

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
JANUARY 19, 2010, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, January 19, 2010, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023.

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
Dan Heuberger – DattnerArchitect

CALL TO ORDER

The meeting was called to order at 8:10 p.m. by President Sokol.

MINUTES

Upon motion by Janet Eshaghoff, 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 regular meeting of December 22, 2009, as presented.

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

TREASURER'S REPORT – PERSONNEL CHANGES

During the month of December 2009, revenue received was \$1,001,058. Total expenses were \$900,198.

At the close of business, December 31, 2009, total unadjusted operating fund holdings were \$1,874,530. Of these funds, \$1,323,487 was on deposit at HSBC, \$548,262 was on deposit at Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to a December 31, 2008, balance of \$1,658,410.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,180,305; the Automated Library fund was \$122,039; the Restricted Gift fund was \$375,294; the Branch and Special Services fund was \$139,884. These funds totaled \$1,817,521 on December 31, 2009. The December 31, 2008, total was \$2,271,675.

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the January 19, 2010, Treasurer's Report.

Public Comment: Ralene Adler

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

Warrants

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated December 19, 2009, through January 13, 2010, Paid Checks numbered 0028035 through 0028039, and 40230 through 40257, and To-Be-Paid Checks numbered 40258 through 40377, the sums set against their respective names, amounting in the aggregate to \$295,137.12.

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

Payroll Warrants

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants for pay dates December 3, December 17 and December 31,

2009, which have been reviewed by the Treasurer, in the amounts of \$173,994.34, \$172,307.93 and \$180,626.91 respectively, for a total of \$526,929.18.

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 Board of Trustees of the Great Neck Library accept the Personnel Changes of December 19, 2009, through January 13, 2010.

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

OTHER REPORTS

Finance Committee

Below is the text of the Finance Committee's written report:

In Attendance: Marietta DiCamillo, Treasurer; Anna Kaplan, Assistant Treasurer; Varda Solomon, Assistant Treasurer. Also in Attendance: Jane B. Marino, Library Director; Laura L. Weir, Assistant Director; Neil Zitofsky, Library Business Manager. Members of the Public in Attendance: Ralene Adler.

The meeting was called to order at 7:30 pm by Treasurer and Finance Committee Chair, Marietta DiCamillo.

Library Business Manager Neil Zitofsky reviewed the financial reports for the eleven months ending December 31, 2009. Mr. Zitofsky noted that these are unadjusted figures and in some of the expenditure lines that show expenditures above the forecast amount, it is due to 13 months or 5 quarters of payments being shown. That will be adjusted when the budget is audited to reflect the payments in the appropriate year.

The Committee discussed the Statement of Revenues which showed some lines on income below what was forecast, including Direct Access Fees, Interest Income and the Universal Service Grant. All three of these sources of revenue are beyond the control of the library to predict and due to their lower than expected performance will be adjusted in future budgets.

From an inquiry from the member of the public, Mrs. Adler, the Committee also discussed the status of the agreement between the Library and its counsel. That was a two year agreement from 2007-2009 and renewed for another year in 2009. Both agreements are in writing and specify an hourly rate rather than a

retainer. The Committee discussed the impending end of the current contract with the Architect, who is now being paid on an hourly rate, with a cap of \$20,000 plus expenses.

The member of the public, Mrs. Adler inquired as to the income from the book sale and was informed that it was over \$7,000 between the two locations of Main and Parkville.

The Committee then reviewed the warrant and received whatever explanations were necessary as to the identity and/or service of the vendor(s) named therein. There being no further discussion, the Treasurer and Assistant Treasurers signed the checks. The meeting was adjourned at 8:45 p.m.

Director

Below is the text of Director Jane Marino's written report:

Personnel

This has been a month of many changes. I am pleased to report that Christine Johnson has been promoted to Senior Librarian I in the Technical Services Department, replacing Janet Turbyfill. Her skill and expertise in cataloguing and her familiarity with the collection made her a natural choice and I am confident she will do an excellent job. In the Reference Department, Margery Chodosch has been promoted to Senior Librarian II, replacing Risha Rosner. Margery is an experienced and skillful member of our Reference Department who, as a Senior Librarian I, has been an asset to her colleagues and the public. In the Business Office, Melanie Chong has been hired as a part-time clerk, replacing Bob Liu. She is happy to join us and has acclimated herself well to her new position.

Meetings

I attended the ALA midwinter Conference in Boston on January 16-18. This conference is an opportunity for committee members to meet and do the work of the Association as well as hear the announcement of the award winning children's books at the Monday morning news conference, which is always a big highlight. I am also scheduled to attend a seminar on Sony e-book readers at the Nassau Library System on February 5, which should prove both interesting and useful to us, since our circulation of e-books has gotten off to a quick start, with circulation of e-books alone rising from six in October to 26 in December. Our circulation of downloadable items was 1167 in 2009, 42 of those items were e-books. I will be attending the Nassau Library System Member Library Directors meeting on January 16.

Building Issues

We got through our first snowstorm of the season fairly well on December 19 and 20, with an early closing on Saturday and a closing on Sunday. The parking lot was cleared and ready for business on Monday morning. The sudden but quick snowfall on December 31 did not prevent us from opening as usual at 9:00 a.m.

A power outage forced us to close early, however, on December 29 when high winds knocked out power to parts of Great Neck, including our end of Bayview Avenue. We waited until 11:00 a.m. hoping that LIPA would prove good on its word of power restoration, but no power arrived. I sent everyone home and learned later that the power was not restored until 4:30 p.m. The children's department was forced to cancel their vacation performer, who did his performance, as scheduled, at the Parkville Branch to a large audience. All three branches remained open even though they had no telephones or computers. Thanks go

to the branch staffs for continuing their usual excellent service to the public under less than ideal conditions. We were back in business, with heat, light, computers and phones by Wednesday morning.

Great Neck Reads

Our plans for the second annual Great Neck Reads are progressing well with many programs planned around our book, Ragtime, by E.L. Doctorow. This year, there will also be a Great Neck Kids Reads, featuring Johanna Hurwitz's book, PeeWee Tales. Both Reads programs will run concurrently from April 11 to May 2. As specific plans are made, I will keep you informed.

In addition to her written report, Director Marino informed the Board that she attended the ALA Mid-Winter Conference in Boston over the weekend and, in her role as Chair of the Nominating Committee for her division, she had an opportunity to go to the press conference to hear the award-winning books for children's literature announced. She also talked to different vendors about things like moving and storage of books, space saver, shelving and other items relating to renovation and expansion. She is building up an inventory of those kinds of vendors.

Parkville Branch

She reported that earlier today she and Business Manager Zitofsky met with School Superintendent Dr. Tom Dolan and Assistant Superintendent for Business, John Powell. It was a productive meeting about the possibilities of expanding the Parkville Branch. The options are: (1) expansion within the present building and (2) expansion by building out. As far as the expansion within the present building is concerned, there are two classrooms immediately behind the present Branch which are approximately 700 square feet that are being used for a recreation program on Wednesdays and Saturdays. Dr. Dolan indicated that due to budget constraints in the upcoming school year, that program may be discontinued, giving us the option to expand into that space. He will know for sure when the 2010/2011 school budget is completed. There are two additional rooms beyond the two classrooms used for storage. Dr. Dolan was reluctant to part with these as storage spaces were in short supply.

The only drawback to expanding within the building is that the Branch would be long and narrow, but with a little creative configuring, it is a viable possibility. Mr. Powell will investigate the necessary steps for building out in the area immediately adjacent to the Children's Room. The New York State Department of Education would have to grant approval so the School District will do the research on how to proceed. This would be the more costly option since we are adding new construction to the building. Both Dr. Dolan and Mr. Powell did not see anything, other than cost, that would prevent this option, given that the library would be willing to spend the money on the construction. The Director has not yet done any research on the cost. The pushback of the classroom behind the branch would be a very similar kind of job that was done the last time the Branch was expanded. She will keep the Board informed.

Assistant Director

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

Personnel

Christine Johnson has been promoted to Senior Librarian I in Technical Services, replacing Janet Turbyfill who retired in November. Chris brings to the position a wonderful blend of cataloging experience, technical experience in integrated library systems and a wealth of experience working as both an Adult Services Librarian and a Children's Librarian. The Library is fortunate to have Chris working as a member of our professional staff.

End of Year Statistics

Book Sales

Main Library book sales totaled \$6154.56 in 2009. Parkville book sales totaled \$1078.85 in 2009. The Great Neck Library's commission from sales of books by Better World Books was \$611.88. Our Non-profit Literacy partner, Worldfund, who's mission is to support high-quality and results-driven education in Latin America through their investment in schools, gifted student programs and superior teacher training, received \$203.97 from our discards in 2009.

Weeding of Outdated Books

In anticipation of the Main Library renovation, I have been working with the with Bookroom clerk Marcia Kravet to create lists of books that have little or no circulation in the past several years to study as likely candidates for discard. Armed with these lists, Reference Librarians examine the non-fiction books to determine their informational value. I have been weeding rather aggressively in the fiction and mystery collection where shelving is particularly tight. This past year 2009 13,879 books were discarded from the Adult collection (which includes fiction, non-fiction and reference materials) compared to 7,809 in 2008. Children's and YA book discards numbered 7,691 in 2009 compared to 4,468 in 2008. Total discards, including branch books and uncataloged paperbacks totaled 23,157 in 2009 compared to 14,518 in 2008.

Downloadable eAudiobook and eBook statistics

The Library's subscription to *Overdrive*, a Web based downloadable audiobook collection, has been gaining in popularity over the year. In early 2009 monthly downloads numbered in the 90's. This fall and winter saw the number of audiobook titles downloaded climb steadily, up to 140 in December. ePubBooks, text based books downloaded to a computer and then onto handheld devices like the Sony reader and other text based devices (but not Kindle because of copyright issues), was a new service offered by *Overdrive* that began in October. We had 6 such downloads in October, 10 in November and 26 in December.

Building Committee

[The report on the January 7, 2010, Building Committee meeting is attached to these Minutes. [Click here](#)]

Trustee Greene reported that at the last Special Board meeting on January 13th, the architect and construction manager indicated that they need a Board approved parking plan with which to proceed. The Building Committee met prior to tonight's Board meeting with Mr. Heuberger and Mr. Bloom, Zoning Counsel. The Committee's consensus, based on the recommendation of the professionals, was to recommend that the Board adopt the preferred parking option, Plan A, which would involve the cutting down of no trees. The reasoning for recommending this option

is that the number of additional spots gained by cutting down 9-13 trees would represent a small addition to the number of spots needed for full code compliance. The parking lot will be left as is in terms of trees. The Town would be asked for a variance that would include consideration of parking along Bayview Avenue.

Mr. Heuberger explained that if it were a new building, the parking lot would require 161 spaces, which would have to be code compliant. Plan A parking has 98 spots on site and two loading bays. The balance of parking would come from on-street parking on Bayview Avenue and not the Great Neck Water Pollution Control District. Plan A parking option is included in the cost of the building. Parts of the lot will be dug up to provide for the storm water management system which will be below it. The lot will be resurfaced, restriped and will look pretty much the same. He addressed concerns as to safety issues of the parking lot. At present, pedestrians have to cross over the driveway to enter the building. There is no code requirement that he is aware of to have a separate pedestrian circulation system. If pedestrian walkways were put in, that would likely require taking down some trees, which would make the lot safer. But what he has done for safety is to provide a different service pattern for the sanitation truck, which currently has a dangerous practice of having to back up and then maneuver to get out. Also, there will be a drop off for seniors and children in front of the main entrance situated over the present service entrance and not jotting out into the parking lot.

Trustee Greene stated that some time was spend during the Building Committee meeting in formulating a recommendation to the Board that various representations and acknowledgments be made as specifically requested by the Village of Saddle Rock via Mayor Samamnsky. The consensus of the Committee is to make the representations that are necessary for Mayor Samansky and the Village of Saddle Rock that will allow them to stand with the Board before the BZA and support any variances necessary for this project, and also for the Village to continue to grant unlimited parking on Bayview Avenue. Therefore, the Committee is recommending:

1. Representation to endorse Plan A for parking which involves knocking down no trees;
2. Representation that the mezzanine will continue to exist in its current form and will not be any higher than it is now;
3. Representation that the plan to seek overflow parking at the Great Neck Water Pollution Control District has been abandoned;
4. Representation that the Board instruct the architect to do whatever he can to bring down the height of the east side of the building that faces the pond and wraps around to the south side, which is 3 ft higher than the existing structure in Plan D design. [The architect informed the Building Committee that he can bring that down by one foot so it will be approximately two feet higher than existing height.]
5. Representation that food service in the building will not include any live food service or café service;
6. Representation that no dumpsters will be visible from the street except for the purpose of removal of garbage by the sanitation truck;

7. Acknowledges that the Village is concerned that an installation of a permanent sloped floor in the auditorium [Community Room] could result in a transformation of use of that space into a theater type space which would change the character of the usage of the building in the opinion of the Village of Saddle Rock.

Trustee Greene continued that the Building Committee recommends that the Board acknowledge those concerns and state that no decision has been made with respect to a sloped or non sloped floor at this time. Mayor Samansky would like for the above to be incorporated in a motion and voted on by the Board. By doing this, the Village of Saddle Rock told us they will support the parking as it presently exists and that they will support the application for variance before the Town Board.

Upon motion by Andrew Greene, seconded by Janet Eshaghoff and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees affirm and represent each of the foregoing representations and acknowledgement that were just stated by Mr. Greene on the record as adopted as the sentiments of the Board of Trustees.

Trustee Greene continued that the motion is being passed with the expectation that the Village of Saddle Rock will then make a representation as to their support as agreed. Mayor Samansky replied that he fully intended to. Trustee Solomon pointed out that this should be a part of the motion. Trustee Greene amended the foregoing motion and this was seconded by Trustee Solomon.

RESOLVED, that the Great Neck Library Board of Trustees affirm and represent each of the foregoing representations and acknowledgement that were just stated by Mr. Greene on the record as adopted as the sentiments of the Board of Trustees; and further, that the Village of Saddle Rock, represented by Mayor Leonard Samansky, make a representation as to the Village of Saddle Rock's support as agreed on.

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

Public Comments: Karen Rubin, Emanuel Kline

Mayor Samansky stated that he was pleased that the motion was passed and that he was happy to join Mayor Louise Eldridge, founder of the Great Neck Library, and Mayor Antikal in the late 1960's, past mayors of Saddle Rock, in obtaining land for the Library and working with the Library to get it built. It is a proud tradition that the Village of Saddle Rock has and will continue to have. He believes that the Library is a major asset to the entire community. He had discussed the foregoing items with his Board of Trustees of the Village of Saddle Rock. At their next meeting on February 3rd, the Great Neck Library Board of Trustees' adoption of these

representations and acknowledgement will be brought before them and recorded in their Minutes. He invited the Library's Board of Trustees to attend that meeting, and he did not anticipate any objections. For the record, he intends to stand up with the Library Board of Trustees either at the Zoning Board of Appeals or before the entire Town Board if the Library Board should go for a waiver. The Village of Saddle Rock will support the parking variances and any other variances needed by the Library.

Mayor Samansky provided the reasons why the Sewer District is not an alternative site for overflow parking. There is no lighting, no asphalt, no reasonable access, it is dangerous. Secondly, it is a secured site because of chemical storage, and it is also a pumping station. Therefore, those parked on that site might have to go through various security checks; and thirdly, some years ago the library proposed building a new south entrance/exit to the existing parking lot, and after much discussion with the traffic people, it was agreed by the Library Board that the Village of Saddle Rock was correct that such an entrance/exit would be a very dangerous situation on Bayview Avenue.

He clarified that the Village of Saddle Rock is not endorsing Plan D but the approval will be done through a public referendum. He further stated that Plan D and the associated parking plan fit in with the Village of Saddle Rock. He continued that he would make no change to parking regulations on Bayview Avenue which is in excess of the required amount of parking. He fully intends to persuade the Town to accept the off-street parking. He cannot guarantee that the County will not change the administrative code for Bayview Avenue in the future but the Village looks forward to continue to work with the Library Board. He suggested that the Board approach the County Legislator, the County, the Town, and the Village of Saddle Rock to see if a curb cut before the bridge on the east side of Bayview Avenue can be done whereby the school bus could pull in to allow passengers to embark or disembark.

President Sokol thanked him for his cooperation and his valued suggestions that will benefit not only the Village of Saddle Rock but the entire community of Great Neck.

OLD BUSINESS

Station Branch

Director Jane Marino apologized for Kevin Seaman not attending tonight's Board meeting as he is attending another Library Board meeting. She apprised the Board that Mr. Seaman negotiated the lease with some changes discussed at a meeting on January 11th, which was emailed to the Trustees. A memo was sent back to the landlord discussing all the issues the Board brought up at the January 13th Special Board meeting. The HVAC units were inspected by Dynaire and all five units are in good working condition, and only requiring filters. The units are probably about five years old maybe less. Dynaire will provide a written report. She is working with Park East on the estimates. She did receive the preliminary set of numbers which she has to review before

presenting to the Board. She would also be providing for the Board a proposal and scope of work from the architect.

A member of the public asked if the Board had looked into the possibility of asking for a waiver of real estate taxes that would be applicable to the space the Library occupies. This could benefit the library in the form of reduced rent. Mayor Samansky said this has happened and the Library may want to ask its attorney to speak to the County on how to apply for some tax relief because portions of the space will be common area. The Director volunteered to contact the County regarding this.

Public Comment: Pam Marksheid, Norman Rutta

NEW BUSINESS

Main Building Parking Lot

Upon motion by Andrew Greene, seconded by Josie Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees adopt Plan A as its parking option for submission to the Town.

A member of the public indicated that the drop off zone in the proposed plan is also the fire zone. She suggested a clear pathway for pedestrians without jeopardizing zoning or trees since there will be ample on-street parking to create a safe parking lot. Maybe the Town Board would look more favorably on the parking design if it has these safety features. Mayor Samansky agreed and suggested discussing this with the Zoning Counsel, Mr. Bloom.

Mr. Bloom will send a memo to the Building Committee on how to proceed with the various options in terms of the Town Board. Following that, a Building Committee meeting will be scheduled to decide which way to go. Trustee DiCamillo asked if the memo could be distributed to the entire Board to which Trustee Greene agreed. He asked the Trustees to treat the information when received as confidential – attorney/client privilege.

Public Comment: Ralene Adler

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

Branch Legal Fees

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the expenditure of legal fees incurred for the negotiation of the Station Branch lease to be charged to the Branch and Special Services fund, and that expenditures to date of 24.6 hours at \$225 per hour aggregate to \$5,535 are to be reimbursed to the operating fund.

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

Excess Equipment

Upon motion by Anna Kaplan and seconded by Andrew Greene and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule* dated January 13, 2010, 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

CORRESPONDENCE *

Joan Wheeler was not present to speak to her letter of December 15, 2009, a copy of which is attached to these Minutes along with the Library's response.

OPEN TIME

Speaking: Marianna Wohlgemuth

ADJOURNMENT

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Janet Eshaghoff
Secretary of the Board of Trustees

* These documents are available at the Main Library's Reference Desk and Branches.