

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, January 23, 2007, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, January 23, 2007, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, New York 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

David Kahn – President  
Joyce Klein – Vice President  
Norman Rutta – Treasurer  
Linda Cohen – Assistant Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Martin Sokol

Absent with prior notice: Bette Weidman – Secretary

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

**CALL TO ORDER**

President Kahn called the meeting to order at 8:05 p.m.

**APPOINTMENT OF ACTING SECRETARY**

President Kahn appointed Trustee DiCamillo to act as temporary Secretary in the absence of Trustee Weidman.

**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 19, 2006, as presented.

VOTE: Yes - 6 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

## **TREASURER'S REPORT - PERSONNEL REPORT**

During the month of December 2006, revenue received was \$1,001,422. Total expenses were \$640,468.

At the close of business, December 31, 2006, total unadjusted operating fund holdings were \$1,253,031. Of these funds, \$1,249,596 was on deposit at HSBC and the Bank of New York, and \$3,435 was on hand in Petty Cash funds at Main and the Branches. This compares to a December 31, 2005, balance of \$1,171,834.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,208,025; the Automated Library fund was \$57,953; the Restricted Gift fund was \$50,234; the Branch and Special Services fund was \$102,758. These funds totaled \$1,418,970 on December 31, 2006. The December 31, 2005 total was \$1,381,841.

(a) Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the January 23, 2007, Treasurer's Report with the Personnel Changes of December 16, 2006, through January 19, 2007.

VOTE: Yes - 6 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

(b) 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 16, 2006 through January 19, 2007, Paid Checks numbered 0023441 through 0023445, 0023507

through 0023512, 1178 through 1179 and 34732 through 34756 and To-Be-Paid Checks numbered 34757 through 34860, the sums set against their respective names, amounting in the aggregate to \$158,637.24.

**VOTE:** Yes - 6 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

(c) 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 dated December 4 and December 18, 2006, which have been reviewed by the Treasurer, in the amounts of \$167,511.75 and \$185,536.07 respectively, for a total of \$353,047.82.

**VOTE:** Yes - 6 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

## **REPORT**

### INTERIM DIRECTOR [appended]

Interim Director Weir also reported that it was her intent to send the lease proposal for the Lakeville Branch to Legal Counsel William Cullen for him to review. As Mr. Cullen tendered his letter of resignation to be effective immediately, she advised that it would be sent to Kevin Seaman instead.

Trustee DiCamillo requested that a copy of the proposal be sent to the Branch Committee. Trustee Rutta requested a copy of the proposal and the expired lease.

Interim Director Weir asked if any one was reading the NLS Board of Trustees Minutes that were being sent to them and if so, should copies continue to be sent. Trustee DiCamillo would like copies to continue to be sent to her and the other Trustees declined.

## OLD BUSINESS

### POLICY COMMITTEE RECOMMENDATIONS

- (i) **Each policy change should be aired in public at least three times prior to vote:**

President Kahn had planned on visiting board meetings of other local municipalities to see how they dealt with this situation before action was taken as this would be advantageous to the Board when making its decision. Other Trustees were encouraged to attend such meetings. This was tabled until the February Board meeting.

Public Comments: Karen Rubin, William Morrill

- (ii) **Formal minutes should be taken at all committee meetings, except the Personnel Committee:**

This was discussed at the January 22, 2007, Finance Committee meeting and it was the general consensus that Board members should not be taking minutes but someone should be hired for this. It was suggested to ask Marjorie Malcolm if she would be willing to take minutes at the Board Committee meetings for which she would be compensated. Interim Director reported that she spoke to Marjorie who is thinking about it; also the job could be posted in the Staff Room and if any one else were interested, that individual could apply. Decision on this is tabled until the February Board meeting by which time, they will have Marjorie's response.

Public Comments: Ralene Adler, William Morrill

- (iii) **Legal Counsel to be present at Board meetings:**

The Board was indecisive as to whether legal counsel should be present at all Board meetings. This was tabled until the February Board meeting when the new Board will then be seated. The Interim Director indicated that she had sent out RFPs to five attorneys, including William Cullen and Kevin Seaman, along with others selected from a listing of attorneys used by libraries in Nassau County that is maintained by the Nassau Library System. Trustee Rutta requested a copy of the RFP.

Public Comments: Ralene Adler

- (iv) **The Board should be responsible for hiring the Library Director and the Business Manager, who in turn hire all other employees. The Committee was split on whether or not the Assistant Director should be appointed by the Board or by the Director and Business Manager, who appoint Department Heads:**

Trustee DiCamillo motioned to adopt scenario B as the hiring policy whereby the Director would hire all employees, except the Assistant Director and the Business Manager [Board would hire Assistant Director]. There was no second so the motion failed.

Trustee Cohen motioned to adopt scenario A as the hiring policy whereby the Director shall hire all employees except the Business Manager [Director would hire Assistant Director]. Trustee DiCamillo seconded this motion.

On motion by Trustee Rutta and seconded by Trustee Sokol, the motion was tabled.

**VOTE:** Yes - 5<sup>4</sup> (~~Cohen~~, Kahn, Klein, Rutta, Sokol); No - 1<sup>2</sup> (Cohen, DiCamillo) corrected  
2/27/07

*MOTION CARRIED*

## DIRECTOR'S SEARCH

Six applications were received and acknowledgement letters were sent. An Executive Session was called for January 29, 2007, at 8:00 p.m. to review the resumes and select the most qualified candidates. At the next meeting, the Board will decide whether or not other persons should join the Director Search Committee. Copies of the applications/resumes were given to the Trustees.

Traveling expenses and interview dates will be discussed at the next Board meeting.

Public Comments: Ralene Adler, Harriett Fagnoli, unidentified Lady, Naomi Feldheim, William Morrill

## **NEW BUSINESS**

### LIBRARY LEGISLATION DAY

Upon motion by Joyce Klein, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the Interim Director to attend the New York Library Association (NYLA) Lobby Day Legislative Breakfast in Albany, NY, on March 13, 2007, at a cost not to exceed \$325.00 to be charged to the Travel/Conference line of the operating budget.

**VOTE:** Yes - 6 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

## **OPEN TIME**

Speaking: William Morrill

The Interim Director was asked to put together a proposed resolution on airing "policy change" prior to a Board vote.

## **ADJOURNMENT**

On motion of Trustee DiCamillo the meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Marietta DiCamillo  
Acting Secretary