

GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, January 22, 2008, at 8:00 p.m.

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, January 22, 2008, in the Community Room of the Main Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

David Kahn – President
Linda Cohen – Vice President
Andrew Greene – Secretary
Norman Rutta – Treasurer
Marietta DiCamillo – Assistant Treasurer
Martin Sokol

Absent: Janet Eshaghoff, Assistant Treasurer

Also present: Laura Weir – Interim Library Director
Neil Zitofsky – Business Manager

CALL TO ORDER

The meeting was called to order by President Kahn at 8:08 p.m.

MINUTES

Upon motion by Linda Cohen, 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 18, 2007, as presented.

At the December 18, 2007, meeting five trustees were in attendance which constituted a quorum. There were two resolutions [awarding snow removal contract to EPG Construction and the airing of policy] that were passed by three affirmative votes.

Trustee Sokol declared that two motions passed at the December 18, 2007, meeting that were invalid. He read an excerpt from the Handbook for Library Trustees which states: *No matter what makes a quorum, it is important to note that, under New York State Law, no action can be approved without a "majority of the whole". In other words, should your Board consist of seven members, an affirmative vote of four is always required for a motion to pass, regardless of the number of trustees in attendance. Tie votes defeat the motion.* Few votes taken at the last meeting that did not reach four.

At the last meeting, Trustee DiCamillo raised this issue and Interim Director checked our bylaws and that supersedes the Trustees Handbook. It was not sure whether or not this was in violation of New York State Law. The President said this could be handled under New Business and if votes will have to be rescinded, then that will be done. [see New Business]

New Business

Attorney should be asked if this is illegal and as an association library, if we are required to follow the laws of the NY State Handbook for Trustees.

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)

MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL REPORT

During the month of December 2007, revenue received was \$993,799. Total expenses were \$642,538.

At the close of business, December 31, 2007, total unadjusted operating fund holdings were \$1,986,985. Of these funds, \$1,984,205 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 December 31, 2006, balance of \$1,253,031.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,269,197; the Automated Library fund was \$60,195; the Restricted Gift fund was \$373,374; the Branch and Special Services fund was \$109,813. These funds totaled \$1,812,579 on December 31, 2007. The December 31, 2006, total was \$1,418,970.

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the January 22, 2008, Treasurer's Report with the Personnel Changes of December 13, 2007, through January 17, 2008.

Public Comments: Ralene Adler, Stanley Romaine, Jonathan Kahn

In answer to a question from the audience on why the \$208,000 debt to H2L2 incurred in 2005 did not appear under liabilities in the Treasurer's Report, Trustee Rutta said that the matter has been referred to Counsel. He is currently in negotiations to determine whether it is a liability or not. The auditor was made aware of this and when he issues an audit he will determine whether it is a liability or not. At the moment, the Board has not yet authorized that expenditure which is what it takes to get an amount charged against fund balances.

The Business Manager reminded that the financial statements as presented at all these meetings are on a cash basis and it is not until the auditor makes his adjustments that it is adjusted to an accrual basis.

At the last Finance Committee, Business Manager Zitofsky was instructed to speak to the accountant. They did not give a recommendation on how to treat this money at this time but when they come in to do field work they will address it at that time.

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, 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 13, 2007, through January 17, 2008, Paid Checks numbered 0024998 through 0025002, 0025059 through 0025064, 1197 through 1198 and 36537 through 36552 and To-Be-Paid Checks numbered 36553 through 36693, the sums set against their respective names, amounting in the aggregate to \$344,674.98.

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants for pay dates December 6, 2007, and December 20, 2007, which have been reviewed by the Treasurer, in the amounts of \$161,434.87 and \$171,886.90 respectively, for a total of \$333,321.77.

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

INTERIM DIRECTOR'S REPORT [appended]

Pursuant to an email sent to the Board regarding the internet/telephone service at Lakeville and Station Branches, Interim Director Weir apprised the Board of the problem at the Lakeville and Station Branches with the telephone/internet service which has not been resolved yet.

Neil - Broadview, telephone service provider, put a disconnection notice to Verizon thinking that it was something we are paying for and was not being using. It was erroneous and we thought we had resolved this on January 5th when Parkville went out and Verizon got it working again. Unfortunately, they disconnected Station and then Thursday they disconnected Lakeville. Been on phone continuously They have been working on it but are unsure of when service will be back up. Trustee DiCamillo said that this is a breach of contract if they are not providing service and counsel should get in contact with Broadview to put some pressure on them and this might expedite the return of service. In the meantime, this is putting a lot of pressure on the Circulation Department at Main and Maintenance Department who has been making several trips daily to bring books to Main as computers are not working. All checkouts at these branches have to be handwritten and imputed in computer by staff at Main.

Public Comments: Ralene Adler, Jo Ann Farley, Carol Frank, Marilyn Bliok, Jonathan Kahn

OLD BUSINESS

COMPUTER CONSULTANT

Upon motion by Linda Cohen and seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library take from the table the resolution to

execute a contract with Corstar Corp. for the provision of 50 hours of computer consulting services at a cost of \$6,000 to be charged to a new Computer Consulting line in the general operating fund.

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the execution of a contract with Corstar Corp. for the provision of 50 hours of computer consulting services at a cost of \$6,000, to be charged to a new Computer Consulting line in the general operating fund.

Computer Department is looking at upgrading the operating system that we use and to do some strategic planning and???

Prior to moving forward with any plan there will be a formal report to the Board with their recommendations as far as situation with the telephone at the branches.

When asked, Business Manager said he does not think we are paying for the *learning curve* but the 50 hours will actually be used when they are meeting with the Library or working on a project that we authorize. If the *learning curve* is not a part of the 50 hours, then the 50 hours are fine.

Estimate the three steps and how many hours they anticipate...and which hours we are paying for. Trustee was not sure it was a contract but trustee DiCamillo explained that is very standard operation in the computer world – you buy a block of time and you use the block of time. What I would suggest is to get an appendix to the contract be provided that itemizes what is charged against the 50 hours.

If the resolution is approved, the Manager will not doing anything until he has adequate assurance that what we think is what it is.

The Business Manager was directed to follow up and make sure that there is a clear specification as to the allocation of hours for each portion of service.

Public Comments: Marilyn Bliok

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

quorum

COMPUTER OPERATING SYSTEM LICENSES

Upon motion by Norman Rutta and seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the expenditure of up to \$28,000 for the renewal of various operating system licenses, to be charged to the Automated Library fund..

In a memo, Janet Fine, Head of Computers, brought to the attention of Business Manager Zitofsky that 130 computer workstations were using software illegally. We have 20 valid licenses for MS Windows 2000/XP operating systems which were copied on to 150 public and staff workstations. Each computer requires its own license.

Trustee Sokol inquired whether this was an opinion or she was speaking with legal authority when she said we broke the law and if not that statement should be changed.

Trustee DiCamillo explained how this could have possibly happened. One of the ways is you have Frankensteins, which is a machine that's made of parts. You buy parts – chase, the motherboard, the hard drive, the ram – and then you put the whole thing together and then you roll it out on the floor and then you can use it as an operating computer. But you don't have with machine is the software that goes along which allows you to load the basic operating system that operates all your software. So what you do you take a copy that you currently have and you put it on the computer that does not have one. And so as you continue to do this the problem gets worse and worse. So, consequently, now sitting with 150 computers that have "pirated" copies of software which you cannot do.

Trustee Rutta commended Ms. Fine for doing a fine job in bringing this to the attention of the Board.

Trustee Greene took issues with this in that everything that goes on here is public record and if in fact there was action against the Library by Microsoft or the license source of the software the statements in here which I think are somewhat hyperbole we have

committed criminal activity. From our own employee could be used against us in a horrible way – I think it shows bad judgment to make this a part of the public record and should have been handled differently. I don't concur this is subjecting us to criminal prosecution at all.

Trustee Greene however, thought that it was an exercise of poor judgment for this to have been handled in public. If Microsoft were to take action against the Library, this statement here could have been used against the Library as committing criminal activity and our employee could have been used against the Library.

Public Comments: Ralene Adler

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

SOFTWARE PURCHASE

Upon motion by Linda Cohen, seconded by Andrew Greene, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the purchase of the software to upgrade to the OCLC Interactive via the Network at a cost of no more than \$11,200 to be charged to the Automated Library fund.

Trustee DiCamillo expressed her concerns regarding security element and how we are safeguarding from hackers.

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

LIBRARY LEGISLATION DAY

Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Interim Director to attend the NYLA Library Lobby Legislative Breakfast in Albany, New York, on March 11, 2008, at a cost not to exceed \$305 to be charged to the Travel/Conference line of the operating budget.

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

INNOVATIVE USERS GROUP

Upon motion by Martin Sokol, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the attendance of one member of the professional staff at the Innovative Users Group meeting to be held in Washington, DC, from April 28-30, 2008, at a cost not to exceed \$1,378 to be charged to the Travel/Conference line of the operating budget.

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

EXCESS EQUIPMENT

Upon motion by Andrew Greene, seconded by Linda Cohen, and after discussion, it was,

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

VOTE: Yes – 6 (Cohen, DiCamillo, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE (attached)

Ralene Adler spoke to her letter of January 2, 2008.

Trustee Greene took exception to Mrs. Adler's strong language but thought she had some good ideas that the Building Committee could consider. He also refuted the claim that the Library owes H2L2 \$89,648 as this was disputed by former Director Arlene Nevens in an earlier piece of correspondence.

OPEN TIME

Speaking: Stanley Romaine, Carol Frank

EXECUTIVE SESSION/ ADJOURNMENT

At 9:40 p.m., Martin Sokol moved and Linda Cohen seconded for the Board to go into executive session to discuss personnel matters relating to the Director Search. After a brief intermission, the Board went into executive session at 9:50 p.m. the Board came out of executive session at 10:12 p.m. and upon motion by Linda Cohen the meeting was adjourned at 10:12 p.m.

Respectfully submitted,

Andrew Greene

Secretary