

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
FEBRUARY 19, 2013**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, February 19, 2013, 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:

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

Also present: Laura Weir – Interim Director

Absent with prior notice: Neil Zitofsky – Business Manager

EXECUTIVE SESSION

An Executive Session was convened at 7:00 p.m. on motion by Marietta DiCamillo and seconded by Varda Solomon for the purpose of reviewing personnel matters and contracts. Josie Pizer moved and Joel Marcus seconded the motion for the Board to come out of executive session at 8:20 p.m.

CALL TO ORDER

President DiCamillo called the public meeting to order at 8:25 p.m. She asked that those who wanted to speak should raise their hands and wait to be recognized by the Chair.

MINUTES

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the January 15, 2013, Board of Trustees meeting as presented.

VOTE: Yes – 7 (DiCamillo, Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Josie Pizer, seconded by Michael Fuller, and after discussion, it was,

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

- February 19, 2013, Treasurer’s Report;
- Warrant dated January 12, 2013 through February 8, 2013, checks numbered 0031086 through 0031090, 0031112 through 0031118, and 46052 through 46076, and To-Be-Paid Checks numbered 46077 through 46223 the sums set against their respective names, amounting in the aggregate to \$341,435.32.
- Payroll Warrants for pay dates January 10, 2013, and January 24, 2013, and which have been reviewed by the Treasurer, in the amounts of \$152,516.15, and \$154,171.92 respectively, for a total of \$306,688.07.

VOTE: Yes – 7 (DiCamillo, Esagoff, Ferrante Krupski, Fuller, Marcus, 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 Board of Trustees of the Great Neck Library accept the Payroll Changes of January 2013, as presented, and which have been reviewed by the Personnel Committee.

Public Comment: Ralene Adler

VOTE: Yes – 7 (DiCamillo, Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

REPORTS

Finance Committee

The Finance Committee meeting was held on Tuesday, February 12, 2013, at 7:30 p.m., in the Staff Lounge of the Main Library. (Text of written report below)

In Attendance: Josie Pizer (Chair), Joel Marcus (Assistant Treasurer), Michael Fuller (Assistant Treasurer), and Marietta DiCamillo (President), Laura Weir (Interim Library Director), and Neil Zitofsky (Business Manager).

Call to Order: Chair Josie Pizer called the meeting to order at 7:35 p.m.

New Business

Trustee Pizer noted that she would like Neil Zitofsky to start the budget with a “0” base budgeting plan; with every line having a rationale and a footnote. Mr. Zitofsky reported that this is his method of preparing the budget. She asked about the notification from NYS that pensions costs will be reduced long term. He reported that costs will go down but not in 2014. Therefore, all expenditures will not project hypothetical savings.

Trustee Pizer asked about the Digitization project. Interim Director Weir reported that Melanie Chong was in charge of the project. Nine file cabinet size boxes were sent out in Phase One of the project. These documents are “shred only” because they are checks and outdated business reports past retention time. In addition eleven boxes were sent to be scanned and archived into the Digiscribe software. She requested a follow-up report listing the Board of Trustees appropriation for personnel records and the amount already expended.

The committee agreed that the boiler repair presented an emergency and is a necessary repair. Ms. Weir was directed to order the parts and keep them on hand and try to find a time that would not require the closing of the library. The parts will be available should the #2 boiler section break down [See New Business on page 8]. If the library must be closed for repair, a schedule for the reassignment of staff will be prepared, with specific job responsibilities, and part time staff will be informed not to report to work.

Time Vantage Software: It has been brought to the attention of the Personnel Committee and the Finance Committee that TimeVantage Software, a computerized time and attendance keeper for library employees, is clumsy and labor intensive for staff and supervisors alike. The Business Manager was asked to compile a list of problems with the product. The problems will be reviewed and remedies sought without abandoning the operation.

Old Business

NLS Fee for Service: Trustee DiCamillo noted that the Library Board will continue to object to the imposition of the fees and the formula by which they are developed. Janet Fine was asked to keep daily count of the NLS Delivery bins for two weeks - all books and other materials. Ms. DiCamillo handed out a six-question approach to analyzing the NLS budget and services.

Wireless Connectivity: Janet Fine was asked to explain her follow-up on the need for enhanced wireless functionality of our wireless network and why it is not a broad band problem. She explained the need for six professional grade access points with cable runs throughout the library that would produce strong, reliable wireless connectivity. This upgrade will also not survive the renovation and will not be necessary in a new building.

Regular Activities

The warrant was reviewed by the committee and Neil addressed any questions about specific invoices. The financials were also reviewed by the committee. Once the review was complete, the committee signed the warrant checks. The need to replenish the funds was also noted.

Adjournment: There being no further business or questions, the chair adjourned the meeting.

Branch Committee

Committee Chair, Michael Fuller, reported that the architects for the Parkville Branch were interviewed but the hiring is not finalized.

President DiCamillo also added that three architects were interviewed to provide some major changes to the Parkville Branch. She recommended that the Board not undertake a major overall of the Parkville Branch at this time but focus on the Main Library renovation, the search for a Library Director and the NLS funding formula. She suggested sprucing up the branch by painting the walls, installing new carpeting, and moving the children’s area to the new space in the back as well as redesigning the flow of the interior. The new space in the back is cheery, and bright with natural lighting. She thinks the community would be very happy in that regard. She

asked Mrs. Wohlgemuth if she had received any feedback from the community, who in turn gave some suggestions as to redesigning the interior space.

Public Comment: Marianna Wohlgemuth

Building Advisory Committee

President DiCamillo, Chair of the Building Advisory Committee, reported that the committee recommended that work should begin on developing the RFP for the Owner's Representative.

Director Search Committee

Vice President Ferrante Krupski reported that all the Trustees are on this committee, which would also include staff members and the public. Interviews were conducted last week with about nine persons from the public, three of whom were chosen to be on the committee. In the interim, the Business Manager should gather information for the placement of the advertisement. The next step is for the committee to meet as soon as possible to work on the advertisement. [See Old Business on page 7]

Public Comments: Ralene Adler

Long Range Planning Committee

Committee Chair Janet Esagoff stated that she will be scheduling a meeting of the committee in the future.

Policy & Bylaws Committee

Committee Chair Joel Marcus reported that all the policies, except for one, that the committee worked on over the past year have been approved by the Board. The only one left is the third reading and vote tonight of the policy for *Bank Accounts – Limitations on Expenditure*. [See Old Business, page 7]

President DiCamillo spoke to a new policy she would like the committee to work on – Records Retrieval Index. There was a law passed that required agencies to maintain an indexing of all the documents that are foible. She charged the committee to develop a policy for a complete digitization of records retention with the ability for a member of the public to have access to these documents. She asked Trustee Marcus to take a look at that law. It also involves the appointment of someone to be in charge of those records. She will contact the attorney by email for his recollection regarding this law.

President DiCamillo also asked Trustee Solomon to work with Marjorie Malcolm, Secretary to the Board, to put together a document that could be used by the Trustees, the public, and staff, to avoid the issue of duplicating Board actions that have already been taken. This document could also be posted on the library's website. This document should be digitized with a numbering system and the actual resolutions included. Ms Malcolm has in place a rudimentary document for in-house use only wherein resolutions and other important discussions are listed going back to 1996.

Public Comment: Marianna Wohlgemuth, Ralene Adler

Interim Library Director

(Text of written report below)

Parkville Branch

Workers from the Great Neck School District continue to put the finishing touches on the new addition to the Parkville Branch Library. Jayne Alexander reports that Steve Challis, assistant to Alfredo Cavallaro, who is the Head of Buildings and Grounds for the Great Neck School District, makes regular inspections of the work in progress. He is very careful to point out to Jayne areas that still need attention such as additional spackling and additional bathroom work. Light switches and a thermostat still need to be installed.

Meetings and Programs

Lit Chat & Chit Chat, a book club designed for adults with special needs, has begun a new winter session. This social group's primary purpose is to help those that have transitioned out of the school system to maintain and improve literacy skills, increase communication, and socialize with their peers. Town of North Hempstead Councilwoman Anna Kaplan was instrumental in finding a qualified professional to lead this book discussion group last spring. She stopped by the Lit Chat & Chit Chat session on February 12 to meet the participants and take photographs of the group. The Programming Department has asked for a set of these prints which we plan to send along to the local newspapers with our next press release.

Personnel

I have received 46 applications for the Head of Maintenance position. I plan to establish a list of criteria that each person's resume must meet to merit an interview. Janet Fine, Head of the Circulation and Computer Departments, is helping me research this project.

Weeding Statistics

The Great Neck Library discarded a total of 23,637 books system-wide in 2012, the vast majority of these coming from the Main Library. Previous to June 2012, Technical Services only kept track of fiction and non-fiction discards, but in June of 2012 Technical Services began reporting specific categories of discards. In this time period, the Library discarded 3,285 adult fiction books. Between 2011 and 2012, I had also weeded many books of biographies, the Short Story collection and last fall weeded the fiction collection letters 'S' through "Z". As a result, we have gained 265 empty shelves on the Mezzanine, which is equivalent to nearly 5 book stacks. One can note that the 800's weeding initiative produced 2,760 discarded books compared to 101 in the 300's and 503 in the 600's, etc. On the first floor, the weeding of the 800's has resulted in 145 empty shelves, equivalent to 2½ stacks. The Children's Department discarded 1,158 juvenile fiction books and 774 non-fiction books in 2012.

Updates

President DiCamillo reported on the following:

- *Insight Environmental, Inc.* – The Interim Director was asked to follow up on the status of the proposal for hazmat testing from Insight Environmental, Inc.;
- *NLS* – President DiCamillo wrote to the three other dissenting libraries opposed to the formula asking if they were interested in meeting with Great Neck to discuss the NLS fees. Hempstead and Elmont were interested but Hewlett-Woodmere did not desire to do so at this time but very interested in what Great Neck would be pursuing. Trustee Pizer, the Interim Director, and another trustee yet to be determined, were asked to join

President DiCamillo on the committee to meet with the other two libraries. Trustee Esagoff will try to attend if she can.

President DiCamillo shared some of the comments put together by her, Trustee Pizer and Ralene Adler and which were sent to Mike Turner, Chair of the NLS Committee to study the formula:

- i. Review expenses line by line for cost cutting measures. What steps did the Board undertake to complete the commitment made by the NLS Director? Were any cuts made? Were costs stabilized, did salaries increase?
- ii. Provide service statistics, what has the Great Neck Library used as far as deliveries are concerned? We need counts of deliveries and returns.
- iii. Great Neck Library is a standalone library; we have the ability and resources to secure all the services NLS offers – we want a fee for service charge. We only want to pay on services that we have used.
- iv. Great Neck Library is taxed on our four locations when NLS provides service delivery to only one. Completely eliminate financial consideration of the three smaller branch locations and outside program budgets.
- v. Provide statistics of other member library participation in database services. Eliminate the 2% commission charged on each purchase.
- vi. Credit for foreign language circulation. Great Neck Library has the largest Persian and Asian collection in Nassau County.

Jackie Thresher, NLS Director, appearing at a meeting at the Massapequa Library according to the Massapequa 3/7/11 Minutes, was asked what would happen if other libraries did not pay their fees, replied that NLS would have to practice more stringent economics and dip into their surplus.

A response has not yet been received from Mr. Turner. Great Neck has contacted NYS Librarian Bernard Margolis and he suggested that he would reach out to Ms. Thresher and set up a meeting with her to try to resolve some of the issues. Senator Martins and Assemblywoman Schimmel were copied in on these emails.

- Trustee Ferrante Krupski will be working with the Interim Director to review the Emergency Manual.

President DiCamillo expressed thanks to Laura Weir, Neil Zitofsky and Marjorie Malcolm for all their hard work.

Public Comment: Steve Walk, Marianna Wohlgemuth, Ralene Adler

OLD BUSINESS

Construction Attorney

Upon motion by Joel Marcus, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the engagement of Charles W. Segal of the firm of Jaspan Schlesinger, LLP, as

Construction Attorney at a discounted rate of \$250 per hour to review KG&D Architect contract in accordance with the resolution that was set forth at the January 15, 2013 Board meeting.

VOTE: Yes – 7 (DiCamillo, Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Appointment of Director Search Committee

Trustee Ferrante Krupski reported that the following individuals were appointed to serve on the Director Search Committee:

- i. The Board of Trustees as a whole
- ii. From the staff – Deidre Goode/Janet Fine (shared position); Nicholas Camastro/Margery Chodosch (shared position); Sandy Garrison, Laura Weir, and Neil Zitofsky
- iii. Members of the public – Linda Burghardt, Amy Levinson, Steve Walk

Public Comment: Steve Walk

Appointment of Chair of Director Search Committee

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

RESOLVED, that the Great Neck Library Board of Trustees appoint Francine Ferrante Krupski to serve as Chair of the Director Search Committee.

The committee will be polled for scheduling the first meeting, and the date when most people (nine or ten) are available will be chosen.

VOTE: Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon); Abstention – 1 (Ferrante Krupski). *MOTION CARRIED*

Policy Manual Revisions

BANK ACCOUNTS – LIMITATIONS ON EXPENDITURES (Third Reading)

Upon motion by Joel Marcus and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend its Policy Manual, Section 400-30 Bank Accounts-Limitations on Expenditures, as presented.

VOTE: Yes – 6 (DiCamillo, Esagoff, Fuller, Marcus, Pizer, Solomon); Abstention – 1 (Ferrante Krupski). *MOTION CARRIED*

NEW BUSINESS

Board Committee Appointments

BRANCH

Michael Fuller, Chair
Francine Ferrante Krupski
Varda Solomon
Marietta DiCamillo

BUILDING

Joel Marcus
Josie Pizer
Varda Solomon
Marietta DiCamillo, Chair*
*(*Due to existence of Building
Advisory Committee)*

BUILDING ADVISORY

Joel Marcus
Josie Pizer
Varda Solomon
Marietta DiCamillo, Chair

DIRECTOR SEARCH

Francine Ferrante Krupski, Chair
Janet Esagoff
Joel Marcus
Josie Pizer
Michael Fuller
Varda Solomon
Marietta DiCamillo

FINANCE

Josie Pizer, Chair
Joel Marcus
Michael Fuller
Marietta DiCamillo

LONG RANGE PLANNING

Janet Esagoff, Chair
Francine Ferrante Krupski
Michael Fuller
Marietta DiCamillo

PERSONNEL

Josie Pizer, Chair
Janet Esagoff
Varda Solomon
Marietta DiCamillo

POLICY & BYLAWS

Joel Marcus, Chair
Francine Ferrante Krupski
Janet Esagoff
Marietta DiCamillo

NASSAU LIBRARY SYSTEM

Two Trustees have been assigned to attend each meeting through the end of the year.

GREAT NECK VILLAGE OFFICIALS ASSOCIATION

Trustees have been assigned except for March and April. The March date has not yet been determined and April conflicts with our Board meeting. Maybe a member of staff could represent the library.

CHAMBER OF COMMERCE

There is a cost of \$16 to attend the breakfast on the third Thursday of each month. Trustee Ferrante Krupski was asked to see who would be interested and again rotate the calendar.

Date Change – Board of Trustees Meeting

The backup date for March 26, 2013, Budget workshop was changed to Thursday, April 4, 2013.

Owner's Representative Job Description & Solicitation for Bids

Upon motion by Varda Solomon and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the job descriptions for the Owner's Representative for the Main Building Renovation Project as presented in the attached document;

And further,

that the Great Neck Library Board of Trustees authorize the Interim Library Director to develop an RFP for the position of Owner's Representative for the Main Building Renovation Project, have same reviewed by the Library's attorney and then publicize the RFP to solicit responses to same.

VOTE: Yes – 7 (DiCamillo, Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Ratification of Expenditure for Boiler Repair

Upon motion by Michael Fuller and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees hereby ratify the action taken by the Board of Trustees on January 31, 2013, to expend a sum not to exceed \$8,074 as per the proposal from SavMor Mechanical for emergency repairs to the Boiler. Funds to be taken from the Repairs & Maintenance line of the operating budget.

President DiCamillo reported that she sent an email to the Trustees asking for authorization to move forward with the emergency repair of the boiler. Five Trustees responded and the Interim Director was authorized to order the parts which have now been received. [See Finance Committee Report on page 3]

VOTE: Yes – 7 (DiCamillo, Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Wireless Connectivity at Main

Upon motion by Janet Esagoff and seconded by Joel Marcus, and after discussion, it was,

RESOLVED, Great Neck Library Board of Trustees authorize Corstar to supply and install four (4) Cisco Aironet 2602i Autonomous Wireless Access Point to enhance the Main Library's wireless connectivity, as specified in their proposal at a cost not to exceed \$6,518 to be charged to the Automated Library fund.

Janet Fine provided clarification that the hardware would be reusable in a renovated building.

Public Comment: Marianna Wohlgemuth, Janet Fine

VOTE: Yes – 7 (DiCamillo, Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

KG&D Contract

Upon motion by Francine Ferrante Krupski and seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees on the advice of counsel authorize Board President Marietta DiCamillo to sign the AIA Contract B101-2007 between the Great Neck Library and the firm of Kaeyer, Garment and Davidson, to provide architectural services to the Great Neck Library as per the terms set forth therein including payment as set forth in Article 11.5 – Compensation of the Contract. The funds to be taken from the Main Building and Special Services fund and compensation for each phase of the work shall be as follows:

	<u>Fee Type</u>	<u>Portion of Total Fee Determined by %</u>
Pre-Schematic	\$25,000 – lump sum	Not Included
Schematic Design	\$60,000 – lump sum	Not included
Design Development*	1.3% of the cost of the work	21%
Construction Documents	2.5% of the cost of the work	40%
Bidding	0.25% of the cost of the work	4%
Construction Administration	1.9% of the cost of the work	31%
Final Payment	.25% of the cost of the work	4%
SUBTOTALS	6.2% of the cost of the work	100%

* % figures will be converted to lump sum figures for each phase based on the approved estimate from the previous phase as follows:

Fixed fee for Design Development to be based on Schematic estimates;
Fixed fee for Construction Documents to be based on Design Development Estimate;
Fixed fee for Bidding and Construction Administration to be based on Construction Document estimate.

These fees will be calculated by the Architect and sent in writing to the Owner at the conclusion of each phase starting with the Schematic Design phase.

Allegra Goldberg, member of the Building Advisory Committee, provided further explanation of the language of the terms of the compensation. Pre-schematic has three possibilities that will be presented to the public and one of the three will be chosen for the schematic phase for the architect to develop. Referendum can occur after pre-schematic or schematic design and that will be determined by the Board of Trustees.

President DiCamillo explained that Ms. Goldberg is one of the volunteer construction professionals on the Building Advisory Committee who has worked tirelessly, pouring her heart and soul in this document, and she thanked her as well as the other professionals.

Public Comment: Steve Walk

VOTE: Yes – 7 (DiCamillo, Esagoff, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

President DiCamillo expressed her personal pleasure with this milestone and said that the Board and the Building Advisory Committee will be happy that we are able to move forward. The next step is the scheduling of a Building Advisory Committee meeting.

OPEN TIME

Marianna Wohlgemuth – asked if the library and its branches could be used as drop off locations for collecting donations of yarn to be used for crocheting blankets for the veterans in hospitals. President DiCamillo promised to think about it.

Ralene Adler – asked about weeding of the collection

ADJOURNMENT

The meeting was adjourned at 9:35 p.m. on motion by Janet Esagoff and seconded by Francine Ferrante Krupski.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees