

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, February 28, 2006 at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, February 28, 2006, 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
Joyce Klein – Vice President [excused herself from meeting at 8:55 p.m.]
Bette Weidman – Secretary
Norman Rutta – Treasurer
Marietta DiCamillo – Assistant Treasurer
Linda Cohen – Assistant Treasurer
Martin Sokol

Also present: Arlene Nevens – Library Director
 Laura Weir – Assistant Library Director
 Neil Zitofsky – Business Manager

CALL TO ORDER

President David Kahn called the meeting to order at 8:07 p.m. at which time he requested permission to express his sincere thanks to his colleagues on the Board, to staff and the community for offering their condolences on the death of his sister Miriam.

MINUTES

Upon motion by Linda Cohen, seconded by Joyce Klein, 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 24, 2006, as amended.

Corrections: On page 3, last sentence in second to last paragraph, the word “vote” was corrected to reflect “statement.” On page 5, first line at top of page under vote, the number “1” to be placed behind DiCamillo’s name.

Trustee Dicamillo requested that for future Minutes, the trustee making a statement should be identified and also that an acting secretary should be appointed during the absence of the Board Secretary.

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

TREASURER'S REPORT – PERSONNEL REPORT

During the month of January 2006, revenue received was \$962,484. Total expenses were \$515,209.

At the close of business, January 31, 2006, total unadjusted operating fund holdings were \$1,529,697. Of these funds \$1,525,377, was on deposit at HSBC and The Bank of New York, and \$4,320 was on hand in Petty Cash funds at Main and the Branches. This compares to a January 31, 2005, balance of \$1,406,374.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,178,502; the Automated Library fund was \$56,240; the Restricted Gift fund was \$46,733; the Branch and Special Services fund was \$101,003. These funds totaled \$1,382,478 on January 31, 2006. The January 31, 2005, unadjusted total was \$1,489,949.

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the February 28, 2006, Treasurer's Report with the Personnel Changes of January 21, 2006, through February 15, 2006.

VOTE: Yes – 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)

MOTION CARRIED UNANIMOUSLY

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, 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 Check Register dated January 21, 2006 through February 23, 2006, Paid Checks numbered 0022062 through 0022067, 0022125 through 0022129, 1165 through 1166, and 32986 through 33011 and To-Be-Paid Checks numbered 33012 through 33175, the sums set against their respective names, amounting in the aggregate to \$292,523.25.

VOTE: Yes – 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)

MOTION CARRIED UNANIMOUSLY

REPORTS

Director

The Director reported on the following:

- The Library was closed on Sunday, February 12th due to inclement weather condition. Maintenance staff members, George Malcolm, Willie Ward and Jose Rodriguez, were

thanked for their hard work in clearing the snow for the Library to be re-opened at 11 a.m. the following morning.

- A mock-up of the Library card application by mail was provided. Discussion of this was tabled until the next Board meeting. In the interim, suggestions should be sent to the Director and this could be taken up at the upcoming Policy/Bylaws Committee meeting scheduled for March 21st. The issue of whether one or two pieces of identification or if one is sufficient still needed to be resolved which would necessitate a change to the Policy Manual, Section 700-30. Beginning May 1st, library cards will be mailed to applicants who have registered in person.
- Director Nevens and directors from other libraries attended a meeting with Assemblyman DiNapoli on Monday, January 23rd and with Senator Balboni on Thursday, January 26th to advocate for libraries. The Director also attended meetings of the Village Officials Associations on Wednesday January 25th where County Assessor Harvey Levinson was the speaker, and on February 22nd when County Legislator Lisanne Altman was the guest speaker.
- Library Legislation Day is March 14th in Albany. A bus will be departing from NLS for Albany and any trustee desiring to go should inform the Director who will get more information.
- Counsel has approved the wording and content of the proposed amendment to the Library's Bylaws. Because the Policy Committee needs to review whether it wishes to make further recommendations regarding the situation that occurred this summer when a candidate withdrew after the Nominating Committee deadline, the proposed amendment was not included on this month's agenda, so that all the amendments to the Bylaws be done at the same time.
- A letter from a former unidentified resident of Great Neck now living in Cookeville, Tennessee, was received. In that letter, the patron apologized for having stolen books from the Library during pre-teen/young teen years and sent a money order totaling \$400 to cover those items.
- The Nassau Library System is spearheading a response to a press release and follow-up article in Newsday concerning property taxes on Long Island and their impact on libraries by Harvey Levinson, Chairman of the Nassau County Board of Assessors. As a result of this, a meeting was held by the Board of Trustees of the Nassau Library System for Library Trustees on Thursday February 9th and the Great Neck Library was represented by Trustees Kahn, Rutta, DiCamillo and Sokol, and Assistant Director Laura Weir. Jackie Thresher, Director of NLS, and several Library Directors met with Mr. Levinson on Friday, February 17th. A full report on that meeting has not yet been received.
- Edith Pollack, a former member of the Nominating Committee, passed away.

Building Committee

Building Committee Chair, Linda Cohen, reported on the February 27th Brainstorming meeting with H2L2 architects, the Project Manager and the Building Committee.

At an earlier meeting of the Board, the Architect was instructed to come up with three schematics for a modest expansion of the building. The Architect met and presented the Building Committee with three scenarios. The contract included a brainstorming meeting to be held with the Building Committee prior to the completion of the Architect's work:

- Extending the south end of the building to the top of the steps adding 4080 square feet on the main level plus 1680 square feet where the loading dock is. Excavating under this area along the same line would add approximately an additional 2400 square feet. Building out the northeast corner would add a total of 4000 square feet on two levels. Enlarging the mezzanine to the north could add 1800 square feet. And extending the mezzanine to the east has the potential to add 3830 square feet. If the mezzanine were to be removed and a partial second floor constructed, the roof would need to be raised approximately six feet in that area.
- Reconfiguration of the parking lot would increase the number of spots by only a relative limited number. The Director is to arrange for the Building Committee to meet with Supervisor Kaiman and the Building Department as soon as possible to get as specific guidance as possible as to what would be allowable.
- Location of the Children's Room area should have sufficient sunlight, and access to the Audio Visual Room should be easy.
- The question of whether the Community Room should have flat floor or fixed seating was discussed.
- Keeping the building open during construction or renting large "trailers" to be parked possibly at the south end of the parking lot would depend on what the Town would allow. This will be discussed at the proposed meeting with the Town Supervisor.

After the meeting with the Supervisor and the Building Department, H2L2 will prepare the necessary schematic designs.

Trustee DiCamillo requested clarification on the square footage and to have the architects draw ~~this up~~ ^{numbers put down} [corrected 3/28/06] on paper. Also, a copy of the Project Manager Frank Marino's contract was requested for the two new trustees.

Trustee Klein left the meeting at 8:55 p.m. due to prior obligations.

OLD BUSINESS

Calendar Change

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 amend its calendar of Board meetings to include a Budget Hearing on Tuesday, April 4, 2006.

Public Comments: William Morrill

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)

MOTION CARRIED UNANIMOUSLY

Nassau Library System (NLS) Financial Support

Upon motion by Martin Sokol, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve NLS' request for financial support of delivery services for calendar year 2006 in an amount not to exceed \$9,066.

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)

MOTION CARRIED UNANIMOUSLY

Outdoor Book Drop

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 take from the table the motion to approve the purchase and installation of an outdoor drive-up book drop at a cost not to exceed \$14,000 to be charged to the Main Building and Special Services Fund, pending Town approval.

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)

MOTION CARRIED UNANIMOUSLY

Upon motion by David Kahn, seconded by Norman Rutta, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend the motion to reduce from \$14,000 to \$6,000 the purchase and installation of an outdoor drive-up book drop.

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the purchase and installation of an outdoor drive-up book drop at a cost not to exceed \$6,000 to be charged to the Main Building and Special Services Fund, pending Town approval.

Public Comments: Jeff Lowenstein, Stu Hochran

VOTE: Yes – 2 (Rutta, Sokol); No – 4 (Cohen, DiCamillo, Kahn, Weidman)
MOTION DEFEATED

NEW BUSINESS

Shelving for Audio-Visual & Branches

Upon motion by Bette Weidman, seconded by Linda Cohen, and after discussion it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the purchase of shelving for the Audio-Visual Room in an amount not to exceed \$7,000 to be charged to the Main Building and Special Services fund, and shelving for Station and Parkville in an amount not to exceed \$3,600 to be charged to the Branch and Special Services fund, as outlined in the proposals by Library & Records Management Systems, Inc.

Public Comments: Jay Confino

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

EXCESS EQUIPMENT

Upon motion by Marietta DiCamillo, seconded by Bette Weidman, and after discussion, it was,

RESOLVED, that Board of Trustees of the Great Neck Library declare the items listed on the appended schedule excessed and authorize the Director to dispose of same in an appropriate manner.

Public Comments: William Morrill, Marianna Wohlgemuth

Trustee Weidman read an excerpt from an article taken from a CUNY publication regarding a professor from Hunter College who started a small library in a community in Uganda, Africa, where computers are needed. The Director requested that she be given the information and she would contact her.

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)

MOTION CARRIED UNANIMOUSLY

OPEN TIME

Speaking: Robert Mendelson

ADJOURNMENT

President Kahn declared the meeting adjourned at 9:25 p.m.

Respectfully submitted,

Bette Weidman
Secretary