

**GREAT NECK LIBRARY  
MINUTES OF THE  
SPECIAL BOARD OF TRUSTEES MEETING  
FEBRUARY 24, 2010, AT 8:00 P.M.**

A special meeting of the Great Neck Library Board of Trustees was held on Wednesday, February 24, 2010, in the Multi-Purpose Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Andrew Greene – President  
Anna Kaplan – Vice President  
Janet Eshaghoff – Secretary  
Varda Solomon – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Josie Pizer – Assistant Treasurer  
Martin Sokol

Also present:

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

## **CALL TO ORDER**

President Andrew Greene called the meeting to order at 8:09 p.m. for the purpose of discussing and voting on the recommendations of the Branch Committee which met on February 23<sup>rd</sup> and arrived at a consensus with respect to several aspects of the Station Branch Library's lease and relocation to the new space.

## **APPROVAL OF ARCHITECT**

**Upon motion by Janet Eshaghoff, seconded by Anna Kaplan and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve hiring the firm of Zakary & Hageman Associates to act as architect for the renovation of the new Station Branch at a fee of \$20,000 and the specific term of contract to be negotiated by Library Counsel.

Trustee Greene began by giving highlights of the Branch Committee meeting. Trustee Solomon, a member of the Committee was unable to attend that meeting. Trustee Kaplan, although not a

member of the Committee, was present due to her involvement in obtaining architects. The Committee interviewed three architects. The choice of an architect was difficult because the quality of the firms was uniformly excellent and they expressed great interest in the job. Pretty much most of the architects were bunched in the same area of fees. The firm of Zakary & Hageman was chosen because they have numerous jobs in Great Neck and they are versatile in the different kind of work they have done, from commercial to high-end residential. Their design excellence could be seen in their portfolio and the Committee was impressed with the scope of the architect's knowledge, his recommendations and reactions to the specific conditions. The contract given by the architect was more of a proposal that is subject to modification. They will be hired if they agree to the terms that our attorney recommends to the Board.

Following his report, a discussion ensued amongst the Trustees.

Trustee DiCamillo did not feel comfortable with voting for an architect at this point for the following reasons:

- She has not seen the architect's contract ahead of time which, along with all the other proposals, should have been forwarded to the entire Board and not just the Branch Committee;
- She did not see a concept of the plan for moving some services from the Main Library to this new space during the renovation project.
- How the Board arrived at a \$300,000 budget limit. She would have liked to review all the documentation pertaining to this.

Trustee Kaplan explained that DattnerArchitects and Park East Construction had provided a proposal and the estimates were too high. It was suggested that local architects be sought, which they did and proposals were received from six architects. She, along with the Director, spent two days doing preliminary interviews on site. Three architects were interviewed at last night's Branch Committee meeting on very short notice, one was out of town and the other was too expensive.

Trustee Greene added that at the Board meeting on February 16<sup>th</sup> voting for the lease was postponed until tonight to allow the Branch Committee to meet in order to review the lease, select an architect and to provide reasons for their selection and to come up with a not-to-exceed budget. Their recommendations would then be presented to the Board at tonight's meeting for discussion and vote.

Trustee DiCamillo disagreed with the foregoing. According to her recollection, only the lease would be voted on and not an architect and fees. Explanations were provided that the lease could not be voted on before having an architect in place, and that the approval of the architect could be made contingent on the lease being approved. It was suggested to amend the original motion to make hiring of the architect contingent on the approval of the lease.

THEREFORE, TRUSTEE ESHAGHOFF MOVED AND TRUSTEE SOLOMON SECONDED FOR THE AMENDMENT OF THE ORIGINAL MOTION TO MAKE THE HIRING OF THE ARCHITECT CONDITIONAL UPON THE PASSING OF THE MOTION FOR THE LEASE.

Before a vote was taken, discussion continued on a concept plan for the new space. Trustee DiCamillo argued that when the space was looked at as an option to rent, one of the things discussed was moving some of the services from Main to the Branch permanently but she has not seen any plans to that effect. The Director explained that she has informed the architects that there is a small area of the back space slated for a work area for staff and a multi-purpose room. The rest of the space will be used as 'swing space' during the renovation, and going forward for more permanent location of services. Relocation of services is not something that can be done quickly without staff input and studying the ramifications. She made it clear that this space will not be used for Levels, and will not function as Main Library when the Main is closed for renovation.

Regarding the budget, Trustee DiCamillo wanted to know the genesis of the \$300,000 and whether this has been reviewed by the Finance Committee. She also stated that the Board did not have a discussion on how much they were willing to spend. To the contrary, Trustee Pizer said that at the February 16<sup>th</sup> Board meeting, \$300,000 was mentioned. The architects were also asked if this budget was feasible and they all said they could work with that number. The consensus of the Branch Committee is that \$300,000 would be acceptable. So this was not the first time this number came before the Board in public. Director Marino further explained that the \$300,000 is not a budget but a not-to-exceed number.

She also summarized the various program requirements for the space as outlined in the document sent to the architects. They were broken down into design and construction phase and payment schedule based on each phase.

Ms. Marino recommended uncoupling of the motions and just ask for approval of the architect in order to get to the point of a cost estimate so that everybody at the table will be comfortable. This was agreeable and the other two resolutions on the agenda which were not made, the lease and the construction fees, were differed to another meeting.

*Public Comment: Pam Marksheid, Stanley Romaine, Carol Frank, Gerry Schneiderman, Stanley Dascher, Amy Levinson, Ralene Adler*

SUBSEQUENTLY, TRUSTEE ESHAGHOFF WITHDREW HER MOTION ON THE TABLE. TRUSTEE PIZER RESTATED THE MOTION AS ORIGINALLY PROMULGATED:

**Upon motion by Josie Pizer, seconded by Anna Kaplan and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve hiring the firm of Zakary & Hageman Associates to act as an architect for the renovation of the new Station Branch at a fee of \$21,900 and the specific term of contract to be negotiated by Library Counsel.

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **GATES OPPORTUNITY GRANT**

**Upon motion by Varda Solomon, seconded by Anna Kaplan, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees commit to participation in the Bill and Melinda Gates Opportunity Online Broadband Grant and in so doing will commit to fulfill its obligation to supply 50% of the funding commitment for the cost of supplies, materials and purchased services for the upgrade of the Broadband connectivity of the Great Neck Library.

TRUSTEE DiCAMILLO ASKED FOR THE MOTION TO BE AMENDED TO WHICH TRUSTEE SOLOMON AGREED AND THE MOTION WAS RESTATED AS FOLLOWS:

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

**RESOLVED,** that the Great Neck Library Board of Trustees affirm that it has committed to participate in the Bill and Melinda Gates Opportunity Online Broadband Grant and has committed to fulfill its obligation to supply 50% of the funding commitment for the cost of supplies, materials and purchased services for the upgrade of the Broadband connectivity of the Great Neck Library. And any funds received from the Bill and Melinda Gates Opportunity Online Broadband Grant will reimburse funds already taken from the Branch and Special Services fund of the Great Neck Library.

**VOTE:** Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **PRESENTATION BY BUSINESS MANAGER OF COSTS**

The Board had asked for numbers as to how the project would be financed. The Business Manager gave an overview of the operating costs if the Branch were to be relocated in the new space upstairs. For the balance of this year, it would cost an additional \$43,145 and for 2011 it would be \$142,835. He also identified different areas in the 2010 budget where there was a reduction in expenses totaling \$103,867. He also provided pre and post referendum costs.

Trustee Eshaghoff left at 10:10 p.m. during Mr. Zitofsky's presentation.

Trustee DiCamillo asked the Business Manager to review the item costs as she did not see certain pre-referendum fees for permit, licenses, advertisement, PR expenses for educational and information about the Main Building project, additional counsel fees prior to the referendum,

testing and inspection, specialty studies like traffic, and environmental assessment tax for the Town.

Mr. Zitofsky also provided Bond Counsel Noah Nadelson's confirmation that the use of reserve funds will have nothing to do with the terms, conditions and rates the Library will receive on the bonds. There will be no requirement to set up a "debt service reserve" as is done in other not-for-profit transactions. The voters approve the amount of the borrowing and the annual appropriation to cover the debt service. The bonds will be backed by the full faith and credit of the Library and the ability to raise taxes to pay for such bonds. No set aside will be required to provide additional insurance.

The Director and the Business Manager were commended for a job well done.

*Public Comments: Ralene Adler*

## **ADJOURNMENT**

The meeting was adjourned at 10:27 p.m. on motion by Marietta DiCamillo and seconded by Josie Pizer.

Respectfully submitted,

Janet Eshaghoff  
Secretary of the Board of Trustees