

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
JANUARY 15, 2013, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, January 15, 2013, 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:

Varda Solomon – President  
Janet Nina Esagoff – Vice President  
Marietta DiCamillo – Treasurer  
Joel Marcus – Assistant Treasurer  
Josie Pizer – Assistant Treasurer  
Michael Fuller

Absent with prior notice: Francine Ferrante Krupski – Secretary  
Neil Zitofsky – Business Manager

Also present: Laura Weir – Acting Director

## **EXECUTIVE SESSION**

The Board met in Executive Session at 7:00 p.m. in the Multi-Purpose Room of the Main Library to consider the following items: Contracts for the Acting Library Director, Part-time Library Consultant, Administrative Staff, and the Architect, Labor Negotiations and Director Search Committee.

The Board came out of executive session at 8: 20 p.m.

## **CALL TO ORDER**

President Solomon called the public meeting to order at 8:25 p.m.

## **APPOINTMENT OF ACTING SECRETARY**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library appoint Joel Marcus to act as Secretary for this meeting in the absence of Francine Ferrante Krupski, Secretary of the Board of Trustees.

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

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## MINUTES

Upon motion by Joel Marcus, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of the December 18, 2012 Regular Meeting and December 20, 2012 Special Meeting as presented.

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## TREASURER'S REPORT

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the following financial reports which have been reviewed by the Treasurer:

- January 15, 2013, Treasurer's Report;
- Warrant dated December 13, 2012 through January 11, 2013, checks numbered 0030992 through 0030997, 0031026 through 0031030, 0031056 through 0031061, 1257 through 1258, and 45918 through 45942, and To-Be-Paid Checks numbered 45943 through 46051 the sums set against their respective names, amounting in the aggregate to \$260,190.03.
- Payroll Warrants for pay dates December 13, 2012, and December 27, 2012, and which have been reviewed by the Treasurer, in the amounts of \$165,928.78, and \$176,384.48 respectively, for a total of \$342,313.26.

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## PAYROLL CHANGES

Upon motion by Marietta DiCamillo, seconded by Michael Fuller, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the Payroll Changes of December 2012 as presented, and which have been reviewed by the Personnel Committee.

Public Comment: Ralene Adler

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

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## REPORTS

### Acting Library Director

Technical Services: In all, 21,553 items - representing 8,539 new titles, 1,304 CDs and 2,991 DVD items were ordered, received, cataloged and made ready for circulation by the Technical Services Department in 2012. In addition, over 3,000 digital items, including downloadable e-Books, e-Reference titles and e-Audiobooks were added to the Library catalog allowing users 24/7 access to a variety of online resources.

Parkville Addition: The new space at Parkville is almost ready for occupancy. The walls are painted yellow; the carpeting is down, the slanted ceiling is covered with plasterboard and painted white. The new bathroom is plain, but tiling and plumbing are complete. The large storage closet has removable shelves so height of storage space can be adjusted. Still needed for completion are electrical outlet covers and light fixtures.

The Interview Schedule for architects for the Parkville Branch renovation is Tuesday, February 5, 2013 at 7:00 p.m. and 8:30 p.m. and Thursday, February 7, 2013, at 7:30 p.m. Interviews will be in the Parkville Branch. [End of written report]

Trustee Pizer inquired about the following items in the Finance Committee report in the December 15, 2012 Board Minutes:

- Whether the Finance Committee had received the revised Maintenance Contract Preventive Provision analysis prepared by the Business Manager. *The Business Manager was asked to incorporate suggestions made to the document at a previous Finance Committee meeting. Acting Director Weir was asked to follow up on this.*
- Digitization of records which should have started latest December 1, 2012. *The Business Office has not started working on the Personnel files as the staff member in charge of doing this task has been doing other assignments during the absence of the Business Manager.*
- The number of items that were weeded, particularly in the Children's Department. *Ms. Weir will get this information for the Trustees.*

**Board President Solomon officially welcomed back Trustee Pizer and also welcomed Trustee Michael Fuller who replaced Martin Sokol on the Board.**

**She also reported that the Business Manager is out on medical leave and other staff members in the Business Office have taken over some of his responsibilities.**

## OLD BUSINESS

### Appointment of Acting Library Director

**Upon motion by Michael Fuller, seconded by Marietta DiCamillo, and after discussion, it was, RESOLVED that,**

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**WHEREAS**, the Board of Trustees has determined that it is in the best interests of the Library to appoint an ; and

**WHEREAS**, Assistant Director Weir possesses the skills and experience to fulfill the Interim Director position; and

**WHEREAS**, Assistant Director Weir possesses an employment agreement dated September 21, 2012, providing for certain terms and conditions of employment applicable in her position as Assistant Director; and

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

**IT IS NOW THEREFORE RESOLVED** that Assistant Director Weir is appointed Interim director effective January 1, 2013 with an annualized increase to her base salary of \$15,000.00. Ms. Weir shall occupy this position at the pleasure of the Board of Trustees.

**IT IS FURTHER RESOLVED** that Laura L. Weir is to be granted a leave of absence from her position as Assistant Director during the period of her employment as an Interim Director such that Weir will be entitled to, at her election, return to her position as Assistant Director 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 Assistant Director are to remain in full force and effect during the period the Assistant Director assumes the position of Interim Director.

And further;

**RESOLVED**, that the Great Neck Library Board of Trustees appoint Assistant Director Laura Weir to the position as Acting Library Director with an annualized salary increase of \$15,000 effective January 1, 2013.

*Public Comment: Ralene Adler, Karen Rubin, Dan Gluan*

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

### **Appointment of Library Consultant**

**Upon motion by Janet Esagoff and seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees hire Judith Lockman to fill the position of consultant to the Great Neck Library created at the

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December 18, 2012 Board meeting, at an hourly compensation of \$100 effective January 16, 2013.

President Solomon explained that Ms. Lockman, a retired director from the Syosset Library, undertook a major renovation of the Syosset Library, and she comes with a great deal of experience. Her responsibilities will be mainly in the area of personnel and liaison with the Building Advisory Committee. She will work a maximum of 20 hours per week and if there is a need for more or less hours, her contract will be revisited accordingly.

The Acting Director will take care of the day-to-day personnel matters. If there are issues that she is unable to handle, then she will engage the consultant. Cases that may result in litigation would go before the Personnel Committee.

The consultant's contract, which was already vetted by the attorney, has not been executed as changes were made to it during tonight's Executive Session. Once the changes are made, it will be forwarded to the Attorney for review and then sent to Ms. Lockman for execution.

*Public Comment: Karen Rubin, Leslie Kahn, Ralene Adler, Carol Frank, Justin Crossfox*

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)

**MOTION CARRIED UNANIMOUSLY**

### **Appointment to Director Search Committee**

This item was removed from the agenda because the Board in tonight's Executive Session decided that all ten applicants (members of the public) who submitted their resumes should be interviewed before appointments were made to the Search Committee.

### **Hazmat Testing Contract**

This too was removed from the agenda to allow for review by counsel.

### **NLS Member Library Support**

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

**RESOLVED**, that the Great Neck Library Board of Trustees remit the entire NLS 2012 assessment fee in the amount of \$33,127. This payment will be accompanied by a letter advising NLS of the following: payment of the 2012 assessment should not be considered an agreement of their fee; nor will it obligate us to automatic, future annual increases, and the Library reserves all rights with regard to the payment of this fee. Additionally, we are requesting our attorney to research the legal validity of NLS' actions and statements which were made in NLS' demand of payment letter dated 12/27/12. The additional monies, \$13,327, are to be taken from NLS Delivery Service Fee.

President Solomon explained that NLS instituted an assessment based strictly on operating budget rather than the level of service provided, resulting in Great Neck being the major payer in

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Nassau County. There were other libraries – Elmont, Hempstead, and Hewlett – that felt that the formula was unfair. As a measure of protest, the full amount, as requested by NLS, was not paid by Great Neck. Subsequently, a letter was received from the NLS Board of Trustees in December informing the Board that services will start to expire especially for the major databases Great Neck gets through NLS at a major discount.

At the end of December, the *Morningstar* database, which is used by many of our patrons, expired and patrons were no longer able to access this. President Solomon stated that our patrons should not suffer, and based on that the full amount will be paid reluctantly.

NLS has formed a committee to review the formula used for assessment, and asked for comments which are due in mid-February. Great Neck asked to be on that Committee but none of our Trustees were chosen. Members of the public were invited to support Great Neck's stance by attending NLS Board meetings.

Trustee DiCamillo has written to Bernard Margolis, NYS Librarian, and also called Senator Martins to inquire about NLS' position and the legitimacy of their claims. The public can also get involved by writing letters to Senator Jack Martins with copies to NLS.

Copies of letters from NLS dated December 27, 2012 and one from October about forming a committee to review the formula, as well as letters from Elmont, Hempstead, Hewlett, and Great Neck protesting the formula, were made available to members of the public who wanted them.

Ralene Adler (member of the public) suggested that the vendors should be contacted directly to get an accurate assessment of the costs of the databases. The Board in its long range planning committee needs to make a decision on print versus database format. The Library can consider being a stand-alone instead of being a part of the consortium and that will give the Board more control.

Margery Chodosch (Library's Reference Department Acting Head) – NLS provided a listing of the individual prices for databases if obtained as a stand-alone library or through the NLS consortium. There were tremendous savings of \$100,000 for one year for just being a part of the consortium. The amount of time and energy for staff to contact these vendors of over 90 databases should be taken into consideration.

Trustee DiCamillo asked the Acting Director for a comprehensive list of all the databases in the same format as the winter package listing that was provided. She also asked that about 12 vendors be called to check on pricing for a group of five as well as a stand-alone library.

*Public Comment: Karen Rubin, Ralene Adler, Margery Chodosch, Dan Gluan*

**VOTE:** Yes – 4 (Esagoff, Fuller, Marcus, Solomon); Opposed – 2 (DiCamillo, Pizer)  
**MOTION CARRIED**

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## Generator

**Upon motion by Marietta DiCamillo and seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the expenditure of \$26,000 to be taken from the Main Building and Special Services fund for the supply and installation of a generator to supply power to the Computer Room during electrical outages as outlined in the proposals.

Public Comment: Leslie Kahn

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## Policy Manual Revisions

### NEW GIFT POLICY

**Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees adopt the New Gift Policy, which has been reviewed by counsel, and which will replace the existing policy in Section 1200 of the Board Policy Manual. [Policy below]

“All gifts offered to the Library and accepted by it shall become the sole property of the Library. Unless indicated otherwise by written agreement, the Library will have the rights of displaying, using, or lending the same, or of selling or disposing of said gifts. For any cash gift of substantial value, i.e. \$100 or more, the gift will be formally accepted by the Board at a public meeting. For any cash gift to the Library, the Director’s office will send a letter of thanks to the donor.

For any other gift determined to be of substantial value, the gift will be formally accepted by the Board at a public meeting and a letter should be forwarded to the donor indicating a description and the conditions of the Library’s acceptance of the gift stated above. The Library Director and the Board of Trustees shall use discretion in accepting any such gift.

Any appraisal of a gift to the Library is the responsibility of the donor. The acceptance of a gift which has been appraised by a third, disinterested party does not in any way imply an endorsement of the appraisal by the Library.”

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

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TIME RECORDING (TIME SHEET AND SIGN-IN) POLICY

**Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library adopt the New Time Recording Policy, which has been reviewed by counsel, and insert in the Board Policy Manual by creating a new Section 500-80. [Policy below]

“All employees are expected to sign in and out for their respective shifts using the automated system installed in the Library. This system is web-based and available with an employee sign-in and password on all Library Staff terminals.

All employees are expected to establish a password that enables them to sign in and out. That password must be for the employee only and may not be shared with co-workers.

All employees must sign in for themselves only and are not permitted to sign in for anybody else. If an employee signs in for another employee, that will be considered theft of service and may result in the employees’ termination. Signing in using remote access is not permitted.

All employees are expected to report any problems, including cases of suspected misuse of the time recording system, to their immediate supervisor.”

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)

***MOTION CARRIED UNANIMOUSLY***

PROCUREMENT POLICY

**Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the changes to the Procurement Policy, Section 400-70 of the Board Policy Manual as presented. [Revised policy is below.]

“It is the policy of the Great Neck Library to expend monies in a prudent and responsible manner so that goods and services of high quality and reliability might be secured in a manner that ensures the economical use of public funds, that is in the best interests of the taxpayers, that solicits the lowest possible cost under the circumstances, and that guards against favoritism, extravagance and fraud.

In general, major expenditures, i.e. those of \$20,000 or more for professional services, equipment, furnishings and public work contracts, shall require a minimum of three (3) written bids in response to a formal Request for Proposals



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In general, substantial expenditures, i.e., those of \$7,500 or more but less than \$20,000, shall require the solicitation of a minimum of three (3) written quotations.

Goods and services costing between \$2,000 and \$7,500 will be procured upon finding three (3) oral or written quotations. Such written quotations may be found in print and/or online.

Included among those items which are not subject to the above provisions are expenditures relating to emergencies, (as approved by the Board President and Treasurer), true leases, procurements under governmental/educational contracts, and sole source procurements. The goods and services which comprise the “Library Materials & Programs” section of the Library’s Operating Budget are not procured by the Business Office, and are hereby acknowledged to be sole source procurements not subject to the above provisions.

Should a vendor have provided satisfactory service, the Library may renew an existing contract or reorder goods and services if the cost remains unchanged or if the cost increase is deemed minimal, i.e., if the cost increase approximates the annual inflation rate. Such ongoing contracts should be reviewed and other possible vendors be considered every three years.

In general, a contract will be awarded to the lowest priced acceptable vendor, as determined by the Library. The Library may reject any and all vendor proposals. A vendor proposal may be rejected for reasons which may include, but are not limited to:

- Vendor cannot guarantee delivery of goods and services within the timeframe or under conditions set by the Library;
- Vendor’s terms of payment are disadvantageous to the Library, e.g., full payment before the commencement of work or delivery of goods;
- Vendor cannot comply with the full specifications of goods or services as set forth by the Library, e.g., the goods offered by the vendor are not equivalent to those specified by the Library and are therefore, deemed substandard and unacceptable;
- Vendor’s warranty for goods or services is deemed inadequate by the Library;
- Vendor’s after-purchase support services are deemed inadequate by the Library.

No purchase of goods or services shall be made from any vendor in which any member of the Board of Trustees or the Library Administration or a member of the immediate family of a member of the Board of Trustees or Library Administration holds a full or partial interest.

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The unintentional failure to fully comply with the above policies regarding procurement will not be grounds to void action taken or give rise to a cause of action against any trustee or employee of the Library.”

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **Record Retention Policy**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the changes to the Record Retention Policy, Section 400-30 of the Board Policy Manual as presented. [Policy below]

At the Board meeting held on Tuesday, April 24, 2007, the Board of Trustees adopted the following Record Retention schedule with the additional requirement that a subject list of records to be destroyed be presented to the Board at each instance; *“and further, any records retained in digital format shall adhere to the time limits outlined below”*, and that a Records Officer be designated by the Director from among the staff:

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **Bank Accounts – Limitations on Expenditures – (Second Reading)**

This is an existing policy that requires a change in the amount of money that the Director can spend for an emergency without prior Board approval, as well as adding the assistant Director as a signatory on the Director’s checking account. (Section 400-20 of Board Policy Manual)

## **NEW BUSINESS**

### **Administrative Staff Contract**

This was removed from the agenda.

### **Wireless Connectivity at Main**

This also was removed from the agenda.

### **Excess Equipment**

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

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**RESOLVED**, that the Great Neck Library Board of Trustees declare the items listed on the schedule exceeded and authorize the Acting Library Director to dispose of same in an appropriate manner.

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

### **Construction Attorney**

*This is a new item added to the agenda.*

Trustee DiCamillo, chair of the Building Advisory Committee (BAC), stated that at the last Building Advisory Committee meeting, the committee worked on evaluating KG&D Architects' contract. The consensus of the committee was to hire a counsel with construction expertise, as the Library's general counsel does not have that level of expertise to iron out the terms of the contract. It was also decided to form a sub-committee from the BAC members to work with the construction attorney and KG&D. BAC member Allegra Goldberg has recommended an attorney. Trustee DiCamillo put forth a resolution for the Board to vote on to make funds available so the committee can move ahead with the contract.

**Upon motion by Marietta DiCamillo and seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the expenditure of not more than \$5,000 to be used to retain legal services and cover hourly rates for construction attorney whose purpose will be to review and modify the AIA contract between KG&D project architects and the Great Neck Library; funds for this purpose will be taken from the Main Building and Special Services fund.

Leslie Kahn (BAC member) stated that both AIA documents are used on many contracts, one is not correct over the other. It is essential to get a construction attorney to review the contract. He warned against nit-picking little points. His recommendation is that the BAC should agree on either one or both AIA documents together and then send to the attorney for review . This should not cost more than \$5,000.

Ralene Adler (BAC member) supports the \$5,000 and trust that the person communicating with the architect be judicious about the amount and be very clear about what the Committee wants.

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

### **OPEN TIME**

Speaking:

Karen Rubin – Timeframe for Director Search.

Carol Frank – Asked who has oversight of NLS that would be able to intervene.

Ralene Adler – Suggested the State Legislator should be contacted about NLS. Thanked Board for appointment of Acting Library Director.

## **ADJOURNMENT**

The meeting was adjourned at 10:00 p.m. on motion by Marietta DiCamillo.

Respectfully submitted,

Joel Marcus  
Acting Secretary, Board of Trustees