,000 in Computer Equipment Maintenance; \$4,000 in Landscaping and \$700 in Service Contracts. The Budget that will be presented for public hearing and adoption by the Board on April 26th reflects a 3.4% increase of \$280,600 over the 2009 budget.

The Business Manager was thanked for revisiting and reducing the budget. [copy of budgt appended]

Public Comments: Norman Rutta

ADJOURNMENT

The meeting was adjourned at 10:05 p.m.

Respectfully submitted,

Janet Eshaghoff
Secretary of the Board of Trustees