

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
FEBRUARY 21, 2012, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, February 21, 2012, in the Community Room of the Great Neck Library, 169 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Varda Solomon – President  
Martin Sokol – Vice President  
Janet Nina Esagoff – Acting Secretary  
Marietta DiCamillo – Treasurer  
Joel Marcus – Assistant Treasurer

Absent with prior notice:        Josie Pizer – Assistant Treasurer  
   Francine Ferrante Krupski – Secretary

Also present:                         Jane B. Marino – Director  
   Laura Weir – Assistant Director

Absent with prior notice:        Neil Zitofsky – Business Manager

**EXECUTIVE SESSION**

An Executive Session was called to order in the Multi-Purpose Room at 7:12 p.m. on motion by Marietta DiCamillo and seconded by Joel Marcus to discuss the Collective Bargaining Agreement for staff, the Library's attorney and the bids for the cooling tower. At 8:15 p.m. the Board came out of Executive Session on motion by Marietta DiCamillo and seconded by Joel Marcus, and then moved to the Community Room for the public portion of the meeting.

**CALL TO ORDER**

President Solomon called the public meeting to order at 8:20 p.m. She then appointed Trustee Esagoff to act as Secretary in the absence of Trustee Ferrante Krupski.

**MINUTES**

**Upon motion by Janet Esagoff, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of January 17, 2012, as presented.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

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## TREASURER'S REPORT

Upon motion by Marietta DiCamillo, seconded by Joel Marcus, 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 21, 2012, Treasurer's Report;
- Warrant dated January 14, 2012 through February 10, 2012 for Paid Checks numbered 0030208 through 0030212, 0030242 through 0030247, 1245, and 44215 through 44239 and Checks To-Be-Paid numbered 44240 through 44400 the sums set against their respective names, amounting in the aggregate to \$330,500.11;
- Payroll Warrants for pay dates January 12, 2012, and January 26, 2012, in the amounts of \$163,328.67, \$172,276.36 respectively for a total of \$335,605.03.

Public Comment: Ralene Adler, Pam Marksheid

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## PERSONNEL CHANGES

Upon motion by Marietta DiCamillo, seconded by Joel Marcus, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the Personnel Changes for January 2012, as presented and reviewed.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## REPORTS

### Finance Committee

Tuesday, February 14, 2012 at 7:30 p.m. in the Multi-purpose Room - Main Library.

In Attendance: Marietta DiCamillo, Treasurer; Josie Pizer, Assistant Treasurer; Joel Marcus, Assistant Treasurer; Jane B. Marino, Library Director; Laura Weir, Assistant Director; Neil Zitofsky, Business Manager. Absent with Notice: Varda Solomon, Board President.

1. Budget Discussion. Marietta DiCamillo called the meeting to order at 7:30 p.m. She opened the discussion by stating that there were several areas of concern to her in the 2012 budget. The primary area of concern was the NYS Retirement Costs which are now scheduled to exceed the budgeted amount by

\$175,000. Other areas of concern include the health insurance costs, which also continue to rise and the lower revenue from interest rates and fines. The Business Manager stated that there were lines in the 2011 budget that came in under budget, and that he and the Director would study this in more depth and report back to the committee in March.

2. Elimination of Substitute Pay. Currently, there is \$76,700 budgeted for substitute pay and the Chair asked the Director and Business Manager if the library could eliminate that line. Ms. Marino stated that she didn't think it could be eliminated entirely because that would severely hamper individual departments from calling in substitutes when regular part-time or full-time staff members were on vacation or out sick. Mr. Zitofsky further stated that the payroll company, at his request, is now coding substitute pay separately so we could keep better track of it. This is a functionality not previously available to the library. The Director and Business Manager will also study this matter in further depth.

3. State Mandated Cap. As a follow-up to several email conversations, Ms. Marino stated that the state-mandated cap will be an issue as we contemplate our 2013 budget. The Office of the Comptroller now mandates that we complete a form stating what our tax hike, if any, will be and we have to keep it not just under the 2% but under the CPI-U, the growth rate factor. Our auditor has advised us to pass a resolution stating that we may exceed the tax cap, which the Board as the Library's governing body has the right to do. Another issue that was discussed was the change of our fiscal year from a calendar year to a July 1-June 30 year to match both the state and the school district. There are several steps to take in order for this to occur and Ms. DiCamillo discussed the idea of a January, 2013-June 30, 2013 budget which would be approved this May, and a July 1, 2013-June 20, 2014 budget to be approved in May 2013. Ms. Marino and Mr. Zitofsky will find out what needs to be done in order for this to happen.

4. Cooling Tower Bids. The Director reported to the committee that the library has received eight bids from vendors and that Park East has been handling that process. A bid recap, along with the two lowest bidders and all add alternates will be presented to the Board for their consideration at the February Board meeting so that it can hopefully be approved and the process begun.

5. Generator Bids. Ms. Marino reported that three bids have been secured for installation of the generator to support the computer room during blackouts and JHACS had the lowest bid. This company is known to the library and has done a great deal of quality work for us. Ms. DiCamillo asked Ms. Marino to find out whether or not this generator can be used after a renovation and the answer is yes, it can although it would be very hard to determine the work that would need to be done to re-install it since we don't know the exact nature of the renovation.

6. Check Warrant. There was a discussion about the \$2,000 payment to the Nassau County police for false alarms. The Director went over the problems we have been having in this regard and will come up with a better way to oversee this problem.

7. Financial Statements. The operating budget had been reviewed during the first item on this agenda, so all other financials were reviewed by the Business Manager for the benefit of the committee.

8. Sign Checks & Open Time. The committee took comments from a member of the public. All checks were signed. Some bank documents were signed by members of the committee. There being no further business, the meeting was adjourned at 9:30 p.m. [End of report]

Trustee DiCamillo clarified that the \$325,000 is not a deficit in the budget but it is an over spending of the State Mandated retirement line within the budget.

### **Building Advisory Committee**

Below are the written reports of the Building Advisory Committee meetings which were held at 7:30 p.m.

#### **THURSDAY, JANUARY 19, 2012 AT STATION BRANCH**

In Attendance: Chair, Marietta DiCamillo, Trustees Josie Pizer, Varda Solomon, and Martin Sokol. Committee Members: Ralene Adler, Naomi Feldheim, Stu Hochron, Amy Levinson, Shirley Samansky, Marianna Wohlgemuth, Don Dillon, Allegra Goldberg, Richard S. Kestenbaum. Staff: Jane B. Marino, Library Director; Christine Johnson, Technical Services Librarian. Absent with Notice: Michael Currie, Leslie Kahn and Justin Fuchs.

1. Tour of Station Branch. The committee took a tour of Station Branch which is, at 6300 square feet, quite expanded from its previous location. Currently, there is space in the back of the branch that could be better utilized and the staff has been asked to come with suggestions of how that space can be used.

2. Discussion of Station Space. Following the tour, the committee discussed possibilities for departments currently housed at Main to be moved to Station. Christine Johnson commented that moving Technical Services would be difficult since the majority of books processed in that department are for Main's collection so it would dramatically increase the traffic between Station and Main and it would also dramatically increase the numbers of deliveries to Station that are currently made at Main. One of the reasons Technical Services is located on the lower level is its position near the delivery entrance.

Ralene Adler stated that part of the issue is the cost of Station and that all the space is not being used to its full capacity. What about Programming & Publicity or the Business Office? The Director discussed the logistics of moving those departments and her belief that the library would run and operate more efficiently with all administrative and technical functions remaining at Main. She offered that there are many discrete collections that could be relocated. Josie Pizer stated that perhaps the Director could discuss this issue with staff. (Currently there is a meeting scheduled with several staff members to discuss these issues.) Marianna Wohlgemuth offered that perhaps the History Room could be moved. Naomi Feldheim stated that the function of a space should take precedence over the amount of square feet. Stu Hochron stated that space could be better utilized at Station. Marietta DiCamillo asked that the Director discuss the potential movement of both staff and collections to Station.

3. Review of Task #1. Jane Marino had distributed the committee members' responses to Task #1, "What do you think are the most important components of the library and please list them in priority order. (Imagine the building completely empty - where and what would you put into it.)" Allegra Goldberg summarized the committee's responses which included that flexibility of space is key; use of branch space; partner with Great Neck House; digitize files; relocate Children's Room; make Levels more multi-functional; ease of access; use of technology; green and sustainable design; multiple programming spaces; variety of study and collaborative spaces; a business center; teen area; public service stations that are more modules; climate control for History Room; consideration of storage of media formats.

Josie Pizer stated that two goals of the library are educational and technological. Jane Marino stated that it is important to have a technology plan. Ralene Adler stated that we need to look at the library and be more practical: how do we get started.

There was a lot of discussion about compiling both a vision statement and a needs assessment. There were assignments made about follow-up work regarding both.

4. Budget Thoughts. Don Dillon stated that we can't know what it will cost until we know what we will do. Allegra Goldberg stated we should eliminate money from the discussion at this time. Both Jane Marino and Marietta DiCamillo disagreed with that viewpoint since the building project has a history of designs being created without a price tag and having the cost be a surprise to the library. It's important we not do that this time. Stu Hochron reminded the committee that many of our patrons don't want the library closed for 2 years. It seemed to be a consensus that the committee should look at this project as a phased project so that at least a part of the building could remain open to serve the public.

5. Timeline. Don Dillon had prepared a timeline for the committee which was discussed. He walked the committee through the timeline and stated that he created it with the understanding it would be changed. There was a discussion about when certain goals and levels in the timeline should be reached. There was also a discussion about bringing in consultants who could help the committee through this process. Marietta DiCamillo stated that she would like to use the consultants the Library has already used, since they have been vetted through proper procedures.

Marietta DiCamillo further stated that response from the Board to bringing consultants into the project was positive and that there were five members of the Board present, since there was an additional trustee, Joel Marcus, present who wasn't officially a part of the committee. Ms. DiCamillo also asked that both staff members give a brief oral report to the committee at the February 2<sup>nd</sup> meeting based on the written reports they submitted on their conference attendance.

Allegra Goldberg said that she would like to present a different structure for a timeline to the group and the idea was accepted but Ralene Adler asked that a timeline definitely be voted on and approved at the next meeting. Ms. DiCamillo asked that Ms. Goldberg present her plan before the next meeting.

After a productive meeting, it was adjourned at 9:20 p.m.

#### THURSDAY, FEBRUARY 2, 2012 – MAIN LIBRARY MULTI-PURPOSE ROOM

In Attendance: Chair, Marietta DiCamillo; Trustees Josie Pizer, Varda Solomon and Martin Sokol. Committee Members: Ralene Adler, Michael Currie, Naomi Feldheim, Stu Hochron, Amy Levinson, Shirley Samansky, Marianna Wohlgemuth, Don Dillon, Allegra Goldberg, Leslie Kahn, Richard S. Kestenbaum. Staff: Jane B. Marino, Library Director, Christine Johnson, Technical Services Librarian, Justin Fuchs, Children's Librarian.

Vision Statement. Chair Marietta DiCamillo called the meeting to order at 7:30 p.m. and asked for any comments regarding the Vision Statement as composed by Josie Pizer, Ralene Adler and Jane Marino. After a brief discussion the committee adopted the Vision Statement as written.

“The Great Neck Library System should function as an intellectual and educational resource for the community. As a truly democratic institution, it opens its doors to all people of all ages, backgrounds and socio-economic levels.

A library system that is flexible, welcoming and comfortable should also be imaginative in its use of space. While it offers the latest in technology it must provide pathways to intellectual and literary treasures and the history of its community and the world beyond. It should provide a design that is environmentally sustainable and sensitive and embraces and coexists peacefully within its environment.”

Timeline and Utilizing Paid Professionals. Don Dillon reported that he and Allegra Goldberg had discussed his proposed timeline and after some discussion between them, Allegra had agreed in principle with the premises for the timeline as originally drawn up. The committee had some discussion about bringing in an outside architect, such as Dattner, to act as consultants on this project. Marietta reminded the committee that this group had no such authority and would have to propose that to the Board for their authorization. In preliminary discussions that Mr. Dillon reported he had with Dattner, Daniel Heuberger had stated that an hourly fee arrangement would be what he would propose. Don further reported that he would go back to Dattner to clarify how many hours would be needed. Allegra stated that she had read Dattner’s concept and said that much of the work is already done and Dattner clearly has subcontractors like engineers and cost estimators already in place. Marietta asked that a timeline be ready for the committee to adopt at its February 16<sup>th</sup> meeting.

Director's Report. Jane reported that she had a meeting with all Department Heads and all seconds-in-command for each Department in order to clarify their needs list for their respective areas. Jane reported that she had make it clear that each department needed to keep in mind that the existing footprint would not be expanded and that any expansion for any area or any department needed to come at the expense of another area.

As a result, she is preparing a document that will outline the particulars for each department, including the present square footage, the size of the collection of materials, if any, the number of public seats available, if applicable, the equipment that is necessary and the notes from the meeting. This will be distributed to the committee prior to the meeting on the 16<sup>th</sup> and can hopefully be part of the needs assessment process.

Jane further reported that she discussed the idea of moving to Station with the staff of the Business Office and they felt that such a move could be done, although some of the procedures such as the way the timesheets are handled would need modification. Mike Currie asked if the timesheets were computerized. Jane also reported on a possible list of collections that could be moved to Station, at the suggestion of the reference staff.

Marietta thanked the committee for their responses to Task #2 which was: *Visualize space in a new library, i.e. how do you want to enter the building; what programs do you consider essential; aesthetics of the building – what do you want to see on the outside? Don’t let current configurations impede your thoughts. (i.e. Switching doorways for receiving books, media, etc., can all be changed.) Please have this completed by January 26 and email your responses to Marietta and Jane.*

She listed the points of agreement in each of the reports:

- 1) Keep the mezzanine
- 2) Views of the pond are important and should be reserved for public space

- 3) Staff offices should be moved to the interior of the building
- 4) A/V should be placed in a prominent area, possibly where the children's room is now
- 5) We need a curb cut out on Bayview Ave.
- 6) Space should be as flexible as possible.

The committee discussed these options and others at some length, including the number and location of outside entrances and exits and traffic generated by parents and children as well as truck deliveries. This item provoked clear opinions on parking lot safety. Amy Levinson and Allegra Goldberg indicated they could not support a lower level children's library under the current traffic delivery pattern. Amy stated that children's safety in the parking lot was a priority. Marietta stated it was as important and critical and would be addressed. Marietta asked that they take the empty floor plans that Jane will send out and use them to lay out, in general terms, where they think the different departments should be located.

Staff Reports. Justin Fuchs and Christine Johnson reported on conferences they had attended as librarians. Justin reported on the ALA annual meeting in June 2011 and the midwinter meeting in January 2012. He talked about the technology innovations that were being discussed and displayed at those conferences. He also mentioned an online PLA (Public Library Association) program attended by several staff members that described a DML, a Digital Media Lab. Christine described her attendance at the Computers in Libraries conference last winter which she found very helpful and also full of ideas on how technology can improve service to our patrons.

Allegra suggested that committee members could go to other libraries that are recently renovated with a questionnaire that could be used by GNL to find out what libraries liked in their new buildings and what they did not like. They could use those answers to help our process. Jane agreed to put together a list of libraries recently renovated in Nassau County.

Task #3. Marietta reminded the committee to complete Task #3 which is: *Opinions regarding the aesthetics and exterior of building and parking lot. Members should submit their thoughts to Jane Marino and myself no later February 11<sup>th</sup>.*

There being no further business, the meeting was adjourned at 9:20 p.m. with the reminder that the next meeting will take place on February 16, 2012 at 7:30 p.m. in the Multi-Purpose Room.

The committee then took a look at the garage which had been omitted from the first tour. [End of written reports]

Committee Chair DiCamillo thanked the members of the committee for their time and willingness to sit and discuss the new building. She was impressed with the talents of the committee members as well as the speed with which they are moving ahead with their assignments. She also feels very positive on how this committee is working together and getting involved and discussing the various tasks.

President Solomon also thanked Trustee DiCamillo for putting in a lot of effort and energy and generating a lot of enthusiasm and some good ideas. Trustee Marcus seconded these sentiments.

## **Assistant Director**

**E-reader services:** We are always looking to incorporate the most current technologies when providing library services to the community. In January specially trained library staff offered hands-on training at five different demonstration sessions to assist library cardholders in learning how to download e-books to their new e-reader devices. The drop-in sessions were offered on different days and times over a three week period. One-on-one appointments can still be scheduled with Audiovisual Department personnel as well.

We are currently exploring the possibility of circulating pre-loaded e-readers to library cardholders. On Friday, February 10<sup>th</sup>, I met with Pam Levin and Kashmira Shah from the Audiovisual Department, and Theresa Reid from Barnes and Noble to discuss a new way to get popular titles out to the public. Nook readers come pre-loaded with up to nine titles. Patrons can choose any title residing on the e-reader to read within the circulation period. The device will be locked so patrons cannot delete titles or download other titles onto the device. Titles bought by the library can be archived on the device so older titles can be accessed even after they are no longer bestsellers. Many more details have to be worked out but I'm very optimistic that this service will become very popular with the public.

**Express Book collection:** An Express Book collection differs from the New Book collection in that it consists of best sellers that cannot be reserved, but are available on shelves on a first-come, first-serve basis. I have met with Reference Librarians Janet Schneider and Maureen McKenna to begin discussion on how to implement an Express Book collection for the Main Library and the Branches. We considered where to house the collection, how to create a bibliographic record that would distinguish same titles in the two collections, discussed how we might select titles for the collection and have thought about how many books we would keep in this collection. I have sent out email requests for input from other libraries that have already created an Express Book collection.

**Repairs at Station Branch:** I spoke to Rick, the Construction Manager at 631 Construction, who assures me that the roof at the Station Branch is totally fixed and covered. After the roof was fixed, thirty five stained and damaged ceiling tiles were replaced. Restoration work on the public elevator is set to begin on Wednesday, February 15<sup>th</sup> and should be completed by the end of the work day on Friday, March 2<sup>nd</sup>. During the time when the elevator is out of service, books will be picked up at the street level book drop in the morning and in the afternoon by the maintenance department staff, who will drive the bins around to the delivery entrance and take them through the delivery elevator into the Library. Branch Head Kathleen Cotter and I believe that emptying the book drop can be done twice a day, once in the morning and once in the afternoon, but we will make changes to the schedule as needed. Kathleen and I will make changes to the daily routines as situations arise.

## **Library Director**

**Personnel:** Our Head of Reference, Leila Mattson, is retiring at the end of February after 30 years of service to the Library. She has been an invaluable member of our staff and we are truly sorry to see her go, but I know she will enjoy her retirement with more time to spend with her children and grandchildren and of course continue her work with the Great Neck Historical Society. Her work in the History Room and for the History Room blog has brought the rich heritage and history of this community to the forefront.

**Services:** Attached is a statistics sheet for our first E-reader Help Desk that the library held in Main in January. We will discuss bringing this service to other locations and the branches. A new service will be



introduced to the community in the coming months. It is called Inn-Reach and it will enable our patrons to reserve books from the ALIS libraries in Nassau County from our website. It will also enable ALIS library patrons to reserve Great Neck Library books more easily. They will also be able to see the status of their requests from their primary account on our system. ALIS and the Suffolk County Library System are spearheading this work and we will also have access to books as well as the ability to place holds on Suffolk County books.

Another new item we are about to offer is called “Playaway View” which is a small, preloaded video device that will circulate from the AV Department. This product is aimed primarily at kids and we are excited to offer it.

Finally, we hope to be able to lend pre-loaded Nooks in the very near future. Two libraries in our library system already offer this service and the Nassau County Library Association is offering a seminar on this service which I and another staff member will attend next week. We are excited to be able to offer this service. [End of written report]

Ms. Marino also provided copies of a new bookmark, Tax Preparation Resources at the Great Neck Library, that lists appropriate tax information websites, tax help at Parkville as well as tax material available in print format.

Public Comment: Pam Marksheid, Carol Frank, Ralene Adler

## **OLD BUSINESS**

### **Cooling Tower**

Chris Spina of Park East Construction was asked to provide an overview of the project. He stated that the existing cooling tower will be removed and replaced with a unit of comparable size, which will require the installation of one additional steel beam on the roof level of the structure. The new piping connections will all occur in the mezzanine utility room and tied to the new cooling tower. There were five Add Alternates that were priced in the job, which he felt are items for the Board to discuss and decide on.

At the end of Mr. Spina’s presentation, Leslie Kahn, an engineer and a member of the Library’s Building Advisory Committee, was asked to render his opinion on each of the Add Alternates and to comment on the project itself.

**ADD ALTERNATE I** (\$4,900) – calls for upgrading the interior of the components of the cooling tower from galvanize to stainless steel, which is more durable.

***Chris Spina and Leslie Kahn recommended this to be done.***

**ADD ALTERNATE II** (\$12,600) – Pump Upgrade. This would replace the two pumps that serve the condenser water system. Since there is no documentation to show that a pretesting of the water flow supplied to the roof was ever completed and the system is not functioning now, it is unknown how much water flow is available to the roof. The requirement for this

specified cooling tower is 480 gallons per minute. The engineer reviewed the sizing of the existing pumps and felt this should be sufficient.

***Leslie Kahn did not recommend this at this time since major renovations of the building are going to take place. If there is a problem with the pumps later on, the matter will be addressed at that time.***

ADD ALTERNATE III (\$2,200) – Vibration Analysis. The equipment works on a variable speed drive that modulates the speed of the fan on the cooling tower depending on incoming and outdoor temperatures. When the fan goes through its range of rpm and if there are rpms that create vibrations in the assembly, the unit can be programmed to lock out certain rpm ranges that create these vibrations which could damage the equipment.

***Chris Spina did not feel that this is important but AKF Engineering and the manufacturer of the unit feel that it is. After questions on why this was broken out from the base price since it is necessary, Chris agreed that this should not have been an Add Alternate. Mr. Kahn recommended that this be done.***

ADD ALTERNATE IV (\$6,000) – Re-Balancing Existing Water-Cooled Air Handlers. There are six units, four of which require the installation of balancing valves. After the cooling tower is replaced, the units have to be checked to ensure that the correct water flow is passing through the air handlers. There are no values marked on the units so AK Engineering would need to review the model numbers and contact the manufacturer to find out what is the recommended flow of water through the unit.

***Chris Spina and Leslie Kahn did not recommend this to be done.***

ADD ALTERNATE V (\$3,800) – Provide Heat Trace Cabling for the condenser water piping above the roof. This wraps around the pipes like the insulated jacket that goes over piping. If the temperature outside is below freezing, it keeps the water in the pipes from freezing.

***Since the tower is used only for air conditioning, Mr. Spina's recommendation is not to install the heat trace cabling but to continue to have Metro Group drain the unit annually as part of the water treatment.***

The Director also brought to the Board's attention that she did receive a quote for \$5,550 from Metro Group for water treatment for the cooling tower, which should be added to the price of the project.

Mr. Kahn recommended that the Board go with Add Alternates I (stainless steel basin) and III (vibration analysis). He did review the design drawings for the cooling tower and they are fine.

The total base cost for the cooling tower is \$84,740, Add Alternate I is \$4,900, Add Alternate III is \$2,200, and the new water treatment system by Metro Group is \$5,550 bringing the total to \$97,390. There might be additional charges like application and permit fees. \$9,000 was added as contingencies for over-runs. The total cost was rounded off to \$110,000.

A member of the public reminded the Board that the Town of North Hempstead has several thousand dollars in credit for the Library from a previous building project. The Director was asked to look into this to see whether this could be applied to the application and permit fees for the cooling tower.

There is a 10-week lead time to get the unit and a six-week period for the application process. Both will run simultaneously.

Public Comment: Carol Frank, Pam Marksheid

**Upon motion by Janet Esagoff and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize an amount not to exceed \$110,000 for the purpose of installing a new cooling tower for the Main Library, including all electrical, plumbing, demolition and construction work. This money is to be taken from the Main Building and Special Services Fund.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Sokol, Solomon)

**MOTION CARRIED UNANIMOUSLY**

### **Generator for Computer Room**

**Upon motion by Martin Sokol and seconded by Janet Esagoff, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the expenditure of \$24,000 to be taken from the Main Building and Special Services fund for the installation of a generator to supply power to the Computer Room during electrical outages.

After discussion, the Board voted to table this item since it is not known at this time where things will be located in the renovated building and once the generator is installed, it should not be moved to another location. There were also permits and possible Village or Town ordinances that have to be looked into.

A member of the public suggested moving the computer functions from the main building to an offsite location so as not to make it vulnerable to storms. Trustee Esagoff pointed out that the Library cannot make capital investment in a space that is being rented.

Public Comment: Pam Marksheid, Leslie Kahn, Norman Rutta, Carol Frank, Karen Rubin

**Upon motion by Varda Solomon and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees table the motion to purchase and install a generator for the computer room.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Sokol, Solomon)

**MOTION CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

### **Authorization to Engage Architect as Consultant**

**Upon motion by Marietta DiCamillo and seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the expenditure of \$5,000 to be used to cover hourly rates of service from Dattner Architects who will function as Consultants to the Building Advisory Committee. The money to be used for this expenditure is to be taken from the Main Building and Special Services fund. This resolution is made for this purpose only and does not constitute the hiring of Dattner Architects to produce any schematic plans for the renovated building.

Building Advisory Committee Chair, Marietta DiCamillo, stated that members of the Building Advisory Committee will travel to New York City to meet with Dattner Architects rather than bringing them to the Library. Trustee Sokol was uncomfortable with having a meeting in private using public funds. After some of the Building Advisory Committee members, who were present, explained why it was more advantageous for members of the Building Advisory Committee to go to the architects instead of the architects coming to them, a poll was taken to see how the other Trustees felt about this and they were comfortable with the idea. The motion was then put to a vote.

Public Comment: Ralene Adler, Leslie Kahn, Naomi Feldheim

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Sokol, Solomon)

**MOTION CARRIED UNANIMOUSLY**

### **Board Committee Appointments**

Appointments were made to the Board Committees as follows:

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<u>Branch</u> Josie Pizer, Chair Janet Esagoff Francine Ferrante Krupski Varda Solomon	<u>Building Advisory</u> Marietta DiCamillo, Chair Martin Sokol Josie Pizer Varda Solomon	<u>Finance</u> Marietta DiCamillo, Chair Josie Pizer Joel Marcus Varda Solomon
<u>Long Range Planning</u> Janet Esagoff, Chair Joel Marcus Francine Ferrante Krupski Varda Solomon	<u>Personnel</u> Marietta DiCamillo, Chair Josie Pizer Martin Sokol Varda Solomon	<u>Policy/Bylaws</u> Joel Marcus, Chair Martin Sokol Francine Ferrante Krupski Varda Solomon
<u>NLS Representative</u> Janet Esagoff		

President Solomon also asked for volunteers to attend the monthly meeting of the VOA. These meetings to which the Trustees are always invited very often have useful information. It was agreed that Trustees will split the VOA meeting attendance amongst themselves.

### Policy Manual Changes

**Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the changes with respects to sections 600-10(d), 600-10(f), 700-20, 700-40, 700-45, and 700-70, and create a new section 700-64 as specified.

600-10(d) – delete the second paragraph under electronic databases.

600-10(f) – delete and replace with new Local History Collection Policy.

Adding a new service, Playaway View, a preloaded video/audio player with cartoons, educational films and books for young children, which necessitates changes in sections 700-20, 700-40 and 700-45, as well as creating a new section 700-64.

700-40(c) – add a new paragraph for new AV releases/arrivals.

700-70 – patrons can now be notified by email when their reserves are ready for pickup.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Sokol, Solomon)

**MOTION CARRIED UNANIMOUSLY**

### Records to Be Destroyed

**Upon motion by Martin Sokol and seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the destruction of the following records from the Business Office in accordance with Record Retention policy 400-30.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **Parking Lot – Staging for Udalls Pond**

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

**RESOLVED,** that the Great Neck Library Board of Trustees allow Galvin Brothers access to the spaces in the lower parking lot of the Main Library as outlined in this report. This access is with the understanding that the Library's delivery trucks will have access to the service entrance and that our staff and patrons have access to the spaces in the lower lot not being used in the project.

Public Comment: Carol Frank, Ralene Adler, JoAnn Farley, Norman Rutta

After discussion, the Board decided that it would be safer to have the lower level parking lot closed off and all deliveries made on the upper level during the approximate seven weeks it will take to complete the landscaping project along the library side of the pond. The motion was therefore amended as follows:

**RESOLVED,** that the Great Neck Library Board of Trustees allow Galvin Brothers access to the spaces in the lower parking lot of the Main Library provided that there will be a written agreement that they will hold the library harmless and that they will provide a certificate of insurance.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **OPEN TIME**

Speaking: Carol Frank, Naomi Feldheim, Ralene Adler

### **ADJOURNMENT**

On motion by Varda Solomon the meeting was adjourned at 10:21 p.m.

Respectfully submitted,

Janet Esagoff  
Acting Secretary, Board of Trustees