

**GREAT NECK LIBRARY  
MINUTES OF THE  
SPECIAL BOARD OF TRUSTEES MEETING  
FEBRUARY 5, 2015 AT 7:15 P.M.**

A Special Meeting of the Great Neck Library Board of Trustees was held on Thursday, February 5, 2015, in the Station Branch of the Great Neck Library, 26 Great Neck Road, Great Neck, NY 11021

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President  
Varda Solomon – Secretary  
Josie Pizer – Treasurer  
Joel Marcus – Assistant Treasurer  
Michael Fuller – Assistant Treasurer  
Robert Schaufeld

Absent with Prior Notice: Francine Ferrante Krupski – Vice President

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

## **CALL TO ORDER**

President DiCamillo called the meeting to order at 7:15 p.m.

## **LIBRARY DIRECTOR SEARCH ADVERTISEMENT**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the following advertisement to search for a Library Director for the Great Neck Library:

### **Library Director - Great Neck Library, Great Neck, New York**

The Great Neck Library, located in Great Neck, New York, seeks an experienced, strong, enthusiastic leader to assume the role of Library Director to fulfill the Library's mission to provide access, ideas, information and a variety of educational, cultural, recreational and intellectual resources to our broad and diverse community. With a main building, currently undergoing a major renovation, and 3 branches, an annual budget of over \$9 million, and 85 (60 FTE) employees, the Library Association serves the 43,000 residents of the Great Neck School District with proven programs and creative services.

**Great Neck** is a community on Long Island that covers a peninsula on the North Shore of Long Island, which is made up of nine villages as well as hamlets, in the town of North Hempstead, of which Great Neck is the northwestern quadrant. Residents value public education and have high expectations for their school system and library. Great Neck is a 25-minute commute from Manhattan's Penn Station on the Port Washington Branch of the Long Island Rail Road via the Great Neck station, which is one of the most frequently served in the entire system.

### **Summary**

Manage the library and supervise all library personnel. Serve as administrator in the areas of fiscal management, communication, technology, continuing education, library services and

---

---

personnel. Oversee the management of property and operations. Act as liaison for all parties involved in the current renovation project. Assess strengths, weaknesses, opportunities and challenges to the Library and develop strategies for dealing with them effectively and without compromising vision and values.

The successful candidate must have demonstrated leadership skills and a vision for the future, and will be a hands-on administrator of operations and a skilled manager of staff, budget, programs, collections, and facilities. Candidates should have public relations talent, including the ability to forge strong community partnerships, as well as a sense of humor, a productive customer service orientation and excellent interpersonal skills with the ability to work effectively with the board, staff and township officials.

**Knowledge, skills, abilities**

1. Thorough knowledge of the theories, principles and techniques of librarianship, library administration and management.
2. Thorough knowledge of the functions and responsibilities of a library board and the library director's role as executive director of a philanthropic association.
3. Ability to analyze, comprehend and use current approved public library standards, methods and techniques. The same ability would apply to library budget systems, performance appraisal, job classification and compensation.
4. Ability to oversee a basic collection development plan, which includes approved selection methods, classification, cataloging and related technical administration.
5. Ability to prepare and present accurate, informative statistical/technical reports.
6. Ability to communicate effectively and share knowledge with others.

**Qualifications**

1. Masters Degree in Library Science or Master of Science in Library and Information Science from an ALA-accredited institution required.
2. A minimum of five years of progressively responsible library experience including management and supervision, as well as considerable knowledge of the principles and practices in general and fiscal administration.
3. Demonstrated continued education in the areas of library services and technology
4. Active participation in community organizations and professional library associations
5. Current knowledge of library trends and innovations.

**Compensation:** The starting salary is up to \$150,000 with full benefits package commensurate with experience and qualifications.

For consideration, please send/email cover letter, resume and references to:  
[adzikowski@prolibra.com](mailto:adzikowski@prolibra.com) Angela Dzikowski, Pro Libra Associates 800-262-0070

The following corrections were made to the second line of the second paragraph of the advertisement:

Trustee Schaufeld – there are no hamlets in Great Neck  
Trustee Marcus – should be unincorporated areas instead of hamlets

Subsequently, the words “*as well as hamlets*” were replaced by “*the unincorporated areas*” and the corrected resolution was then voted on.

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Pizer, Schaufeld, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

---

---

## **ADDITIONAL MOVING EXPENSES**

**Upon motion by Varda Solomon, seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the additional moving expenses to relocate the Server Trailer and to receive amended permits from the Town of North Hempstead to change the locations for the two storage trailers that will now be located in the lower level of the library parking lot at a cost not to exceed \$1,500. In addition, the moving company will move 70 bins of Children’s Holiday Books from the Main Library to the Lakeville basement and complete the move of the Director’s Office for an additional fee of \$680. All such expenses, totaling a maximum of \$2,180, are to be charged to the Main Building and Special Services fund.

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Pizer, Schaufeld, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## **TRAFFIC ENGINEERING SERVICES**

**Upon motion by Joel Marcus, seconded by Robert Schaufeld, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the engagement of VHB Engineering, Surveying and Landscape Architecture to prepare a Trip Generation Analysis and Parking Report as required by the Town of North Hempstead’s Board of Zoning Appeals as part of the application to approve the renewal of the Main Library’s Parking Variance for a fee not to exceed \$5,000; such funds to be charged to the Main Building and Special Services fund.

This should have been in the original budget but the Board was advised that this was not needed. If the Analysis and Parking Report are not received by the Town of North Hempstead in a timely fashion, the Library will not be on the BZA calendar for the March 4, 2015 hearing, and this could possibly delay the start of the project.

However, the asbestos abatement can begin as soon as the contract is signed and some demolition can be done prior to receiving the permit.

*Public Comment: Karen Rubin, Marianna Wohlgemuth*

**VOTE:** Yes – 5 (DiCamillo, Fuller, Marcus, Schaufeld, Solomon); Abstention – 1(Pizer)

*MOTION CARRIED*

## **ADJOURNMENT**

The meeting was adjourned at 7:32 p.m. on motion by Varda Solomon and seconded by Josie Pizer.

Respectfully submitted,

Varda Solomon – Secretary, Board of Trustees