

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
JANUARY 20, 2015 AT 7:30 P.M.**

A regular meeting, preceded by an Executive Session, of the Great Neck Library Board of Trustees was held on Tuesday, January 20, 2015, in the Station Branch of the Great Neck Library, 26 Great Neck Road, Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President  
Francine Ferrante Krupski – Vice President  
Varda Solomon – Secretary  
Josie Pizer – Treasurer  
Joel Marcus – Assistant Treasurer  
Janet Nina Esagoff

Absent with Prior Notice: Michael Fuller – Assistant Treasurer

Also Present: Christine Johnson – Interim Director  
Neil Zitofsky – Business Manager

### **EXECUTIVE SESSION**

After a motion by Varda Solomon and seconded by Josie Pizer the Board went into Executive Session at 7:00 p.m. to discuss matters related to the Main Building Renovation project with Russ Davidson of KG&D Architects, and Dominic Calgi and David Chen of Calgi Construction. The Board came out of Executive Session at 7:55 p.m. on a motion by Josie Pizer and seconded by Joel Marcus.

### **CALL TO ORDER**

President DiCamillo called the public meeting to order at 8:00 p.m. and apologized for the late start-time due to a lengthy Executive Session.

The order of the agenda was then rearranged to address a concern raised by the Mayor of Saddle Rock, Dan Levy, who had asked for a discussion regarding the placement of the trailer for the server. The trailer is now located alongside Bayview Avenue on the Library's property.

Mayor Levy said he had received telephone calls from his constituents complaining that the trailer and bookdrop were unsightly and blocking their view. He asked the Board to relocate the trailer to an area perpendicular to the property of the Great Neck Water Pollution Control District and that the upper portion of the parking lot be used as parking for the construction workers. He stated that his administration has been very cooperative with the Library for the past 20 years and is asking the Library to help its residents.

Mr. Calgi then explained that the trailer is positioned in that area because it is conducive to the electric power requirements and when the construction starts there will be other trailers and equipment onsite. As a compromise, Mr. Calgi suggested the installation of privacy fencing since moving the trailer would impact on several services.

---

---

The Interim Director pointed out that the trailer was positioned to be near the PSEG power supply and Verizon cable that the pole for the electricity to the trailers was already installed, and the permit shows the trailer in its present position; to which Mayor Levy replied that the permits that he received have no service trailer shown on them. He also objected to a fence, calling it a waste of money and unsightly, and said that the project can be done harmoniously with the neighborhood.

Trustee Nina Esagoff pointed out that even if the trailer is moved to the suggested location, it would still be unsightly but the fence would hide onsite activities.

Mr. Calgi added that there will be a number of trailers and other construction equipment so a privacy fence would be the only way to camouflage all these activities.

Mayor Levy asked for the trailers and equipment to be located on the lower level and smaller vehicles to park perpendicular to where the trailer is now located. He said that with his help the work will be much easier and much less headache.

President DiCamillo concluded the discussion by saying that the mayor's request did not seem unreasonable and his recommendation will be researched to see if it is feasible and at the same time cost effective. Mayor Levy was asked to exchange contact information with Mr. Calgi. Mayor Levy asked for a dialog between the Library and himself before any construction work begins.

*Public Comment: Leslie Kahn*

## **MINUTES**

**Upon motion by Varda Solomon, seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Minutes of the regular meeting of December 23, 2014, as presented.

**VOTE:** Yes – 6 (DiCamillo, Ferrante Krupski, Marcus, Nina Esagoff, Pizer, Solomon)

**MOTION CARRIED UNANIMOUSLY**

## **TREASURER'S REPORT**

**Upon motion by Josie Pizer, seconded by Varda Solomon, and after discussion, it was,**

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

- January 20, 2015, Treasurer's Report;
- Warrant dated December 13, 2014 through January 2, 2015, Payroll Account checks numbered 0032385 through 0032388, Vendor Account paid checks numbered 49183 through 49188, and Vendor Account checks to-be-paid numbered 49189 through 49233, the sums set against their respective names, amounting in the aggregate to \$591,472.97;

- 
- 
- Payroll Warrants for pay dates December 11, 2014, and December 24, 2014, which have been reviewed by the Treasurer, in the amounts of \$123,752.66 and \$133,700.54 respectively, for a total of \$257,453.20.

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

## **PAYROLL CHANGES**

**Upon motion by Josie Pizer, seconded by Francine Ferrante Krupski, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Payroll Changes of December 13, 2014 through January 20, 2015, as presented, and which have been reviewed by the Finance Committee.

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

## **REPORTS**

### **Building Advisory Committee (BAC)**

President DiCamillo reported that she is in the process of scheduling committee meetings. The Interim Director added that the trailer for the server is now in place, and she is planning on going to the Town of North Hempstead to get additional permits for the other two storage trailers.

Mr. Davidson also reported that KG&D is going through the same process as the Interim Director and he has been to the Town about six times and they are doing the best they can.

Mayor Dan Levy asked why the Board was having such difficulty with the Town of North Hempstead. He said that he was not aware of this but that he is willing to offer his assistance if the Board needed help in moving things forward.

### **BRIT**

Ms. Johnson reported that Pamela Levin, Head of the Audio Visual Department, is working with the Programming Office to document the construction project. A camcorder was purchased for the filming of the project which will become a part of the Library's archive. Levels will be assisting. Mr. Davidson invited the Board to look on KG&D's website to see how an entire building was demolished.

### **Grants**

Trustee Solomon inquired about grants. Trustee Pizer specifically asked about the LIPA grants to which Mr. Calgi replied that he has not spoken to Charlie Wohlgemuth, Head of Maintenance, in a while but he will pursue this when the electrical contractor is on board.

---

---

### **Director Search Committee**

Trustee Ferrante Krupski reported that the Board had approved the hiring of the firm Pro Libra and a meeting with them is set for January 29 at 7:00 p.m. at the Station Branch. The agreement was vetted by counsel who recommended that an addendum be added to the agreement.

### **Policy Committee**

Trustee Marcus reported that a meeting will be called in February.

### **Staff Reports**

Trustees Solomon, Pizer and DiCamillo had some questions and comments on the staff reports. Appreciation for the reports was expressed as these provide the Trustees with a sense of what's happening on a day-to-day basis.

### **Interim Director's Report**

Text of written report below:

I would like to thank the Library Board of Trustees for your vote of confidence in my abilities by appointing me as Interim Library Director at the December Board meeting. I can assure you that I will do my best to manage the day-to-day operations of the library and to assist as needed in the renovation project of the Main Building during my interim tenure.

#### **Weeding**

In November, our Technical Services Department weeded 1,747 items. This was our last month of major weeding subsequent to the October 28 closure of Main and the movement of the majority of Main's collection into storage for the duration of the renovation project. November's weeding was comprised mostly of duplicate copies and Reference items that would lose relevancy if stored for a year or more.

In December, an additional 382 items were weeded as part of the normal process of attrition and wear-and-tear of materials. This brings our annual total for 2014 to 87,905 items weeded. When combined with our 2013 total of 51,306 items, the grand total for the pre-Renovation weeding project is 139,211 items.

Hand-in-hand with the weeding is our public book sale. For the month of October at Main, and November at Parkville, we offered a BOGO (Buy One - Get One) sale raising a total of \$2,051.50. In December, book sale receipts were \$98.50 for an annual total of \$10,076.46.

An additional \$1,671.12 was earned from our partnership with Better World Books and an additional \$557.04 was donated to our non-profit literacy partner, "Worldfund" which supports teacher training in Latin America.

#### **The Move**

Staff has now been settled in their new temporary branch locations for two months. Routines are being to fall into place. We have identified a few material flow issues that are being addressed. Overall, the relocation was completed without any major problems. The movers have now packed and removed all of the library materials that were earmarked for storage. According to my statistical counts, this is a current snapshot of totals in circulation versus items in storage:

---

---

<b>Material Type</b>	<b>Available at a Branch</b>	<b>In-Storage</b>	<b>Totals</b>
Books	83,057	138,195	221,252
Films	15,025	8,783	23,808
Audios	8,770	6,940	15,710
<b>Totals</b>	<b>106,852</b>	<b>153,918</b>	<b>260,770</b>

Under Jon Aubrey’s supervision, the movers carefully wrapped and removed all of the library’s sculptures and a selection of paintings and other works that Jon identified using the Art Appraiser’s report.

Trailer Permits

On December 16, we finally received the permit for the Server Trailer to be on-site at Main. On December 19, we filed what we believed to be the final paperwork and payment for the two additional storage trailers. Unfortunately, I was advised by the Town on January 14 that the applications must be signed by the owner of the trailer, Cassone Leasing. This directly contradicts instructions received from two Town Building Permit Office employees. Cassone is now signing original copies and once those are received; I will re-submit and hopefully, receive the two permits. Our movers have been very understanding and have advised that we should contact them as soon as we have a delivery date scheduled for the two trailers.

Donations to Non-Profit Organizations

In the month of December, four NYC schools came to the library to pick up remaining chairs, tables and file cabinets. Cornell Cooperative extension were very happy with the tables, counters, carrels and chairs that they are going to use at the Nassau County Farm and the 4-H camp in Suffolk. This week, BIGNYC (Build It Green NYC) removed the majority of the remaining tables, chairs, book carts, cabinets, etc. for use in low-income construction projects. As the saying goes, one person’s trash is truly another’s treasure. [End of written report]

Ms. Johnson also added that Mayor Dan Levy has offered some space for some of the Library’s adult programming. Steven Walk also offered space at Temple Bethel. She, along with Audio Visual Librarian Pam Levin, attended the Chamber of Commerce luncheon and met several business people.

## **NEW BUSINESS**

### Addition of Installation of Sprinkler System to Renovation Scope of Work

This item was struck from the agenda.

### Excess Equipment

**Upon motion by Janet Nina Esagoff and seconded by Josie Pizer, and after discussion, it was,**

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

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

## **CORRESPONDENCE**

The correspondence was removed from the agenda and referred to the Personnel Committee.

---

---

## **DATE OF NEXT MEETING**

Annual Reorganization Meeting – January 27, 2015 at the Parkville Branch.

## **ADJOURNMENT**

The meeting was adjourned at 8:32 p.m. on motion by Josie Pizer and seconded by Varda Solomon.

Respectfully submitted,

Varda Solomon  
Secretary, Board of Trustees