

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
& BUDGET WORKSHOP  
MARCH 20, 2012, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, March 20, 2012 followed by a Budget Workshop, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Varda Solomon – President  
Francine Ferrante Krupski – Secretary  
Marietta DiCamillo – Treasurer  
Joel Marcus – Assistant Treasurer  
Josie Pizer – Assistant Treasurer  
Janet Nina Esagoff

Absent with prior notice: Martin Sokol – Vice President

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 7:05 p.m. on motion by Marietta DiCamillo and seconded by Joel Marcus to discuss the Collective Bargaining Agreement for staff, and the Library's attorney. At 8:10 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 8:17 p.m.

## **MINUTES**

**Upon motion by Francine Ferrante Krupski, seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of February 21, 2012, and the Minutes of March 6, 2012, as corrected.

Correction: March 6 Minutes - change word "subtitle" to "subtotal" on the last line of page 4.

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**VOTE:** Yes – 6 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **TREASURER'S REPORT**

**Upon motion by Marietta DiCamillo, seconded by Josie Pizer, 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:

- March 20, 2012, Treasurer's Report;
- Warrant dated February 11, 2012 through March 16, 2012 for Paid checks numbered 0030280 through 0030284, 0030315 through 0030320, 1109, 1246, and 44401 through 44419 and Checks To-Be-Paid numbered 44420 through 44558 the sums set against their respective names, amounting in the aggregate to \$322,883.84;
- Payroll Warrants for pay dates February 9, 2012, and February 23, 2012, in the amounts of \$171,937.54, and \$172,839.14 respectively for a total of \$344,776.68.

Public Comment: Ralene Adler

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **PERSONNEL CHANGES**

The Personnel Changes for February were deferred to the April Board meeting.

## **REPORTS**

### **Finance Committee**

Thursday, March 15, 2012 at 7:30 p.m. in the Multi-Purpose Room

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

Call to Order: Chair Marietta DiCamillo called the meeting to order at 7:30 p.m.

1. Review Analysis of Budget Reductions. A few budget lines discussed at the March 6<sup>th</sup> budget workshop were reviewed, such as printing and postage savings for a change from mailed

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newsletters to online editions. Mr. Zitofsky reported an approximate yearly savings of \$16,000. The budget line for computer supplies was analyzed by the Business Manager and he distributed the worksheet. More lines will be reviewed on March 20<sup>th</sup>.

2. Substitute Pay – Review Request. Mr. Zitofsky has begun to set up a spreadsheet in which he can determine whether the percentage amount currently used for substitute pay is accurate. He will have more information at the next budget hearing.
3. Special Funds – Automated/OPAC Server. Two servers were purchased in 2011, the Encore Interface Enhancement and the OPAC Server. The resolution reads:

‘RESOLVED, that the Great Neck Library Board of Trustees authorize the acceptance of the Innovative Interfaces Server Replacement Program contract at a cost of \$7,500 per year for four (4) years to be charged to the Automated Library fund.

I further move that the Board of Trustees of the Great Neck Library authorize a three (3) year subscription to the Encore interface enhancement at \$22,500 per year. The first year's cost plus a \$2,500 one-time implementation charge is to be charged to the Automated Library Fund; the costs of subsequent years are to be funded by the general operating budget.’

The committee discussed the impact the Encore Enhancement costs would have on future operating budgets and whether it was more prudent to take the expected surplus from the 2011 budget and put it into the Automated Library Fund. Once the audit is done and the actual surplus is determined, the Finance Committee will make a recommendation to the Board.

4. Inventory Controls. The Director distributed the list of equipment the Library owns to the Committee for their review. The committee would like to see the date of purchase and the date of expected replacement added to the list. There was a discussion about whether some items from the collection should be added to the list. The Director will review this request against what items are in the collection and get back to the committee with a recommendation.
5. Inn-Reach, Playaway Views, Express Books (New Initiatives). Ms. Marino reviewed her response to a letter from a member of the public concerning these issues. To summarize, Inn-Reach which is an initiative from ALIS (the online catalog used by all but two NLS libraries) and the Suffolk County Cooperative System, would enable all libraries to view one another collections and allow our patrons to put reserves on other libraries’ books more easily than is done now with less staff involvement than is currently necessary. However, there are details specific to Great Neck’s involvement that have yet to be worked out so we are taking a wait and see approach on our involvement.

Playaway Views are portable digital viewing devices for children. They have three preloaded videos, from sources such as PBS and Nickelodeon. They can be borrowed for 14 days and were approved by the Board at its February 21<sup>st</sup> meeting. The committee asked about the process in acquiring these items and how new initiatives like this are vetted and decided upon. The Director will make sure that such initiatives have a smoother process in adding them to the collection, so that both she and the board are aware of any cost or other important ramifications.

Express Books were approved as a new part of the collection in June, 2011 and have yet to be added. There was concern voiced about the price tag of such a collection because of a proposed hike in the adult books line. The Director stated that the current proposed amount was too high and would be adjusted.

6. Alarm Log Updates. In the absence of the Assistant Director, the alarm logs were not available to the committee.
7. New Business. Ms. Marino reported to the committee that she, The Business Manager and the Assistant Director had a presentation from Accu-Data, our payroll vendor on an automated timesheet system. The Director was impressed by the product and gave a brief description of its benefits to our present process for payroll. The committee had some questions which the Business Manager will relay to the company for clarification. Trustee Solomon also asked if a similar company could be asked to present their product for price comparison. The Director also reported that she believed the Library's procurement policy should be clarified as to the process for choosing services or vendors. She has asked the Business Manager for his recommendations on this and will bring a proposal to the Finance Committee in April.
8. Check Warrant and Financial Review. The warrant and financial statements were reviewed by the committee and Mr. Zitofsky answered any questions the members had concerning them.
9. Sign Checks & Open Time. The committee signed the checks. There being no further business, the meeting was adjourned at 9:15 p.m.

## **Branch Committee**

Wednesday, March 14, 2012, 7:30 p.m. – Parkville Branch

In Attendance: Josie Pizer, Chair; Janet Nina Esagoff, Trustee; Francine Ferrante Krupski, Trustee; Varda Solomon, Board President; Jane B. Marino, Library Director

1. Call to Order. Chair Josie Pizer called the meeting to order at 7:35 p.m.
2. Review of Parkville Lease Amendment.
  - a. Schedule of work by the Great Neck School District (GNSD). The Director advised the committee that her original conversations with John Powell, Assistant Superintendent for GNSD, indicated that once a referendum had been successfully completed, he would arrange for representatives from GNL to meet with their architect to discuss a vision for the additional space. The committee asked that the Director go back to Mr. Powell for an update to which she agreed.
  - b. Identify professionals needed. As indicated above, the GNSD will provide an architect to design the new space but it is unclear whether the architect would be available to help the library with any redesign of the existing space so that both spaces would become one. The Director will ask the question. The capital work that would be done is outlined in Appendix B to the proposed lease.
  - c. FF&E. Director Marino is unable at this time to know what our needs for furniture, fixtures and equipment until the new space is designed.
  - d. Review of the Lease Document. The lease amendment was reviewed by the committee and there were two issues that were raised. One was whether or not the renewal period, now shown as 10 years, could be extended to 15 years. The second was whether or not the escalator clause, currently 4%, could be lowered for the new space. ~~Board President Solomon asked Trustee Esagoff to give the School District's attorney a call to find out.~~ Janet Esagoff volunteered to speak to the Great Neck School regarding the Parkville Lease and members of the committee concurred. corrected 4/17/12

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- e. Community Inputs. The committee discussed ways to engage the Parkville community in the renovation process. The Director will come back to the committee with suggestions.
3. Update on Station.
    - a. Roof Repairs. The landlord has assured us that all roof repairs are complete. We have not experienced any further tile damage at the Branch.
    - b. Elevator Repair. The elevator repair began on February 15 and was completed on March 12. Right after the elevator was repaired, it went down again briefly on the 12<sup>th</sup> and then again on the 15<sup>th</sup>.
    - c. Handicapped Accessibility. Although the Director has reported in the past that the doors that lead into the lobby on the first floor of the building where the branch is housed are within code, patrons continue to complain that the doors are heavy and hard to handle and they would like those doors to be automated. Great Neck Library's position has always been that those doors are the landlord's responsibility to maintain and/or alter but the landlord has not been inclined to make any changes.
    - d. Lease Contingencies. Trustee Esagoff offered to draft a letter to the landlord expressing Great Neck Library's concerns about the effect on our patrons when the elevator is down or due to the heavy doors that discourage our patrons from using the branch.
  4. Update on Lakeville.
    - a. Additional programs. The Director reported that the increase of both adult programs (book talks and book discussions) and children's programs (craft programs and story times) have lead to an increase in usage and traffic at the branch.
    - b. Storage Room. The Director reported that the storage room at Lakeville is being cleared out of both books and old furniture that had been there since the branch's renovation. All books removed from the branch were evaluated for reuse, sale, donation or disposal.
  5. Adjournment. There being no further business, the chair thanked both the committee members and members of the public present for a productive meeting and adjourned the meeting at 8:35 p.m. [End of written report]

Committee Chair Josie Pizer added one item that was omitted from the Branch Committee report - fliers announcing the next Branch Committee meeting dates be prepared and be available in the branches for the public.

### **Building Advisory Committee**

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

Thursday, February 16, 2012

In Attendance: Trustees – Chair Marietta DiCamillo, Josie Pizer, Varda Solomon. Absent with prior notice: Martin Sokol. Committee Members: Ralene Adler, Michael Currie, Naomi Feldheim, Stu Hochron, Amy Levinson, Marianna Wohlgemuth, Don Dillon, Allegra Goldberg. Absent with prior notice: Leslie Kahn, Richard S. Kestenbaum. Staff: Laura L. Weir, Assistant Director, Christine Johnson, Technical Services Librarian, Justin Fuchs, Children's Librarian.

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Resignation: Chair DiCamillo called the meeting to order at 7:30 p.m. and announced the resignation of Committee Member Shirley Samansky. Ms. DiCamillo stated that as there are still six committee members representing the community, the vacated position will not be filled.

Minutes: Ms. DiCamillo asked if anyone had any changes to the minutes. Seeing none the Minutes were accepted as presented.

Timeline: Ms. DiCamillo would like the timeline adopted as presented. Mr. Dillon cautioned that a timeline should not be cast in stone. Chair DiCamillo countered that it can be used as a basis for moving forward.

Utilizing Paid Professionals: Don Dillon summarized his discussion with Dan Heuberger (Dattner Architects) regarding the firm's consulting fees and his willingness to work with the Building Advisory Committee. Mr. Heuberger had suggestions to save time and money: meet in Dattner's NYC office, prior to meeting committee will provide Mr. Heuberger with instructions for scope of proposed plans. Once the architects have all information they think is necessary, they will be able to provide committee with a Phase 1 plan and a budget. It was also suggested that it would be more efficient to use Dattner consultants i.e.: cost estimators, and engineers. It is estimated that time to accomplish this task would be two meetings of two hour durations. Costs: Heuberger's rate is \$260/hour plus an assistant's fee-would be less than \$260/hour. Marietta put forth the wording of a resolution that she proposes in order to request seed money for the committee to proceed with a meeting with Dattner Firm. The amount to be requested is \$5,000.

High Ticket Items: Areas that need to be addressed: removal of asbestos, lead products PCB's, cost of air conditioning duct work, parking lot drainage. Trustee Pizer noted that previous asbestos reports only dealt with surface materials, not floor tiles or walls. Mr. Dillon added we will need a comprehensive report to know the scope of the work.

Leed Certification: Mr. Dillon stated before filing for LEED certification we should discuss if the library would want to make that kind of commitment, which in the end drives the cost and the construction of the project. We can aim for a sustainable project setting our own goals without the formality of a LEED certification process. Mr. Hochron commented that any health hazards has to be addressed. Mr. Dillon suggested that we ask the architect about following aspects of sustainability without pursuing certification. Mrs. Adler referred to an August 26, 2011 GNR editorial by Carol Frank that describes LEED as an evolving system and the criteria is constantly being revised as new advances in healthy buildings emerge. Marianna Wohlgemuth suggested that library call Town of North Hempstead for current regulations. Amy Levinson asked about grant monies for upgrades. She volunteered to call school district for information. Ms. Wohlgemuth suggested that the Assistant Director call the town of North Hempstead for current regulations. Ms. Levinson noted that the school district had taken advantage of grant monies for upgrades. She will look into it and report back at next meeting.

Parking Lot and Deliveries: Mrs. Adler suggested that safety barriers should be placed on the cobblestones so that no vehicles can park in that area. Mr. Hochron suggested that delivery trucks only back up to cross hatch to deliver goods. Trustee Pizer suggested that safety and access will become more important as the design structure proceeds.

Moving a Main Service Area to Station Branch: Ms. DiCamillo started the discussion by saying that this discussion will take place in two parts and continue over to the March 8 meeting where the Director will present her proposal regarding which service area(s) to be relocated to Station. Mrs. Adler suggested the following: Since Technical Services (TS) would have to be relocated during the renovation and TS is the most expensive department to move. Installing cables, computers, new phone lines wiring and making the

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move as a permanent relocation would be efficient and cost saving, TS relocation would free up much needed space at Main for public use, Station is centrally located and there is ample unused space at the location. Christine Johnson felt deliveries to and from the second floor would require more manpower than necessary, and staff coverage/schedules, at Main, would become difficult. Justin Fuchs felt library staff needs to consult/talk with TS staff on a regular basis. Ms. DiCamillo requested that those not in favor of TS relocation to Station to prepare other option(s) for service which would free up 1,000 square feet at Main. She will also review Station plans to determine total square footage availability.

Fixed seat auditorium: Amy Levinson talked about the school district's use of risers to create a flexible seating space. She will research it and report back. JP noted that risers require storage space. She mentioned other libraries in the area that have a combined sloped and flat seating area. We need to think creatively about filling the space. The Assistant Director will get in touch with South Huntington Library about combination meeting room space. Ms. DiCamillo noted that fixed seating requires space for wheelchair ADA compliance. Ms. Weir will research. Mrs. Adler suggested we put combine Levels performance space with general audience space. Mike Currie suggested that what we really need is a high stage so people can look up and also suggested mounting monitors for viewing as is done at sporting event or a screen that drops down from the ceiling. Ms. Levinson suggested that we also take advantage of the outdoor patios, open up the doors to the Community room for outdoor events.

Task # 4 – Ms. DiCamillo asked the library professionals to come up with alternatives to moving Technical Services to Station, something that can save 1000 sq. ft.

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 March 1, 2012 at 7:30 p.m. in the Multi-Purpose room. [Correction: The next meeting will be March 8, 2012, at 7:30 p.m. in the Multi-Purpose Room.]

#### THURSDAY, MARCH 8

Attending: Marietta DiCamillo, Chair; Josie Pizer, Trustee; Varda Solomon, Trustee; Staff: Jane B. Marino, Library Director; Justin Fuchs, Children's Librarian; Christine Johnson, Technical Services and Reference Librarian. Committee Members: Ralene Adler, Michael Currie, Naomi Feldheim, Stu Hochorn, Amy Levinson, Marianna Wohlgemuth. Absent with notice: Martin Sokol, Leslie Kahn, Donald Dillon, Allegra Goldberg, and Richard Kestenbaum.

1. Utilizing Paid Professionals: Chair DiCamillo called the meeting to order at 7:40 p.m. She advised the committee that the resolution to use Dattner as a consultant had been approved by the Board.
2. Don Dillon – Architect Update. In the absence of Don Dillon, Marietta DiCamillo asked that the Director coordinate with Mr. Dillon and Dattner regarding a date for an initial meeting date. The meeting will take place at the Dattner offices and will be attended by Jane Marino, Marietta DiCamillo, Josie Pizer, Don Dillon and Leslie Kahn if he is available. The Director and Mr. Dillon will find out what Dattner needs to move forward.
3. Questions for the Architect. Ms. DiCamillo asked the committee members who might have questions for Dattner to send them to her. Once the first meeting has taken place, she will advise the committee and the format of future meetings with Dattner will be determined.
4. Follow up Nassau County – Curb Cut. Since Ms. DiCamillo has not yet heard from Nassau County, she asked the Director to follow up with Judi Bosworth via email. Ralene Adler expressed concerns about Nassau County and the backlog of work that might make it difficult for us to get a timely response. Marianna Wohlgemuth offered to make some phone calls on the matter.

5. Information Requests regarding Great Neck School District, Town of North Hempstead and South Huntington Combo Auditorium. The Director shared an email she had received from Michael Levine Commissioner of the Department of Planning and Environmental Protection for the Town of North Hempstead last October regarding an inquiry she had made regarding site plan requirements for the parking lot specifically for a renovated building vs. an expanded building. His response is attached to the minutes. Amy Levinson shared a list of possible areas she had put together during a discussion with Alfredo Cavallaro, who is Head of Building and Grounds for the school district. Her list is attached to the minutes. Ms. DiCamillo asked Justin Fuchs to follow up with Mark Epstein at the School District regarding their technology plans. The Director also reported on the research on auditoriums for other libraries. She reported on Syosset, Uniondale, South Huntington, Hewlett Woodmere, and showed pictures.
6. Station Branch – Schematics including square footage. At Marietta DiCamillo’s request, the Director called the architect for the exact sizing of the rooms in the back of station branch in order to determine what departments, if any, could be moved to that location. She also showed the floor plan on the space to the committee. There are 700 square feet in the back. Main staff recommends that TS remain in Main. It is possible that the Business Office can be moved. A lot of discussion took place regarding Technical Services and Programming and the Business Office. Possibly history room.
7. Auditorium. The committee discussed the pros and cons of a sloped floor vs. a flat floor vs. a “combo” arrangement which is what is utilized at South Huntington and a couple of Westchester libraries. Some of the issues the committee discussed were: the size of a potential auditorium, the parking ramifications, the cost, especially if we needed to excavate, the use of other facilities in the area and the pros and cons of that approach, building a room for the future, using programs to enhance and elevate the library’s visibility in the community, egress from the building and safety. Marietta concluded the discussion by saying that a consensus seemed to agree that a room seating 175 people would be explored.
8. Report on Current Configuration with Recommendations. Ms. Marino prepared a report on TS and why it should stay in the Main Library. It was her recommendation that the 2,285 square feet that currently houses the Book Room could serve both TS and Book Room and supply storage. Further, the committee discussed the issue of deliveries at Main and the possible problems of having both the children’s room on the lower level and deliveries in the back of the building. Marianna Wohlgemuth said we need to stop the deliveries on the cobblestone. Amy Levinson came up with a delivery solution that would enable the children’s room to stay on the lower level. Delivery trucks could park away from the building, a pathway could be created to enable them to bring their deliveries into the building. Josie Pizer wants an entrance on Bayview Avenue. The committee also discussed the location of a children’s area near or far away from the adult area. Although Ms. Marino had also prepared a departmental report for each area of the Main Library, the time was running short, so Ms. DiCamillo asked that it be moved to the next meeting’s agenda.
9. Adjournment and Next Meeting. There being no further business, the meeting was adjourned at 9:20 p.m. with a reminder to the committee that the next meeting will take place on March 22 at the Main Library at 7:30 p.m. sharp.

### **Assistant Director**

Express Book Collection: I have been working with Librarians Maureen McKenna and Janet Schneider to create an Express Book collection that would be housed at the Main Library and in all three branch locations. An Express Book collection differs from the New Book collection in that it would consist of

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best sellers that cannot be reserved or renewed but would be available on shelves on a first come, first served basis. This collection would be available to residents and fee paying library members only. Late fines, as previously approved by the Library Board, will be \$1 per day. Titles for the collection will be chosen by the popularity of the author, from the New York Times Best Seller list, from the high demand hold list produced each week by the Circulation Department and from suggestions by library staff.

Museum Passes: The revamped Museum pass system begun last year has worked very well. Passes are circulated on a first come, first served basis. Because there are no reservations Museum Passes do not sit waiting for pick up and the passes circulate much more frequently, for example, The Intrepid Air Sea and Space Museum pass circulated 103 times since May 2011 and the two Guggenheim Museum passes circulated 74 and 67 times in the same time period. The museums selected in the revised program are: Children's Museum of Manhattan; Cold Spring Harbor Whaling Museum; Guggenheim/Brooklyn Museums; The Holocaust Museum of Nassau County; Intrepid Air, Sea and Space Museum; Long Island Children's Museum; Nassau County Museum of Art and Old Westbury Gardens. I have begun the process of renewing the each pass as the invoice arrives.

Book Sale: The annual Silent Auction of special bid items will take place April 18 through 24 and will include items such as stamp catalogs and reference books. Special priced item will also be up for sale at this time and will include art books and cookbooks that have been discarded from the library collection or have been donated to the library.

### **Library Director**

Main Building: As the date for the installation of the new cooling tower approaches, we will continue to work to ensure that all aspects of the project are progressing. Along with the order of the cooling tower, there are two permits to secure: a building permit and plumbing permit. Dattner Architects has submitted the applications to the building department and the review should take 6 weeks. I have been in contact with former Library Trustee Anna Kaplan who is now a Councilwoman for the Town of North Hempstead. She has spoken to her colleagues at the Town as well as the Supervisor concerning the Library's past payment to the Town for a building permit that was never issued.

This item will be on the Town's April agenda for an approval to use part of that amount to pay for the permits on the cooling tower project. It is also my understanding at this time that the balance of the money will then be refunded to the Library.

Udall's Pond: Although the board had agreed to allow landscaping work on the edge of the pond to proceed during the last two weeks in February, 2012, that work only lasted a few days. The crew did some removal work but are unable to continue the work until the area of the pond closest to the Library has been dredged sufficiently to allow them to plant. I will update you when I receive more information.

Donations: We have received several donations to the library in honor of one of our patrons, Maria Fornari who recently passed away as well as a donation in honor of Helene Hall, a former staff member who also recently passed away. We are truly honored to be chosen as a recipient in honor of two women who loved our library.

We have also received another proposal from the Galdston and Fornari families who would like to honor their parents, Maria and Harry Fornari and Irene and Morton Galdston, by funding the purchase of outdoor furniture like benches similar to the one shown in the attached email. These benches would then have a plaque honoring their parents. I have attached Mr. Galdston's email with his proposal for this purchase to my report. [End of written report]

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Trustee DiCamillo was more favorable to some sort of plastic material rather than wooden benches that would be more durable. She contended that in the past plaques have not been put on anything in the library and she is reluctant to go in this direction.

President Solomon indicated that the timing was not right as the Library will be embarking on a renovation and this may require the relocating of outdoor furniture. She suggested accepting the monetary donation and making arrangements at a later date for something appropriate that will fit in with the overall design of the building. Trustee Marcus offered a counter proposal to wait until the decision has been made and then accept the monetary donation. The consensus is to wait until the Board approves such a policy. The matter was then deferred to the Policy Committee to work on a policy for donations.

A member of the public, Ralene Adler, recalled from her experience as a trustee on the Board that some trees and sculptures were donated in memory of staff who worked here. Accepting such donations stopped as donors had restrictions on what should be done with the money. The issue was usually uniformity.

Ms. Marino related that sections of the walls of the Bronxville Library were named after donors depending on the amount of money donated and a lot of money was raised this way.

Cooling Tower Update: The Director reported that the building permits for the cooling tower were submitted to the Town of North Hempstead and an Omission Letter was received from them, and a copy of which was sent to Dattner who is coordinating the submissions. The Omission Letter requested clarification of some of the building codes.

Public Comment: Ralene Adler

## **OLD BUSINESS**

### **Parkville Lease**

**Upon motion by Josie Pizer and seconded by Francine Ferrante Krupski, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the President of the Great Neck Library Board to execute a lease for the 1,190 additional square feet of space at the Parkville Branch in accordance with the amount currently in effect (\$17.48 per square foot) for a monthly amount for the lease year ending October 31, 2012, of \$8,032.06 per month. Annual and monthly rent due during subsequent years shall be calculated as specified in the lease amendment document.

Public Comment: Norman Rutta

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Pizer, Marcus);  
Abstained – 1(Solomon) *MOTION CARRIED*

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## NEW BUSINESS

### Legal Counsel

President Solomon explained the current situation with the library's legal counsel in order for everyone to understand the resolution that was going to be presented.

Last year the Library had an annual retainer with Farrell Fritz for \$25,000 which included contract negotiations. The contract negotiations in 2008 by another attorney were completed in 49 hours. When Farrell Fritz was retained, their fee was based on the 49 hours for negotiations. However, negotiations so far took 259 hours. At the end of their contract year, they resigned.

The Board has had good service from them and would like to continue the relationship and asked them under what conditions would they continue. The firm was willing to continue contingent on the Library paying them \$27,050 to cover some of those extra hours for staff negotiations and going forward they would charge an hourly rate less 10% as the library is a not-for-profit organization.

The Finance Committee discussed their proposal and felt that there were certain matters for which the committee would like to continue using their services. For routine legal matters the Board would seek out a less expensive attorney. The recommendation is set forth in the motion below:

**Upon motion by Marietta DiCamillo and seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the payment of \$27,050 to Farrell Fritz to cover the hours they have expended during contract negotiations; such funds to be taken from new budget line, *Negotiations and Personnel Legal Matters*, which will be funded by a reduction to personnel services.

There were members in the audience who thought it was outrageous to spend public funds in this manner. There were also questions on the amount of hours spent on personnel matters exclusive of negotiations and what controls were in place as to who should contact the attorney and for what purposes.

Trustee DiCamillo stated that in order to have a check and balance between the Board and Director when contacting the attorney, she would like to see a policy in place. She did not believe that any of the calls made to the attorneys was unnecessary but that interaction is necessary to have the public feel more comfortable.

The Director responded that she has made it a practice since she became Director not to call the attorney on behalf of the library unless she has had a discussion with a Trustee or she was directed to do so.

President Solomon stated that the attorney's itemized monthly bills are the check and balance, and that the Director was hired to run the library and contacting the attorney is a part of her job.

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The Policy Committee was charged with coming up with a policy regarding who should access the attorney to present to the Board for discussion.

The Director was asked to come up with a weekly analysis of the number of hours the attorney spent on personnel matters.

Public Comment: Ralene Adler, Great Neck News Reporter, Norman Rutta

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Pizer, Solomon);  
Abstained – 1(Ferrante Krupski) *MOTION CARRIED*

**Upon motion by Marietta DiCamillo and seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees transfer \$18,975 to the newly created budget line *Negotiations and Personnel Legal Matters* which will be funded by a reduction to personnel services.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Marcus, Pizer, Solomon);  
Abstained – 1(Ferrante Krupski) *MOTION CARRIED*

### **Acceptance of Monetary Donations**

**Upon motion by Francine Ferrante Krupski and seconded by Marietta DiCamillo, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the following monetary donations: \$250 from Christopher Jaffe in memory of Helene Hall; \$100 from Herbert Gardner in memory of Maria Fornari; and \$100 from Mr. & Mrs. John Brickman in memory of Maria Fornari.

Trustee DiCamillo inquired when Helene Hall died and asked the Director to notify the Board in future when staff members pass away.

**VOTE:** Yes – 6 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

### **Cooling Tower Contract**

Using the JCI/631 contract that the Board had approved for the Station Branch build out as a guideline, the Director prepared a draft contract for the cooling tower project. She highlighted the different sections that needed Board input:

§3.1 – Date of commencement of work. She suggested the commencement of work must wait for the delivery of the cooling tower. She will contact Power Cooling to get an approximate delivery date to which the Board agreed.

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§3.3 – Substantial Completion date of May 15, 2012, may not be realistic so she will speak to Power Cooling construction manager to see what he thinks. With the JCI contract, Substantial Completion was defined as *ready for municipal inspection* and she thinks it would be a reasonable thing to add this clause. Board agreed.

§4.2 – \$101,650 broken out as \$94,800 as the Base Contract, Alternate I for \$5,250 and Alternate III for \$1,600. As regards progress payments, the recommendation is 25% upon execution of the contract, 50% for substantial completion, 15% pending the completion of all punch list items and a 10% hold-back for inspections.

§5.2.1 - Final Certificate for Payment. Add *all pertinent inspections have been passed*.

§7.2 – Change 3% to 9%.

§8.1.7 – Other documents if any - add *Exhibit C Financial Guidelines for Vendors*.

After these changes have been made to the draft contract, it must be reviewed by an attorney and at this point the Library does not have one specializing in this area. Ms. Marino proposed that one of the associates in the Farrell Fritz firm whose rate is much lower could be asked to perform this.

The Board then took a five-minute break at 9:45 p.m.

After reviewing Farrell Fritz' rates for partners/associates, the Board chose David Curry, based on the Director's recommendation, whose hourly rate is \$370. The Board then put a five-hour cap on the amount of hours the attorney should bill for reviewing the contract.

Public Comment: Norman Rutta

**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 Director to contact Farrell Fritz for the purpose of reviewing the Power Cooling contract for an amount not to exceed \$2,000 to be charged against the Main Building and Special Services fund.

**VOTE:** Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski Marcus, Solomon);  
Abstained – 1(Pizer) *MOTION CARRIED*

## **CORRESPONDENCE**

Charles Keller was not present to speak to his letter of February 5, 2012, which is attached to these Minutes along with the Board President's reply.

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## OPEN TIME

No one spoke during Open Time.

*After Open Time, the Board took a five-minute intermission at 9:55 p.m. after which they reconvened for a discussion of the second draft of the proposed budget for 2013. Trustee Esagoff left at this point.*

## BUDGET WORKSHOP

Business Manager Zitofsky reviewed only those budget lines that were changed from the first draft. The numbers are based on a new fiscal year July to June.

### Income

- Fines bumped up to \$27,500 in anticipation of increasing the fines for overdue books proposed at the previous workshop.
- Reduction of \$2,000 in interest.
- Cut Vending Machine income by \$1,000 and Copy Machine income by \$500.
- Computer Printer Fees were increased to \$3,000 resulting from increasing the charge from ten cents to 15 cents per page as proposed at the first workshop.
- Expense Recovery – Retirees Insurance decreased by \$4,500 as surviving spouse declined coverage.

### Expenditures

- Salaries were cut by \$37,000 resulting in decreases in benefits: employee health insurance – \$33,700, retiree health insurance – \$12,300 and disability benefits – \$200.
- Cuts were made to Adult Books (\$18,000), electronic format materials (\$10,000); Periodicals (\$400); Library Supplies (\$1,000); NLS Fee was brought down to current year support level; \$3,000 reduction in adult and children's programming. Levels programming reduced by \$2,400, Jr. Levels by \$2,600 and Young Adult by \$1,000. Computer Supplies were increased by \$3,000.
- Postage was cut by \$8,000 and Printing by \$7,000, a direct result of changing the distribution of newsletter from mailing to electronic format with a limited number printed for in-house use.
- Legal Fees were increased by \$40,000. The Director will take a look at this line again to ensure that there are sufficient funds.
- \$72,000 was budgeted for the Telephone Line. The Business Manager was asked to find out if this cost could be lowered. Computer Network Consultant decreased by \$3,000; Payroll Processing Fees increased by \$8,100.

### Building Operations

- \$10,000 was shaved off electricity for Main and \$1,000 off Station while Parkville was increased by \$1,400 in anticipation of the increased space.

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- Custodial Supplies cut by \$1,000; Repair and Maintenance decreased by \$2,000 to revert to the 2012 budget line. Parkville Rent line of the budget was decreased by \$4,100 and Station by \$3,000.

All cuts total \$158,800. The \$144,500 deficit from the first draft now becomes a surplus of \$14,300.

The Board directed the Business Manager and the Director to continue working on the Telephone and Legal Fees lines for the next meeting. The Business Manager was asked to insert an additional column, '2011 Board Approved Budget,' in the spreadsheet. The column with the 2009 budget can be removed.

Public Comment: Ralene Adler, Norman Rutta

## **ADJOURNMENT**

On motion by Joel Marcus and seconded by Marietta DiCamillo, the meeting was adjourned at 10:40 p.m.

Respectfully submitted,

Francine Ferrante Krupski  
Secretary, Board of Trustees