

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
&  
BUDGET HEARING/ADOPTION  
Tuesday, April 21, 2009, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, April 21, 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  
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

## **EXECUTIVE SESSION**

President Martin Sokol called the meeting to order at 7:10 p.m. On motion by Marietta DiCamillo and seconded by Varda Solomon, the Board went into executive session to discuss proposals from environmental consultants and construction managers. On motion by Marietta DiCamillo, seconded by Josie Pizer, the Board came out of executive session and returned to public session at 8:10 p.m.

## **MINUTES**

**Upon motion by Janet Eshaghoff, 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 and Budget Workshop of March 26, 2009, as presented.

After Trustee Pizer motioned for the acceptance of the Minutes, Trustee DiCamillo pointed out that Trustee Eshaghoff, as Secretary of the Board, should be making the motion, therefore rescinding the motion by Trustee Pizer.

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

## **TREASURER’S REPORT – PERSONNEL REPORT**

During the month of March 2009, revenue received was \$991,050. Total expenses were \$578,535.

At the close of business, March 31, 2009, total unadjusted operating fund holdings were \$2,710,999. 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 March 31, 2008, unadjusted balance of \$2,920,410.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,573,291; the Automated Library fund was \$162,270; the Restricted Gift fund was \$383,585; the Branch and Special Services fund was \$165,416. These funds totaled \$2,284,562 on March 31, 2009. The March 31 2008, unadjusted total was \$1,844,089.

**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 April 21, 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 March 21, 2009, through April 17, 2009, Paid Checks numbered 0026978 through 0026983, 0027036 through 0027042, 1223 through 1224 and 38857 through 38867, and To-Be-Paid Checks numbered 38868 through 39014, the sums set against their respective names, amounting in the aggregate to \$253,984.81.

**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 March 12 and March 26, 2009, which have been reviewed by the Treasurer, in the amounts of \$179,273.71, \$180,428.77 respectively, for a total of \$359,702.48.

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, 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 March 21, 2009 through April 17, 2009.

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

*MOTION CARRIED UNANIMOUSLY*

Trustee DiCamillo requested that the Business Manager prepare a recommendation for the Board in tandem with next month's review of the audit to provide some direction as to what should be done with the large balances we have for replenishing the funds.

## **REPORTS**

### **Director**

Copies of the Director's Report were made available for the public. Below is the text of the Director's Report:

#### Meetings

I attended a workshop sponsored by the Nassau Library System entitled, "Library Directors and Library Boards: A Critical Partnership." I found it to be very informative and I've included some of the hand-outs given during this workshop. I would like to suggest that the Members of the Board consider holding a similar training. This is a workshop Jackie Thresher has also presented to other groups of Trustees. *If the Board wished to have a similar workshop, the Director would be happy to schedule one.*

There will be nine staff members attending the Long Island Library Conference on May 7, an annual event that always proves valuable for staff members' professional development. This will be my first Long Island Library Conference and I am looking forward to attending this event.

I will also be attending the New York State Broadband Summit at the Sagamore Inn on Lake George on June 3 and 4 along with Trustee Janet Eshaghoff. This event, paid for by the Gates Foundation, is part of the Gates Foundation Broadband Grant Program, a program in which we and four other Nassau libraries were invited to take part.

Laura Weir attended a program entitled “Innovation in Libraries by The Shanachies” on Tuesday, April 7 at the Flushing Branch of the Queens Library. A more detailed report about this program is attached. She will also be attending a NYLINK conference entitled “Disruptive Change at Libraries, Thriving and Reviving” on May 8 at the Franklin D Roosevelt Presidential Library and Museum at Hyde Park, New York.

#### Collection Agency

I have followed up on the directive issued by the Board on having Unique Management Services for a 90-day trial period. Although the resolution used a \$50 threshold, Unique suggests a \$25 threshold. As I’m sure you know from the discussion in December, they estimate for a library our size, (800,000 circ per year) we would have 96 new patrons who would qualify for collections per month. According to a memo from the Circulation Department Head the actual number of patrons who owe \$25 or more was 256 in January 2009. The cost for this service to the library would be approximately \$10,310. They claim a return of 4 to 1, so we would realize \$41,241. They can also go back and clean up old accounts going back as three years. I have spoken to several other Directors in Westchester and Nassau who use this service and each is happy with the company. Although I was concerned about the public relations damage that might be incurred by launching a program such as this at this time, i.e. when the economy is so bad and we are about to engage in a building project, the Directors I spoke to seemed to feel that it was not as big a concern as I had feared. If the Board would still like to proceed, I recommend that the amnesty period take place sometime in May, with the 90 day trial period covering June, July and August, 2009. *All the Trustees were in favor of this.*

#### Long Range Planning

I am attaching some information about the Long Range Planning Committee, its role, function and history, to this report. I am also attaching a copy of our Long Range Plan which was written in 2005 and approved in April of that year and needs to have a place in the Library’s Board Policy Manual. I recommend that the Board President appoint a chair and two additional members to this committee so they may make any updates they deem necessary.

### **Building Committee**

The Building Committee met on April 7<sup>th</sup> to review preliminary space program. Below is the text of the Building Committee Report submitted by Building Chair, Trustee Greene:

Present: Andrew Greene, Committee Chair; Janet Eshaghoff, Anna Kaplan, and Martin Sokol – members of the Building Committee. Also present: Dan Heuberger and Ernesto Vela, from DattnerArchitects, Library Director Jane Marino and Library Assistant Director, Laura Weir. Also in attendance as observers were Trustees Marietta DiCamillo, Josie Pizer and Varda

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Solomon. Members of the public in attendance were Naomi Feldheim, Carol Frank and Marianna Wohlgemuth.

The meeting was called to order at 7:40 p.m. and adjourned at 10:00 p.m. Subject: Preliminary Space Program.

Dan Heuberger presented an overview of his activities on the building project to date. He discussed the interviews he and Ernesto had conducted with various staff members, including all department heads and other key members of the staff. His purpose in those interviews was to ascertain the issues important to the staff regarding space and functionality. He also described his meeting with various other contractors that will be part of the project and reported that they were able to thoroughly inspect the building, review the building plans and ask questions of the Maintenance Department

On March 25, Dan and Ernesto were present at the Library for a presentation to the public which was presented twice: once for any local mayors and other officials who were interested in attending and again for the general public. At each meeting, he presented an overview of his firm and the work they've done including the renovation and expansion of the Bronx Library Center and the Jackson Heights Library Branch in Queens, New York. He also showed aerial views of this library, indicating such important considerations as natural light and the borders between the library and the pond. Approximately 50 people attended and the committee agreed that the presentation was well received.

Dan presented a collection inventory, shelving requirements, staff summary and a building area size summary. He asked Jane Marino to confirm the collection and staff numbers he has received, since they differ from those in the original RFP. She will do so and get back to him. He then walked the committee through the Building Area Size Summary by each Department, describing what both preliminary interviews have produced in the way of requests by staff as well as original proposals from the RFP. Dan also discussed how shelving density may affect the square footage required by some areas. He is looking for some guidance from the Building Committee. The committee will discuss these needs and respond to him.

The committee's next meeting will take place on April 23, 2009 at 7:30 pm in the Library's Multi-purpose room. [end of written report]

Trustee Greene also reported that a questionnaire soliciting public input is on the Library's website and in the May/June issue of the newsletter. He provided an update on the Meeting of the architects, Trustees and Library Director with Supervisor Jon Kaiman on April 20<sup>th</sup>. It was a productive meeting giving everyone the opportunity to exchange ideas.

The Board had met in Executive Session prior to tonight's meeting to discuss proposals from environmental consultants and construction managers and the Committee will be putting forward a resolution with their recommendations under "New Business." There will also be another resolution tonight to seek Board approval to investigate the Library's need for other professionals – bond counsel, zoning attorneys, bankers, etc. [see "Other Business"]

The April 28<sup>th</sup> Building Committee meeting for public feedback on the building program will be broadcasted live on Channel 28.

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*Public Comments: Ralene Adler, Daniel Nachmanoff*

## **NEW BUSINESS**

### **Selection of Environmental Consultant**

**Upon motion by Anna Kaplan** [Director Marino read the motion for Trustee Kaplan as the Director had the modified language for this resolution] **and seconded by Marietta DiCamillo and after discussion, it was,**

**RESOLVED**, that subject to the approval of any such contract by the Library's attorney, the Great Neck Library Board of Trustees retain the services of EEA to provide environmental services related to the Main Library Renovation/Expansion project as outlined in their proposal dated April 13, 2009, to be charged to the Main Building & Special Services fund. Such retention not to exceed \$2,500.

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

*MOTION CARRIED UNANIMOUSLY*

### **Selection of Construction Manager**

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

**RESOLVED**, that the Great Neck Library Board of Trustees retain the services of Park East Construction Corp. to provide construction management services related to the Main Library Renovation/Expansion project as outlined in their proposal to be charged to the Main Building & Special Services fund, subject to a satisfactory negotiation of a contract between the Library and Park East Construction Corp. by our attorney. Said contract to include an initial payment for pre-referendum services not to exceed \$20,000.

*Public Comments: Stanley Romaine*

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

*MOTION CARRIED UNANIMOUSLY*

## **Policy Manual Amendment – New Section 500-15 (Long Range Planning)**

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

**RESOLVED**, that the Great Neck Library Board of Trustees amend its policy manual to add a new section 500-15, Long Range Planning, therein.

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

## **Long Range Planning Committee**

The Board deferred the appointment of a steering committee of the Board as a whole which constitutes the Long Range Planning Committee to a subsequent meeting.

## **Gates Foundation Grant**

### Parkville Branch

**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 and commit matching funds to the Bill and Melinda Gates Opportunity Online Hardware Grant in the amount of \$2,600, representing 50% of the total Phase II equipment costs of \$5,200 for the Parkville Branch of the Great Neck Library. Such funds will come from the Branch and Special Services fund of the Great Neck Library and will be made available immediately.

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

### Station Branch

**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 and commit matching funds to the Bill and Melinda Gates Opportunity Online Hardware Grant in the amount of \$5,200, representing 50% of the total Phase II equipment costs of \$10,400 for the Station Branch of the Great Neck Library. Such funds will come from the Branch and Special Services fund of the Great Neck Library and will be made available immediately.

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

## **Excess Equipment**

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

**RESOLVED**, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule dated April 16, 2009, excessed and authorize the Director to dispose of same in an appropriate manner.

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

## **OTHER BUSINESS**

### **Questionnaires**

Trustee Pizer inquired about the tabulation of the questionnaires. Director Marino responded that the online questionnaires will be tabulated automatically and responses from the newsletter will be deposited in boxes at the circulation desks at all four library locations and will be counted accordingly. Trustee Pizer requested that periodic updates be provided to the public after tabulation is done.

### **Professional Services**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the Building Committee to consider in executive session with all Trustees being invited and recommend to the Board of Trustees personnel to provide professional services for the building project to include, but not limited to, financial advisor, investment banker, borrower's counsel, cost estimator, public relations (if any), land use and zoning counsel, on the condition that the committee whenever possible obtain three (3) proposals for such services prior to such recommendation.

*Public Comments: Ralene Adler, Daniel Nachmanoff, Marianna Wohlgemuth, Stanley Romaine*

The Building Committee at its upcoming April 23<sup>rd</sup> meeting will discuss the elimination of any of the category of professionals mentioned above that will not be needed for the renovation/expansion project. This portion will be done in open session but the actual reviewing of proposals and interviews will be done in executive session at a future meeting of the Building Committee.

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

President Sokol thanked all the Trustees for their hard work and their cohesiveness as a whole in moving forward with the building project.

## **CORRESPONDENCE**

Jeffrey Braverman was not present to speak to his letters of March 19, 2009, which is attached to these Minutes along with the Library's response to him and his subsequent letter informing the Board he would not be at this meeting.

## **OPEN TIME**

Ralene Adler made reference to her letter dated March 3<sup>rd</sup> and a second reminder dated April 15<sup>th</sup> addressed to Trustee Greene, among other issues. Trustee Greene informed her that the letter was discussed by the Board and sent to the attorney for input and a response was forthcoming, and much of the information she requested would not be provided.

Marianna Wohlgemuth was told that her letter [received at the Library April 16<sup>th</sup>] will be on the agenda for the May Board meeting.

Also speaking were Daniel Nachmanoff, Stanley Romaine, Naomi Feldheim

## **ADJOURNMENT**

The portion of the meeting was adjourned at 9:04 p.m. on motion by Andrew Greene and seconded by Marietta DiCamillo. The Board then went on to reconvene for the public budget Hearing and adoption.

## **PUBLIC BUDGET HEARING & ADOPTION**

President Sokol called the meeting to order at 9:05 p.m. for a public hearing and adoption of the proposed Library budget for 2010.

Business Manager Zitofsky read into the Minutes the accompanying notes to the proposed budget [attached].

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

**RESOLVED**, that the Great Neck Library Board of Trustees adopt the proposed 2010 budget as presented, for a total budget of \$8,414,000 of which \$7,824,000 is to be raised by taxation, and that a letter and a copy of the budget be sent to the Great Neck School District.

*Public Comments: Ralene Adler*

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

**MOTION CARRIED UNANIMOUSLY**

Mr. Zitofsky was thanked for his diligence over the year. Thanks also went to Director Jane Marino and Assistant Director Laura Weir.

## **ADJOURNMENT**

The meeting was adjourned at 9:14 p.m. on motion by Andrew Greene and seconded by Marietta DiCamillo.

Respectfully submitted,

Janet Eshaghoff  
Secretary of the Board of Trustees