

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Wednesday, February 27, 2008, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Wednesday, February 27, 2008, in the Multi-Purpose Room of the Main Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Martin Sokol – President
Andrew Greene – Vice President
Linda Cohen – Secretary
Marietta DiCamillo – Treasurer
Janet Eshaghoff – Assistant Treasurer
Anna Kaplan – Assistant Treasurer
Norman Rutta

Also present: Laura Weir – Interim Library Director
 Neil Zitofsky – Business Manager

CALL TO ORDER/EXECUTIVE SESSION

The meeting was called to order by President Sokol at 7:37 p.m. for the purpose of an Executive Session to discuss H2L2's contract with the Negotiating Team, led by Attorney Kevin Seaman. On motion by Trustee Cohen at 7:37:05 the Board went into Executive Session, came out at 8:30 p.m. and returned to the Open Meeting at 8:40 p.m.

MINUTES

Upon motion by Linda Cohen, seconded by Andrew Greene, 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 22, 2008, as presented.

Upon motion by Marietta DiCamillo, seconded by Norman Rutta, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library table the resolution to accept the Minutes of the Regular Meeting of January 22, 2008.

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

TREASURER'S REPORT – PERSONNEL REPORT

During the month of January 2008, revenue received was \$989,333. Total expenses were \$722,000.

At the close of business, January 31, 2008, total unadjusted operating fund holdings were \$2,142,660. Of these funds, \$2,139,880 was on deposit at HSBC and Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to a January 31, 2007, balance of \$1,780,042.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,269,520; the Automated Library fund was \$60,306; the Restricted Gift fund was \$381,848; the Branch and Special Services fund was \$109,818. These funds totaled \$1,821,492 on January 31, 2008. The January 31, 2007, unadjusted total was \$1,419,750.

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 accept the February 27, 2008, Treasurer's Report with the Personnel Changes of January 17, 2008, through February 20, 2008.

A member of the public asked if the Board would consider checking with the auditors about converting from a current calendar year to a fiscal year like the School District and every other entity in New York State, reason being that there would not be the redundancy of having huge surpluses and deficits as we are on different calendar than the School District. The Treasurer promised she will check with the auditors.

Trustee Rutta stated that at the Finance Committee meeting on the previous evening, President Sokol refused to sign checks and he wanted to know what was his position regarding that. President Sokol's assurance was that he would sign checks.

Public Comments: Jonathan Kahn, Ralene Adler, Rebecca Gilliar

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

MOTION CARRIED UNANIMOUSLY

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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated January 18, 2008, through February 20, 2008, Paid Checks numbered 0025216 through 0025222, 0025272 through 0025279, 1199 through 1201 and 36694 through 36704 and To-Be-Paid Checks numbered 36705 through 36877, the sums set against their respective names, amounting in the aggregate to \$356,094.34.

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

MOTION CARRIED UNANIMOUSLY

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 accept the Payroll Warrants for pay dates January 3, January 17, and January 31, 2008, which have been reviewed by the Treasurer, in the amounts of \$161,044.66, \$167,577.72 and \$164,151.25 respectively, for a total of \$492,773.63

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

MOTION CARRIED UNANIMOUSLY

Treasurer DiCamillo expressed her thanks to the members of the Committee for their effort to be present at last evening's Finance Committee meeting to sign checks.

INTERIM DIRECTOR'S REPORT [appended hereto]

Interim Director Weir also reported that the Library was opened at 9:00 a.m. on Friday, February 22nd when it snowed because there were children's winter break programs scheduled for 11 a.m. and 1:00 p.m. Both sessions were attended by 116 in total. The Library was then closed after the second session and delayed opening until 11:00 a.m. on Saturday. When asked about the snow removal, she reported that EPG Construction, the snow removal contractor, came four times that day with multiple trucks to sand and salt. She thanked the Maintenance staff for working so hard to clean up.

She provided an update on the boiler which broke on Monday, February 25th. There was a large crack in one horizontal panel spewing water, and two more panels that needed replacement as well. After getting approval from Trustee DiCamillo and President Sokol via a three-way telephone conversation, the parts were ordered. The parts were received and repairs had begun and hopefully the boiler will be fixed by Thursday. The Library was closed at 6:00 p.m. today and delayed opening on Thursday until 10:00 a.m.

OLD BUSINESS

Corrections to December 18, 2007, Minutes

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

RESOLVED, that the Board of Trustees of the Great Neck Library amend the Minutes of the regular meeting of December 18, 2007, by deleting *Janet Eshaghoff* on the second to last lines on page 3 and page 7 and replacing with *David Kahn*.

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

Selecting Executive Search Firm for Director Search

Business Manager Zitofsky reported that he had received quotations from four executive search firms for the Director Search.

The first one charges a flat fee of \$19,000. Their experience was more in the area of academic and research libraries. The second firm (Gossage) charges 25% of first year salary with a cap of \$30,000. This would probably be a better choice. Their list of placement is substantial in the public arena. They have been around a long time and have the best track record although probably it would end up costing the Library \$10,000

more. This firm seems to have more commitment as they keep going until someone is found. The fee for the third firm is 25% contingent on placement. If there is no placement, there is no cost to the Library. The fourth firm charges 15% contingent on placement. Although this is the least expensive, he has concerns that we could end up a couple of months without having a candidate.

Gossage was the only firm that provided a timeline of six months. The Business Manager was asked to contact some of the clients of these firms to see if they were satisfied with placements and with the way the firms conducted the search. This is to be done as quickly as possible without spending too much time.

NEW BUSINESS

Board Committee Appointments

President Sokol made the following committee appointments:

Branch - Norman Rutta (Chair), Linda Cohen, Anna Kaplan, Martin Sokol
Building - Andrew Greene (Chair), Linda Cohen, Anna Kaplan, Martin Sokol
Finance - Marietta DiCamillo (Chair), Janet Eshaghoff, Anna Kaplan, Martin Sokol
Personnel - Andrew Greene (Chair), Marietta DiCamillo, Janet Eshaghoff, Martin Sokol
Policy/Bylaws - Linda Cohen (Chair), Andrew Greene, Norman Rutta, Martin Sokol

Policy Manual Changes

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 amend Section 800-65 – Computer Workstations – of its Policy Manual to read:

There is a charge of 10 cents per page for all *black and white* printouts from the public workstations *and a charge of 25 cents per page for all color printouts from public workstations*. Charges will be debited to the individual's *Print Management account*.

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

Negotiating Team

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 expand the Negotiating Team, which was approved at the September 25, 2007, Board meeting, to include the Board of Trustees President and the Chairperson of the Building Committee.

There was extensive discussion by members of the Board and the public regarding the pros and cons of the resolution.

A brief recess was called at 10:20 p.m. When the Board reconvened at 10:26 p.m., comments from the public were resumed.

Trustee DiCamillo read a statement in opposition. Following this, the resolution on the table was re-read, seconded and a vote taken.

Public Comments: Jonathan Kahn, Dr. Mischa Schwartz, Shirley Samansky, Rebecca Gilliar, Carol Frank, Amy Levinson, Marianna Wohlgemuth, Ralene Adler, Jonathan Aubrey, JoAnn Farley, Marilyn Bliok

VOTE: Yes – 4 (Eshaghoff, Greene, Kaplan, Sokol); No – 3 (Cohen, DiCamillo, Rutta)
MOTION CARRIED

With the passage of the resolution, President Sokol was asked to discuss what his interactions or parameters would be on the Negotiating Team. He declined.

BER Read! Read! Read! Seminar

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 authorize the attendance of four members of the Children's Department professional staff at the Bureau of Education and Research seminar entitled "READ! READ! READ! at the Holiday Inn, MacArthur Airport in Lake Ronkonkoma, on April 16, 2008, at a cost not to exceed \$840 to be charged to the Travel/Conference line of the operating budget.

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

OPEN TIME

Speaking: Saddle Rock Mayor Leonard Samansky, Jonathan Kahn, Rebecca Gilliar, Carol Frank, Ralene Adler

President Sokol asked his fellow Trustees if they wanted him to invoke the three-minute rule for the public to speak. The Board Policy Manual was consulted. It states that under Open Time *Members of the public may speak to any item of interest to the Library for no more than three minutes.* Another section of the Policy Manual also states that *Members of the public may speak for no more than three minutes on any action item under consideration by the Board in Public Session, after full discussion of the Board members and prior to any vote.*

ADJOURNMENT

Trustee DiCamillo called for an adjournment, seconded by Trustee Cohen. The meeting was adjourned at 10:58 p.m.

Respectfully submitted,

Linda Cohen
Secretary