

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
FEBRUARY 15, 2011, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, February 15, 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:

Janet Eshaghoff – President  
Anna Kaplan – Vice President  
Joel Marcus – Secretary  
Marietta DiCamillo – Assistant Treasurer  
Josie Pizer – Assistant Treasurer

Absent with prior notice: Varda Solomon – Treasurer  
Martin Sokol

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

**CALL TO ORDER**

President Janet Eshaghoff called the meeting to order at 7:40 p.m. and welcomed everyone.

**MINUTES**

Upon motion by Joel Marcus, 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 January 20, 2011, as presented.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Kaplan, Marcus, Pizer)  
*MOTION CARRIED UNANIMOUSLY*

**TREASURER'S REPORT – PERSONNEL CHANGES**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the following reports which were previously reviewed by the Finance Committee:

- The February 15, 2011 Treasurer's Report
- The Warrant dated January 15, 2011 through February 11, 2011 for Paid checks numbered 0029218 through 0029223, 0029254 through 0029260, and 42351 through 42373, and To-Be-Paid Checks numbered 42374 through 42518, the sums set against their respective names, amounting in the aggregate to \$297,554.53.
- The Payroll Warrants for pay dates January 13, and January 27, 2011 in the amounts of \$169,729.61 and \$170,625.48 respectively for a total of \$340,355.09.
- The Personnel Changes of January 15, 2011 through February 11, 2011.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Kaplan, Marcus, Pizer)  
*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

Below is the text of the written reports:

### **Finance Committee Meeting**

The Committee met at 7:30 pm on February 10, 2011 in the Multi-Purpose Room

In Attendance: Marietta DiCamillo (MD), Assistant Treasurer; Josie Pizer (JP), Assistant Treasurer; Jane B. Marino (JM), Library Director; Laura Weir (LW), Assistant Director; Neil Zitofsky (NZ), Business Manager. Absent with Notice: Varda Solomon (VS), Treasurer. In the absence of the Treasurer, Assistant Treasurer, Marietta DiCamillo called the meeting to order.

#### **Old Business**

2010 Audit – At MD's request, NZ reported that our auditors, Baldessari and Coster had been at the library doing their field work for our audit for three days this week. They will be back the following Wednesday to complete the field work and the draft should be ready shortly thereafter. NZ assured the Finance Committee that it will be completed before the March 8<sup>th</sup> Budget Workshop. A management letter was requested by a member of the public.

Audit Firm Policy – It was the consensus of the Finance Committee that the policy concerning the retention of auditing firms be changed from the current 7 years to 5 years. JM stated that she would add this to the agenda and a motion for a Board vote would be prepared.

Financial Controls Document – The Financial Controls Document which had been created by the Finance Committee and sent to the Board in January in a draft form was reviewed again by the Committee. A few changes were made. Those changes are highlighted in yellow on the document that is being made available to the public and the Board at the February meeting.

### **New Business**

JP asked NZ about the payroll printouts and requested that an alphabetical list be prepared with staff salaries and overtime listed for each.

Regular Activities – The check warrants and registers were reviewed by the committee and any questions about individual vendors were answered. JM reviewed the VHB invoice with the committee and highlighted the sections of the bill she stated were in conformance to our agreement with them and should be paid as well as those sections that were not in conformance.

NZ reviewed the Financial Statements with the committee, as well as overtime for the month and Personnel Changes.

There being no further business to discuss, checks were signed and MD called for an adjournment to the meeting.

### **Assistant Director**

Paperback Books Displays – The uncataloged paperbacks located on spinners by the stairway leading to the mezzanine have been separated by genre. “Mystery and Suspense” are arranged in one spinner, Romance novels, a very popular read, are located on two spinners and mass market paperbacks and a new group of quality paperbacks we are calling “Good Reads” are arranged on the fourth spinner. Currently identified by genre labels, we will gradually catalog the books, starting with Good Reads and phasing in Mystery and Suspense so each book will have a brief bibliographic record in the catalog, making each specific title easier to find.

Short Story Collection – I am in the process of weeding the short story collection, ordering new edition of classics when possible, to replace older tattered, yellowed or bound editions.

Book Sale – The annual Silent Auction of special bid items will take place March 2 through 8, 2011. Last year’s Scott Postage Stamp Catalogues, World Books Encyclopedias and other reference materials will be available for bidding.

### **Library Director**

Personnel – I would like to highlight some of the excellent work that is being done by our staff members. Reference Librarian Jonathan Aubrey has worked with both Sam Fink and his publisher to arrange the wonderful art show that is now in our Lower Level Lobby. This artwork will be on display through the end of the month. This show involved discussions with Mr. Fink, loans from other people and places who own his art, and arrangements with Mr. Fink’s publisher to obtain copies of his book for display, as well as folios of his artwork which are on display in the cases in the lobby. Sam Fink is truly one of Great Neck’s treasures and we are honored to display his work.

In addition, Reference Librarian Janet Schneider and the rest of the Authors @ GNL committee continue to bring quality authors to the Library and this month is no exception with the appearance of Jasmin Darznik, author of *The Good Daughter: A Memoir of My Mother’s Hidden Life*. The audience was engaged and reacted with great interest and enthusiasm to her readings from the book and had many

questions for the author. On February 28, we will host Elena Gorokhova, author of *Mountain of Crumbs*, a memoir of her life during the Cold War in the Soviet Union.

The Maintenance Department continues to do an excellent job with the many snowfalls we experienced in January. They work both as the snow falls, especially when we are open, and after it has stopped. We can only hope that February and March will be better.

The performance reviews for the Department Heads, Branch Heads and Administrative Staff have begun and should be finished by February 16, 2011. I have asked the Department Heads and Branch Heads to review their job descriptions prior to their interview in order to make each one as accurate as possible. I have also asked them to conduct performance reviews for their own staff and complete them by the end of March.

Facilities – As I mentioned last month, on January 17, we had one of our electrical panels in the Main Building replaced due to a series of power outages and surges in several parts of the building, mostly the lower level. The new panel seems to have solved the problem.

I have asked the Assistant Director to ensure that all People Counters in all locations are installed and working properly. We have had no problems at Main, but have had recurring problems in the branches. For the month of January, Station and Parkville had People Counters reinstalled and they are working properly. Lakeville had some issues during January, but we hope to have them listed in the working column by the February report.

Main Building Project – On January 28, the items requested by the BZA at our December hearing were delivered to them. I have verified with our zoning counsel that the Board has everything they officially requested and consider the file closed, which means the 60 day clock has begun. Hopefully, the decision will come sooner than that deadline.

In a related note, Judi Bosworth's office has arranged to hold an informational meeting about the dredging of Udall's Pond on Wednesday, February 16 at 7pm here at the Library's Community Room. Brian Schneider and Legislator Bosworth will both be here to give an overview of the project and answer questions. There is a snow date of March 1<sup>st</sup>.

Branches – I am delighted to report that the School District has agreed to let us have the classroom immediately adjacent to the Parkville Branch. I met with Dr. Dolan on February 3<sup>rd</sup> and he assured me that the School District wanted to do everything it could to give us additional space at the Branch without our having to undergo construction. The next day, Mr. Powell, the Assistant Superintendent for Business, called me to say that he would work to get the space cleared out as soon as possible for us. I will meet with the Branch Committee as soon as we can get a date set to discuss details for use of the space.

[Update: John Powell said his crew will clean out the space after which Laura Weir will go over and inspect. The Director hoped that all the Trustees can go over and take a look at the room so she can get their input as to what to do with it. Trustee DiCamillo said it was a great job following up on Parkville and she did let Marianna Wohlgemuth know and she is very happy.]

I spoke to Neal Kaplan about installing an automatic door opener on the main doors leading into the lobby where Station Branch is located. He did not seem anxious to help us with this matter. He noted that only one person has complained and told me that this installation would "change our tenant/landlord

relationship.” He urged me to see if State or County funding was available, which is an idea that came from Mayor Celender, who also called him on our behalf. Just to find out what kind of cost would be incurred to install this opener I asked Barrier Free Access who does the door at Main to give us a cost estimate. Without the electrical work, it would be just under \$3,000.

I also spoke to Mike Sweeney at the Building Department and he stated that the landlord is within code, since ADA accessibility in an entrance like this is based on door width, not the ease to open it. Places like hospitals or senior residents who have a higher expectation of people coming in their entrances with physical disabilities are under a stricter code.

Community Cooperation – I am pleased to announce that the Great Neck Library will be a partner in two cooperative programs with the School District. The first involves the Library, the School District and the Great Neck Rotary. Through the Rotary, I began working with the Interact Club at North High School, which is a community service club. We developed a Teen Read-Aloud program. This program gives the teens an opportunity for community service; gives them skills to work effectively with younger children and above all promote books, story and literacy, which is what both the Library and the School District are all about. Three of our children’s librarians have offered to work with the students in the club who will introduce them to picture books appropriate for kindergarten and first grade students. The librarians will help them choose appropriate books and help them with their read-aloud skills. Dr. Dolan has discussed the project with the principals of both North High School and the Saddle Rock School, who are excited about the project. We hope that in the next couple of months, we will bring the Interact Students to Saddle Rock School to do read-alouds for the students in either first grade or kindergarten. Each teen will read aloud to two students and we hope to set up a series of visits by the teens to the school.

I am also working with Dr. Dolan to arrange to have some classes in the Middle School visit our Local History Room to avail themselves of our primary source material. We have yet to work out the details of these visits.

*Public Comment: Carol Frank, Ralene Adler*

## **OLD BUSINESS**

### **Financial Guidelines for Vendors – 2<sup>nd</sup> Reading**

The changes from the first document presented at the January 20<sup>th</sup> meeting are in italics. Trustee DiCamillo asked that if anyone has any burning issues that they be brought up before the document is finalized [for the March 2011 Board meeting].

#### **PURPOSE**

This document outlines the procedures for payment to Vendors. *A Vendor is defined as an individual or company who performs a professional service or provides a product for the Great Neck Library (GNL).* This may apply to vendors under contract or who have a letter of agreement who will be conducting business with GNL.

The Vendor will provide services and staff, and do all that is necessary for the performance of work, as set forth in their arrangement [contract, letter of agreement, proposal] with the GNL. Only activities

directly related to the objectives and processes defined in the contract, letter of agreement or proposal will be considered for payments. All other activities must be pre-authorized with request and description in writing to the Library and approved by the GNL Board of Trustees.

The Vendor is obligated to produce any written reports and other documents (deliverables) by the dates indicated in its agreement with the GNL. All invoices must be submitted in the form that is identified in this document and reference the enumerated ongoing services or goals to be achieved under the contract, letter of agreement or proposal.

All required reports must be delivered to the Library Director, the Business Manager and the Chair of the Finance and the Chair of any other appropriate Committees.

The period of performance under these guidelines will be defined by the agreement with GNL.

The total compensation that is payable to Vendors for satisfactory performance of the work under the agreement with the GNL shall not exceed the amount approved by the Board of Trustees of the GNL. Milestones will be defined and agreed upon by both the GNL and Vendor. This will result in the ability to determine the scope, progress and completion of work.

*It is the responsibility of the Vendor to inform the GNL Director and Board of Trustees if there are any conditions that have not been identified in the proposal, RPF or MOA that will affect the overall project. In the event that the vendor finds it necessary to provide service that is beyond the scope of work originally contracted with GNL, the vendor must notify the Library Director in writing immediately and obtain for approval by the Board of Trustees prior to any work being performed. If the Vendor is not able to meet the defined milestones, notification to the Library must be made as specified herein. No payment will be made for amounts that are in excess of "Not to exceed amounts" as identified in the contract, etc. without the approval of the Board of Trustees.*

#### BILLING PROCEDURES AND PAYMENT

GNL will pay Vendor upon acceptance of properly completed invoices, which shall be submitted to the Library Director for GNL invoice certification process. Invoiced expenses and personnel costs must provide a detailed, specific description of each expense or service provided. A receipt must accompany all amounts of \$25.00 or more.

Payment will be based upon an agreed upon, predetermined schedule in which satisfactory acceptance of each deliverable, is accomplished by the dates specified. If the work needs to be accomplished by more than one person, the persons and number must be approved by the Board of Trustees with the recommendation of the Library Director.

All invoices shall describe and document, to the LIBRARY'S satisfaction, a detailed description of the specific work performed, by vendor's employees. The following information must include: the task, number of hours expended on the task, hourly rates, unit prices, cost per task, cost per deliverable and receipts where necessary. Please note, tasks related to resubmission of invoices shall be considered outside the scope of work and will not be reimbursed.

Payment will be made net sixty (60) days if received by the 10<sup>th</sup> of the month after receipt of properly completed invoices. Payment shall be sent to the address designated by the Vendor.

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The LIBRARY may, in its sole discretion, terminate the contract or withhold payments claimed by the Vendor for services rendered if the Vendor fails to satisfactorily comply with any term or condition of their contract, letter of agreement or proposal. It may also withhold payment if descriptions described in these financial guidelines are not adhered to.

#### Expenses

Vendors shall receive reimbursement for travel and other expenses only as authorized by the Contract. Travel by car will be reimbursed at the current US Federal IRS rate and only if accompanied by map quest mileage [or similar method] from and to the Vendor's Office to the Library or other designated site during business hours. Travel time will only be reimbursed for the time allotted by map quest [or similar method.] Time or mileage will be reimbursed as specified by the contract, etc.

If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$25.00 or more in order to receive reimbursement.

The contract, etc. payment guidelines may be altered, amended or waived only by written amendment by the Board of Trustees of the Great Neck Library.

## **NEW BUSINESS**

### **Board Committee Appointments**

#### BRANCH

Varda Solomon, Chair  
Anna Kaplan  
Joel Marcus  
Janet Eshaghoff

#### BUILDING

Martin Sokol, Chair  
Anna Kaplan  
Joel Marcus  
Janet Eshaghoff

#### FINANCE

Varda Solomon, Chair  
Marietta DiCamillo  
Josie Pizer  
Janet Eshaghoff

#### LONG RANGE PLANNING

Josie Pizer, Chair  
Anna Kaplan  
Varda Solomon  
Janet Eshaghoff

#### PERSONNEL

Marietta DiCamillo, Chair  
Josie Pizer  
Martin Sokol  
Janet Eshaghoff

#### POLICY/BYLAWS

Marietta DiCamillo, Chair  
Anna Kaplan  
Josie Pizer  
Janet Eshaghoff

### **Policy Manual Change**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the change in wording of policy 400-60 to read that "A new auditing firm shall be retained every five (5) years or sooner."

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Kaplan, Marcus, Pizer)  
**MOTION CARRIED UNANIMOUSLY**

## **Correspondence**

### **MUSEUM PASSES**

Diane Coffield spoke to her letter of February 4, 2011. She implored the Board to reconsider its decision to terminate the Museum Passes program. She related how she researched other Nassau County libraries that had Museum Passes and their program was very successful. She attributed the low usage of the program to the online reservation system which was difficult as well as insufficient publicity. She gave an example of how Port Washington Public Library publicized their program.

She did an unscientific survey of about 30-40 people in Great Neck and approximately 80% never heard about this program. 10% heard of it but were not sure what it was but they intended to investigate it; 3-4 people knew of it and loved it. For those who did not know about it she explained it to them and they thought it was a great idea and they would love to use it.

Ms. Coffield stated that one library has passes to seven museums and is only paying \$1,000 a year, and that some museums might be willing to negotiate with the library for a lower rate. Some libraries fund their Museum Passes program with monies from their Friends Group.

In response, Director Marino stated that towards the end of 2009, the Board approved a one-year trial basis for the museum passes. She was given the task of reporting on the effectiveness of the program as one of our goals is to provide excellent library service to as many people as we can. The cost per circulation was almost prohibitive. Branch Heads and Department Heads felt that enough time was not given the program. After her findings, she recommended to the Board that the program be discontinued. In hindsight, she agreed that if the reservations were not done online, it would have gone better. She also felt the program should have been treated like any other library material, and that is why the unexpired passes we have now are doing much better. However, at the Board's direction, she was willing to explore more economical alternatives to which the Board agreed.

Trustee Kaplan asked Ms. Coffield to find out which Library pays only \$1,000 per year for passes to seven museums. Trustee Kaplan also suggested that maybe donors in the community could be asked to fund this program.

## **Open Time**

Ralene Adler provided the Board of Trustees with copies of a letter she wrote to the Nassau Library System. In the letter she suggested ways to offset the proposed 1% increase that would be passed on to member libraries. Her suggestions are:

- I. Designate Great Neck as a co-central library for housing Farsi and Iranian materials because of Great Neck's extensive and well used foreign language collection;



- II. Interloan Usage (Delivery Service) - get cost per item interloaned in comparison to other libraries. Delivery system costs \$229,000 and they are asking Great Neck to pay 1%. In 2011 Shelter Rock was asked to pay \$10,000 while Great Neck \$19,700. The representative of Area Seven Libraries (which includes Great Neck) has never attended any of our meetings or communicated with us.
- III. Obtain independent accurate quotes for electronic databases while keeping in mind that NLS gets 2% administrative fee. This support is not tied to any service;
- IV. Withdraw from NLS but only contract with them if they are willing to do so for services – database, delivery, etc.

Director Jane Marino clarified that Great Neck could not be a co-central library for foreign languages because it is not a member of ALIS (Automated Library Information System). Ms. Marino is working on obtaining independent pricing for databases. She was doubtful that if Great Neck withdraws from NLS that we would be able to get all the downloadable books to the extent that it is being done now.

Trustee DiCamillo is exploring a different formula other than the one currently in use to come up with a more equitable distribution throughout the libraries which should not be contingent on the size of the budget of a library. She also suggested that the Director contact the Area-Seven representative and invite her to a meeting prior to the Area meetings scheduled for May to discuss the Library Board's concerns. Another option is to write a letter to address these concerns. Trustee Pizer volunteered herself, along with Trustees DiCamillo and Solomon, to draft a letter to the NLS Board of Trustees to address this issue. The NLS Budget vote will be in June 2011.

Trustee DiCamillo asked the Director to get a revenue accounting from NLS for 2009 and 2010 even though they may not have received all their money from the State. [Update: That information has been obtained and circulated to the Board.]

Some of the Trustees are planning on attending future NLS Board meetings.

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## **ADJOURNMENT**

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

Respectfully submitted,

Joel Marcus  
Secretary of the Board of Trustees