

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, February 27 2007, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, February 27, 2007, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, New York 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

David Kahn – President
Linda Cohen – Vice President
Andrew Greene – Secretary
Norman Rutta – Treasurer
Marietta DiCamillo – Assistant Treasurer
Janet Eshaghoff – Asst. Treasurer
Martin Sokol

Also present:

Laura Weir – Interim Library Director
Neil Zitofsky – Business Manager

CALL TO ORDER

President Kahn called the meeting to order at 8:06 p.m.

MINUTES

Upon motion by Marietta DiCamillo, seconded by Linda Cohen, 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 23, 2007, as corrected.

Correction: page 5, fifth paragraph – Trustee Cohen had voted against tabling. Vote changed to Yes – 4 (Kahn, Klein, Rutta, Sokol); No - 2 (Cohen, DiCamillo)

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL REPORT

During the month of January 2007, revenue received was \$986,089. Total expenses were \$459,182.

At the close of business, January 31, 2007, total unadjusted operating fund holdings were \$1,780,042. Of these funds, \$1,776,607 was on deposit at HSBC and the Bank of New York, and \$3,435 was on hand in Petty Cash funds at Main and the Branches. This compares to a January 31, 2006, balance of \$1,529,697.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,208,769; the Automated Library fund was \$57,961; the Restricted Gift fund was \$48,219; the Branch and Special Services fund was \$104,801. These funds totaled \$1,419,750 on January 31, 2007. The January 31, 2006 unadjusted total was \$1,382,478.

(a) Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the February 27, 2007, Treasurer's Report with the Personnel Changes of January 19, 2007 through February 21, 2007.

Public Comments: Marianna Wohlgemuth, Ralene Adler

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)

MOTION CARRIED UNANIMOUSLY

(b) Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated January 20, 2007 through February 22, 2007, Paid Checks numbered 0023630 through 0023635, 0023690 through 0023694, and, 34861 through 34890, and To-Be-Paid Checks numbered 34891 through 35011, the sums set against their respective names, amounting in the aggregate to \$269,667.72.

Trustee DiCamillo requested the invoices for checks numbered 34861 – 34890, which were not available at the Finance Committee meeting. Treasurer Rutta indicated that when he signed those checks he did look at the supporting paperwork but they should have been available at the Finance Committee meeting. In future, any invoices that appear on the warrant should be available for any member of the Finance Committee or the Board to review.

Public Comments: Ralene Adler

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

(c) Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants for pay dates January 4 and January 18, 2007, which have been reviewed by the Treasurer, in the amounts of \$151,094.58 and \$158,531.37 respectively, for a total of \$309,625.95.

The Finance Committee at its meeting on February 22nd did not have the payroll warrant to review. Voting for this resolution was delayed until during the brief recess period when the Business Manager presented the payroll warrant for review.

Trustee DiCamillo asked Business Manager Zitofsky to do a cost comparison online of other vendors for office supplies as the vendors currently being used seemed more expensive. She would also like for the preliminary budget that all line items have supporting documentation attached. There should also be a salary line item budget for all the different categories.

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

REPORT

INTERIM DIRECTOR [appended]

In addition to her written report, Interim Director Weir reporting on the NY State Construction Grant, pointed out that so many libraries applied for the grant that the Nassau Library System had to send all the requests to Albany and that every library will probably get half of what they had asked for. The Great Neck Library had asked for \$8,000 and probably will end up getting \$4,000.

Trustee DiCamillo commended Ethan Mann, Director of Levels, for the outstanding job he has done with the Levels program. Ethan has also been doing membership drives for the Junior Levels program, which has resulted in a steady increase in registration. The Interim Director was asked to write a letter to the Board of Education on behalf of the Library Board of Trustees, thanking Dr. Ronald Friedman for permitting Ethan to speak to the principals of the schools and for allowing the children to “backpack” literature home.

Trustee DiCamillo brought up the subject of a FOIL request sent to the Great Neck Library by Sandra Peddie, a special writer at Newsday. Ms. Peddie requested copies of the Library's certified income and expense statements, all contracts, payroll (including gross pay for each year), vendor lists, meeting agendas and sick and vacation time for 2001 through the present date. This request was sent first to all libraries in Suffolk County and then to Nassau County.

Jackie Thresher, Director of the Nassau Library System, in consultation with the Director of the Suffolk County Cooperative Library System (SCLS) and attorney Kevin Seeman, who is also the attorney for SCLS, made an agreement with Ms. Peddie for all member libraries in Nassau County to send a uniform response. This uniform response specified that it was the understanding that no action was required of the member libraries at this time since she (ms. Peddie) agreed to accept copies of the latest annual reports of all NLS member libraries to the State and current information about the salaries of library directors from the Nassau Library System as at least the initial response to her request.

Ms. Peddie in return sent a thank you email. Some Trustees felt that this was not a sufficient release that we have complied with her FOIL request. Trustee Greene suggested that the Director inform Mr. Seeman of the Board's concern and if what we sent Ms. Peddie was sufficient for the time being. Mr. Seeman was familiar with the letter and thought it sufficient.

Public Comments: Ralene Adler

DIRECTOR SEARCH COMMITTEE

The Board had met in Executive Session on February 15th to discuss the applications received for the Director's position. It was decided to postpone the Director search until later in the spring because only six applications were received, most of which did not meet up to the required standard.

Public Comments: Stanley Romaine

BEQUEST

The Interim Director received a letter from the law firm of Sharon Kovacs Gruer indicating that the Great Neck Library is the recipient of one-third of the residuary estate of Louise Carter in the amount of \$309,731, with stipulations that the money should be spent for charitable or educational purposes in the area of archaeology, anthropology and art history. Louise Carter was a longtime Great Neck resident who passed away in 2004. Interim Director Weir had referred this to attorney Kevin Seeman, and his response to her question will be sent to Trustees.

Public Comments: William Morrill

OLD BUSINESS

POLICY COMMITTEE RECOMMENDATIONS

(i) **Airing of Policy Change**

President Kahn requested that this item be left on the table as his intent was still to visit other local Boards – Sewer District and the School – and see how they handle policy changes.

Public Comments: Carol Frank, William Morrill, Karen Rubin

(ii) **Formal Minutes of Board Committee Meetings**

Upon motion by Linda Cohen, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library take from the table the resolution to amend Section 200-50 (Committee Meetings of the Board) of the Board Policy Manual by adding a new paragraph: “Minutes – see Section 100-20, §106, paragraphs 1-3 of the Open Meeting Law.”

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

There was a general consensus that there was the need for minutes to be taken at Board Committee meetings. The discussion was centered around who would take the minutes, and would someone be hired. The Trustees were divided on whether or not someone should be hired. Some felt that someone should be hired, while others thought that one of the Trustees on that Committee could take minutes. Other suggestions included the Director taking the minutes, as well as the recording of the meeting and at a later time a synopsis written.

Trustee Cohen referred to Ralene Adler’s suggestions in her letter to the Policy Committee regarding the format of the minutes. Trustee Eshaghoff volunteered to take minutes as well as Mrs. Adler who attends the Finance and Policy Committee meetings. Trustee Cohen recommended that for the upcoming meetings, the Board could accept Trustee Eshaghoff and Mrs. Adler’s offer. The Board voted unanimously to leave this on the table and to go ahead with Trustee DiCamillo’s proposal to do fact finding and the fiscal cost before a policy is adopted. Trustee Greene noted that Mrs. Adler’s taking of minutes was not appropriate.

Public Comments: Carol Frank, Karen Rubin, William Morrill, Ralene Adler

(iii) Legal Counsel's Attendance at Board Meetings

President Kahn recommended that this be sent to the Policy Committee for discussion and when Policy aired thoroughly then recommendations should be sent to the Board at which time the Board will make its decision. Motion seconded by Marietta DiCamillo. All were in favor.

(iv) Hiring Policy

Upon motion by Linda Cohen, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library take from the table the resolution to authorize the Director to hire the Assistant Director

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

There were two scenarios presented, either the Director hires the Assistant Director or the Board hires the Assistant Director.

Upon motion by David Kahn, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Director to hire the Assistant Director.

Public Comments: Karen Rubin, William Morrill

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

With the approval of the above resolution the following changes have to be made to the Policy Manual and the Bylaws have to be amended at the next Library election:

Policy Manual

Sections 300-10 (Director's responsibility) a new paragraph (L) will be created to indicate that the director will hire all employees, except the Business Manager.

Section 200-20 (Responsibility of Trustees) add: "and Business Manager"

Bylaw Amendment

On motion by Linda Cohen, seconded by Marietta DiCamillo and unanimously approved, the following bylaw amendment will be placed before the Great Neck Library Association Membership at its Annual Meeting on October 29, 2007 for consideration:

Section 100-10 VII, paragraph I – Board of Trustees

The Board shall appoint the Director of the Library who shall have general charge of the Library and its branches under the direction of the President of the Board. Subject to the Board's approval, the Director shall hire all employees, **except the Business Manager...**

[**Note: bold text is addition**]

Public Comments: William Morrill

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

BOARD COMMITTEE APPOINTMENTS

Committee assignments were made but some adjustments were needed. It was decided to carry on with other business and revisit this during the brief recess. The President later decided that he would work on the committee assignments again and the following day he would let the Trustees know to which committees they were assigned.

[Below are the final committee assignments received the following day:]

Building

Martin Sokol, Chair
Linda Cohen
Andrew Greene
David Kahn

Branch

Andrew Greene, Chair
Janet Eshaghoff
Martin Sokol
David Kahn

Finance

Norman Rutta, Chair
Marietta DiCamillo
Janet Eshaghoff
David Kahn

Personnel

Marietta DiCamillo, Chair

Policy and Bylaws:

Linda Cohen, Chair

Linda Cohen
Norman Rutta
David Kahn

Marietta DiCamillo
Andrew Greene
David Kahn

PERSONNEL

Children's Department Head Appointment

Upon motion by Andrew Greene, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library appoint Deidre Goode to fill the vacant position as Department Head of Children's Services effective March 19, 2007, at a salary of \$74,000 annually.

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

Senior Clerk

Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the promotion of Faye Toy to the position of Senior Clerk with an annual salary of \$35,132, effective immediately.

Public Comment: Rebecca Sassouni, Stanley Romaine, Jonathan Aubrey, Daniel Nachmanoff

Trustee Rutta motioned for this to be sent to the Personnel Committee. Kahn and Rutta voted in the affirmative; Cohen, DiCamillo, Eshaghoff, Greene, Sokol opposed. Motion failed. Original motion stood.

VOTE: Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Sokol); No – 1 (Rutta)
MOTION CARRIED

LEGAL COUNSEL

The Board had selected three firms to be interviewed. The Interim Director was asked to canvass the Trustees for dates that they were available for conducting interviews.

INNOVATIVE USERS GROUP MEETING

Upon motion by Martin Sokol, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the attendance of one member of the professional staff at the Innovative Users Group Meeting to be held in San Jose, California, from May 15-May 17, 2007, at a cost not to exceed \$1,601 to be charged to the Travel/Conference line of the operating budget.

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

NLS DELIVERY FEE

Upon motion by Janet Eshaghoff, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Nassau Library System's request for financial support for delivery services for calendar year 2007 not to exceed \$9,813.

Public Comments: Ralene Adler

VOTE: Yes – 6 (Cohen, Eshaghoff, Greene, Kahn, Rutta, Sokol); No – 1 (DiCamillo)
MOTION CARRIED

OPEN TIME

Speaking: Marianna Wohlgemuth, William Morrill, Barbara Zeller

RECESS

A brief intermission was called at 10:13 p.m. to review supporting documents that were not available at the Finance Committee meeting. The meeting was reconvened at 10:30 p.m. with the unanimous approval of the payroll warrant [see page 3].

ADJOURNMENT

Trustee DiCamillo called for an adjournment of the meeting seconded by Norman Rutta at 10:35 p.m.

Respectfully submitted,

Andrew Greene, Secretary