

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
JANUARY 20, 2011, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Thursday, January 20, 2011, 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:

Andrew Greene – President  
Anna Kaplan – Vice President  
Janet Eshaghoff – Secretary  
Varda Solomon – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Josie Pizer – Assistant Treasurer  
Martin Sokol

Also present:

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

Kevin Seaman – Counsel [attended only Executive Session]

## **EXECUTIVE SESSION**

The Board convened at 7:00 p.m. in the Multi-Purpose Room for the purpose of an executive session to discuss legal matters. Trustee DiCamillo made the motion to go into executive session and it was seconded by Trustee Pizer. The Board came out of executive session on motion by Trustee DiCamillo.

## **CALL TO ORDER**

President Greene called the public meeting to order at 8:15 p.m. and apologized for the delay in starting time because the executive session ran overtime.

## **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 21, 2010, as presented.

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

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## TREASURER'S REPORT – PERSONNEL CHANGES

Trustee Pizer reminded the Board that at the December Board meeting it was agreed that effective with tonight's meeting the reading of the Treasurer's Report would be waived. Therefore, the resolution was amended so as not to read and vote separately for each motion but to vote collectively for all four reports.

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept:

- Treasurer's Report of January 20, 2011.
- Warrant dated December 18, 2010 through January 14, 2011 for Paid checks – 0029134 through 0029139, 0029176 through 0029182, 1106, 42203 through 42209, and 42211 through 42221 and To-Be-Paid Checks – 42210 through 42222 through 42350, the sums set against their respective names, amounting in the aggregate to \$269,693.17.
- Payroll Warrants for pay dates December 2, December 16, and December 30, 2010 in the amounts of \$166,739.99, \$169,959.35 and \$178,517.91 respectively for a total of \$515,217.25.
- Personnel Changes of December 18, 2010 through January 14, 2011.

*Public Comment: Ralene Adler*

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

## REPORTS

Below is the text of the written reports:

### Finance Committee Meeting

The Finance Committee met on Tuesday, January 18, 2011, at 7:30 p.m. in the Multi-Purpose Room.

In Attendance: Varda Solomon, Chair; Marietta DiCamillo, Trustee, Josie Pizer, Trustee; Jane Marino, Library Director; and Neil Zitofsky, Business Manager. Absent with notice: Laura Weir, Library Assistant Director; Andrew Greene, Library Board President.

Chair Varda Solomon called the meeting to order at 7:35 p.m.

Old Business – Financial Controls. The committee reviewed a document they had been drafting which would enumerate the controls for any contracts between a vendor for any large project, such as the building project, and the Library. They felt this was especially important for service contracts where it is harder to evaluate the deliverables. The committee made a few more changes to the document and asked Director Jane Marino to incorporate those changes. A draft of that document will be distributed to the Board at its January 20<sup>th</sup> meeting for review in the hope that it could be included on the February Board agenda for approval by the full Board.

Trustee Solomon asked for a report on the performance of the plowing company during the two major snowfalls of December and January. The Director and the Business Manager reported that the company did an excellent job on both snowfalls and was very prompt and responsive.

Regular Activities. The warrant was reviewed. The committee asked about certain charges by a variety of vendors and the Director and the Business Manager addressed their questions. One question arose about charges on the American Express bill on which both the Director and Business Manager promised to follow through and get an answer.

The committee also discussed the manner in which travel and meetings were tracked and how to track local meetings, in-house meetings and conferences. The committee asked the Business Manager to reactivate a line not recently in use in order to divide local meetings from conferences, i.e. those that required a registration fee. The two lines will be Local Meetings and Conferences. Trustee Solomon noted that this was an excellent time of the year to discuss such issues because we will start working on the new budget next month.

Trustee DiCamillo also asked about the library's audit which Mr. Zitofsky stated has begun. She and the rest of the committee asked that it be completed before discussion of the next year's budget begins by the Board so they have actual, audited figures from which to plan 2012's budget.

Chair Solomon asked about the manner in which charges are made to the restricted funds and the Business Manager promised to write something up for the committee to explain the process.

The committee also asked about the analysis of the telephone bill. Although the items charged to Verizon have been done properly, the anticipated charges in the Verizon bill are higher than originally estimated. A May 2009 spreadsheet forecasted a total 2010 communications charge of \$62,400, including both Internet Service Provider and Telephone. The actual 2010 charges are \$77,066. Although the ISP charges were less than budgeted, the Verizon telephone charges were a great deal higher than anticipated. Although we now have considerably faster internet service and connectivity (1.5 mb of bandwidth vs. 50 mb of bandwidth), and we no longer have the dropped connections that plagued the Library in 2008, the price is higher than anticipated or budgeted. [End of Report]

Update: The proposed Financial Guidelines for Vendors conducting business with the Great Neck Library were reviewed. Committee Chair Solomon was thanked for working so hard on this document which will be placed on the agenda for the February Board of Trustees meeting.

*Public Comment: Ralene Adler, Dan Nachmanoff*

## **Assistant Director**

Library e-book circulation has increased steadily all year, especially during the holiday period. For the month of December 2010 Great Neck Library downloads of e-audiobooks was 180 and download of e-books was 219, compared to 137 and 28 respectively for the December 2009 period. It is interesting that the e-book activity has overtaken e-audiobook activity in the short time we offered the service. Countywide, download of e-books to iphone, ipad and Android devices on the Nassau Digital Doorway website rose to 450 on Christmas Day, and even higher to 578 on December 26. Downloads on December 27, a snow day where most libraries were closed numbered 435. There were 766 new registrations added to the Nassau Digital Doorway service from December 20<sup>th</sup> to December 28, 2010.

Books Sales: The Main Library's on-going used materials sale, including books and audiovisual items, generated just under \$7,300 for the year 2010, compared to \$6,155 in 2009. The Parkville branch had total sales of \$1,045 for used materials in 2010. Our shipments of library discards to Better World Books generated an additional \$1,006 for the library and \$335 for our non-profit literacy partner Worldfund, an organization dedicated to supporting educational initiatives in Latin America.

Collection Service: As of December 31, 2010 the Great Neck Library had submitted \$44,413 in delinquent accounts to our collections management service Unique Management and have realized \$22,202 in monies and returned materials. This is a 50% return, far greater than Unique Management had predicted.

Projects in Technical Services: Oversized books: In order to clear out space in the front of the Main Library to make room for a Self Check station, the Reference Department had been examining a collection of mostly oversized books called the "Office Collection" with the purpose of weeding out old or duplicate titles and moving the books we intend to keep back into the library's regular collections. Part-time cataloger Marlene Wiercx has been examining the old, often scant bibliographic records of the books we intend to keep with an eye towards updating and enhancing the cataloging information on the bibliographic record, creating additional subject headings for better access to information within the book.

Musical Scores: Within the bibliographic record of books of musical scores, we are adding all the songs listed in the Table of Contents. This will allow key word access to all the songs in the Library's collection.

Children's Historical Collection: Children's Librarians are identifying "storage books" and important books in their regular collection to place in a new Children's Historical Collection. The Library catalogers are re-cataloging these books, making sure that the bibliographic record reflects the exact edition, publication date, illustrator, etc., of the book in hand.

## **Library Director**

Personnel: I would like to extend my sincere thanks to the Maintenance Department for their outstanding work in clearing the sidewalks and stairs in the face of snow that was up to their knees. Despite the high amounts of snow and the high winds, we were able to open on Tuesday, on time, with the usual business being done, including deliveries to the branches and all previously scheduled programs.

The Computer Department and Janet Fine also are due a big thank you for securing and setting up Dialmycalls.com, which is an internet service that allows the library to do a blast phone call to all staff alerting them to any changes in hours or any emergency that might arise. For a fairly nominal per-call charge, we were able to send out phone calls to all staff on Monday, December 27 by 7:00 a.m. alerting them that the library would be closed.

Meetings and Programs: Our very successful Authors @ GNL continued into 2011 with a remarkable panel discussion with five women who grew up in Great Neck, who are all Levels alumnae and who all are successful writers. Beth Fertig, an author and the education reporter for WNYC; Nina Sonenberg, a writer, book reviewer and communications director for Project GRAD Long Island; E. Amato, a poet and screen writer; Jill Hamburg Coplan, a freelance editor and professor of Journalism at NYU; and Carolyn Raship, a writer, blogger and children's book illustrator all talked about their writing and working process. They discussed their current and planned projects. But mostly they talked about Great Neck Library and Levels and what a profound influence it had on them. It truly made them the women they are today by teaching them what is still taught at Levels: responsibility and leadership through the arts. My profound thanks to Jonathan Aubrey, who was the driving force behind this program. He had the idea to bring these women together and worked for several months to bring it to life.

We look forward to programs in February, March and April the committee has planned and on which they are currently working.

Building Issues: We have had some power issues in the last couple of months which led to one of the electrical panels being replaced in the lower level. I hope that will be the end of that problem. [Electrical panel in the projection booth was replaced on January 17<sup>th</sup> when the Library was closed for Martin Luther King's Day.]

Items of Note: Newsday recently had an article (January 5<sup>th</sup> edition) that had a chart showing the enrollment changes in Long Island public school districts over the past five years. I'm attaching it here for your information. As you can see, Great Neck schools went from 6,036 in 2004-2005 to 6,319 in 2009-2010. That is a 4.69% increase which is not huge but it is significant in comparison to many other school districts that show a decrease in enrollment. Overall, the Nassau Schools showed a 2.64% drop in enrollment, with a decrease of 3% for Long Island as a whole. [End of Report]

In addition to her written report, the Director:

- Provided a corrected copy of the Circulation statistics. She thanked Circulation Department staff Nicholas Camastro for making the corrections.
- Reported that the Library was closed on December 27<sup>th</sup> and January 12<sup>th</sup> because of the snow.
- Apprised the Trustees of information she provided for them in their packets – snapshot of electronic resources savings through NLS as well as a listing of benefits received on a yearly basis from NLS.

Trustee DiCamillo inquired where the e-books were recorded in the statistics. The Director promised to let her have the numbers. The monthly statistics will subsequently have a line dedicated to e-books.

Trustee Pizer had some suggestions:

- She would like to see SAT classes offered at all the branches. The Director promised to look into extending this to the Station Branch.
- Possibility of exploring the installation of automatic door opener on the outside front doors on the main level of the atrium at the Gardens at Great Neck to accommodate the physically challenged. The Director had already spoken to the landlord and his response was that according to ADA law, he was not required to make those doors ADA compliant. She asked him to bring it back to the building department for their consideration but she has not heard from him as yet. Pam Marksheid offered that this is something that the Village of Great Neck Plaza could assist with. She will bring this to the attention of their Board of Trustees.
- Simplifying the online reserves request process for library material. The Director will follow up with the Department Head responsible for reserves.

Trustee DiCamillo requested from Ralene Adler a copy of the FOIL application that the Nassau Library System had denied her. The FOIL addressed information on budget, job positions and associated salaries, retiree costs and compensation, healthcare benefits, and salaries of current employees with their fringe benefits.

*Public Comment: Nicholas Camastro, Ralene Adler*

## **OLD BUSINESS**

### **Nepotism Policy – 3<sup>rd</sup> Reading**

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

**RESOLVED**, that the Great Neck Library Board of Trustees adopt the Nepotism Policy set forth below and incorporate it into the Board Policy Manual by adding a new section 500-95:

“The purpose of the anti-nepotism policy is to promote fairness, impartiality and equal opportunity for all Great Neck Library employees. The anti-nepotism policy strives to pre-empt favoritism or the perception of favoritism to the extent such is not within the best interests of the Library or its personnel. Further this policy seeks to avoid the potential for (or actual) emotional interference with job performance that might stem from familial relationships that exist at the Library. The anti-nepotism policy applies to all employees.

Nepotism is defined as special treatment or lack of impartiality shown to Library employees by other employees who are family members. Family members include:

- Immediate Family members - wives, husbands, mothers, fathers, daughters, sons, sisters, brothers, stepparents, stepchildren, adoptive parents and adoptive children.
- Extended Family members - grandparents, aunts, uncles, cousins, nieces and nephews.
- Marital Family members - in-law relationships such as mothers-in-law, fathers-in law, sisters-in law, brothers-in-law.
- Domestic partners.

The Library retains the right to refuse to appoint and or promote a person to any position in the Library when his or her relationship to another employee has the potential for creating adverse impacts on supervision, safety, security or morale, or may cause, in the Library's considered determination, an inappropriate or improper work relationship.

Library employees who possess a familial relationship (as defined above) with another employee are prohibited from participating in the decision-making process regarding hiring, promotion, performance review, termination, recommendation or any employment-related decision that will affect the relative's position at the Library."

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

### **Public Relations Firm**

The Director prepared an analysis on the four firms along with a cost comparison. At the December Board meeting there was discussion as to putting together a proposed RFP and the Director had emailed all the Trustees asking for their input as to what should be included in the RFP but she did not receive any response as yet. She asked the Board to provide some direction as to where they want to go with this. The consensus of the Board is that there is the need to explore the possibility of retaining a PR firm.

Trustees Pizer and Solomon reported that together they are working on a vendor's score card listing some important considerations that can be used to evaluate the firms after the interviews. This will be sent to the Director who will then share the information with the other Trustees.

*Public Comment: Carol Frank, Karen Rubin, Ralene Adler*

## **NEW BUSINESS**

### **Director's Salary Amendment**

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

**RESOLVED**, that the Great Neck Library Board of Trustees amend the December 19, 2010, resolution adjusting the Director's Salary to reflect an effective date of January 1, 2011; all the provisions of the December 19, 2010 resolution remain as is.

Trustee Kaplan stated that it was brought to her attention by a member of the public that the Board should make a statement saying that they are really grateful for the wonderful job the Director is doing to which the Board agreed.

*Public Comment: Ralene Adler*

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

### **Correspondence**

Michael Zarin was thanked in absentia for his letter of December 19, 2010, to the Board of Trustees.

### **Open Time**

Pam Marksheid thanked the Board for the new Station Branch Library. The grand re-opening was lovely with many people from seniors to children attending. All were excited to see the new library. She has stopped in several times and the feedback she received from staff is very positive. The rooms are attractive. She was also impressed with the self-check system and it was a good thing for people who have very busy lives. The people of the Plaza as well as the community thanked the Library Board. Director Marino also thanked her and the officials of the Village of Great Neck Plaza for their support and help. The Library's trustees also expressed their thanks to Ms. Marksheid as well as to the Village of Great Neck Plaza.

Dan Nachmanoff thanked the Board of Trustees and the Village of Great Neck Plaza for the wonderful job done in the renovation of the Station Branch, and for moving forward with plans for the Main Building renovation. He also expressed thanks for choosing the Library Director and he was pleased with the way she has adapted to the community. He also expressed thanks to President Greene for his leadership on the Board and his ability to listen to comments without

getting frustrated publicly and be able to forge a consensus to move forward. He also thanked the Village of Great Neck Plaza.

Carol Frank requested an update on the paperwork to BZA. The Director reported that the engineer has redrawn the parking plan making the spaces smaller as requested by the BZA. It has been sent to the Library's zoning counsel who has sent it to the BZA. A response from them is anticipated within 60 days after receiving the paper work. Ms. Frank also added that the BZA strongly made two other points at the hearing. They advised the Board to clarify the understanding they have with the Village of Saddle Rock and give some attention to alternate offsite parking for staff.

Trustee DiCamillo stated that her understanding was that the Board was going to review the redrawn parking plan before it was submitted to the BZA. The Director replied that it is the same except the spaces are smaller than in the original plan and there were essentially no changes for the Board to vote on. The Director will make sure everybody gets a copy. Trustee DiCamillo asked for more communication on the project even though some of it might be minutiae.

President Greene clarified that a parking plan has already been approved by the Board and although this is a slight modification, the Board should look at it and know what it is as well as available for the public to see.

Ralene Adler requested to see a copy of the redrawn parking plan tomorrow morning since it has been done.

## **ADJOURNMENT**

The meeting was adjourned at 9:10 p.m. on motion by Josie Pizer.

Respectfully submitted,

Janet Eshaghoff  
Secretary of the Board of Trustees