

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
& BUDGET WORKSHOP
MARCH 22, 2011, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees followed by a second Budget Workshop was held on Tuesday, March 22, 2011, 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:

Janet Nina Esagoff – President
Anna Kaplan – Vice President
Joel Marcus – Secretary
Varda Solomon – Treasurer
Marietta DiCamillo – Assistant Treasurer
Martin Sokol [arrived at 7:38 p.m.]

Absent with prior notice: Josie Pizer – Assistant Treasurer

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

CALL TO ORDER

President Janet Esagoff called the meeting to order at 7:35 p.m.

MINUTES

Upon motion by Joel Marcus, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the regular meeting of February 15, 2011, and the Budget Workshop of March 8, 2011, as presented.

VOTE: Yes – 5 (DiCamillo, Esagoff, Kaplan, Marcus, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER’S REPORT – PERSONNEL CHANGES

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the following financial reports:

- March 22, 2011, Treasurer's Report.
- Warrant dated February 12, 2011 through March 18, 2011 for Paid checks numbered 0029291 through 0029297, 0029330 through 0029336, and 42519 through 42539, and To-Be-Paid Checks numbered 42540 through 42689, the sums set against their respective names, amounting in the aggregate to \$249,553.28.
- Payroll Warrants for pay dates February 10, and February 24, 2011, in the amounts of \$171,977.67 and \$170,675.78 respectively for a total of \$342,653.45
- Personnel Changes of February 12, 2011, through March 18, 2011.

Public Comment: Ralene Adler

VOTE: Yes – 5 (DiCamillo, Esagoff, Kaplan, Marcus, Solomon)
Abstention – 1 (Sokol [arrived after motion was made]). *MOTION CARRIED*

REPORTS

Below is the text of the written reports:

Finance Committee Meeting

The Finance Committee met on Thursday, March 17, 2011, at 7:30 p.m. in the Multi-Purpose Room. In Attendance: Varda Solomon, Chair; Marietta DiCamillo, Trustee; Josie Pizer, Trustee; Janet Nina Esagoff; Jane Marino, Library Director; Laura Weir, Library Assistant Director; Neil Zitofsky, Business Manager. Guest: Jackie Thresher, Executive Director, Nassau Library System (NLS).

Call to Order: Chair Varda Solomon called the meeting to order at 7:35 p.m. She thanked Ms. Thresher for attending the meeting in order to answer the committee's questions about NLS finances and the plans to change the amount NLS charges its member libraries. Both Trustees DiCamillo and Pizer had sent Ms. Thresher some questions and suggestions about the 2009 NLS audit and the way the member libraries should be charged.

After answering several questions about the building that NLS occupies, Ms. Thresher addressed the issue of the new funding proposal. Several trustees expressed the opinion that there should be a more equitable arrangement that does not penalize the larger libraries. Ms. Thresher indicated that the MLD (Member Library Directors) task force should be giving its report at the MLD Executive Board Meeting on April 6 and will be released to the full membership of MLD that day or the next day. There will be a discussion

about the proposal at the MLD meeting on April 20 and Ms. Thresher will set up area meetings for May so that area trustees could meet with their representative to discuss the matter. At this time, a vote of member library Boards is scheduled for September 2010.

The Finance Committee expressed its concern about the 2012 budget, since the budget is slated to be approved by April 14, 2011. Ms. Thresher asked that the worse case scenario of \$20,000 additional dollars be budgeted, although she expressed hope that the resulting amount would be less. Ms. DiCamillo indicated she would not support that idea.

The committee thanked Ms. Thresher for attending the meeting and being so open to their questions and concerns.

New Business

Museum Passes

At the Director's request, Laura Weir did research on reinstating the museum pass program. Ms. Marino presented a memo outlining a proposal that the Library spend \$3,300 from the unrestricted gift fund for the fiscal year May 1, 2011 to April 30, 2012 on passes for 8 museums both in New York City and Long Island. It will be on the Agenda for the March 22nd meeting for Board approval.

Book Scan Station.

Ms. Marino presented the committee with a proposal for the purchase of a book scanner for Main at a cost of \$4995.00 to be taken from the Auto Library fund. She further presented a proposal for the purchase of this device for all library locations. The committee felt they could not make a decision without further study. They also did not agree with the idea that this service should be offered free of charge. Ms. Marino will refine the proposal and include it in the March board packet.

Regular Activities.

The Business Manager reviewed the check warrants for the committee and answered questions about the American Express, Dattner, and Harras Bloom invoices. The committee wanted to review the Harras Bloom invoice further and set that check aside. There was a review of the personnel report, which drew comments from the committee and will be revised. Mr. Zitofsky then reviewed the monthly financial reports for the committee.

Adjournment.

Given the lateness of the hour the committee decided to reconvene on Monday, March 21 at 7:30 p.m. for an additional committee meeting to sign checks and review the Harras Bloom invoice. The meeting was adjourned at 10:30 p.m.

Assistant Director

Library Legislation Day

On Tuesday, March 1st, I traveled up to Albany for Library Advocacy Day. I have participated in this Library Advocacy event many times, but have never seen the crowds of lobbyists visiting their representatives as I saw this year. Clearly many groups are reacting to the threat of widespread budget cuts. During this visit, I especially wanted to visit Great Neck's new State Senator Jack Martins. A large Nassau contingent arrived at his office at the appointed time and he was there is person to greet us. It

turns out that Senator Martins had been on the Mineola Library Board of Trustees at some time in the past; even serving as Library Board President. He knew all the talking points for Library Advocacy and I suspect he could become a voice in Albany for library funding. Our state Assembly representative Michelle Schimel was not able to meet with us, but we did speak to one of her assistants who promised to communicate all our concerns for Library funding to Ms. Schimel. I also visited the office of Senator Tony Avella, my own newly-elected official in Queens. Then, along with many Mid-Hudson Library System representatives, I spoke with Kevin Cahill, Assemblyman, and known friend to libraries and to a representative for Senator John Bonacic. Both represent my upstate community and local library. All these elected officials speak positively about libraries and the important services they offer at no charge to the public, but the message coming from all of them this year is that the budget cuts are real and necessary and must be made in an evenhanded manner.

Great Neck Reads

The Great Neck Reads event is shaping up nicely. Librarian Janet Schneider worked long and hard contacting various book publishers to find a popular book, with important themes, that would resonate with the Great Neck community and that would include the author's appearance. The book we have chosen is The Invisible Bridge by Julie Orringer, just out in trade paperback. The Committee is planning a number of programs, presentations, book discussions and a film screening, ending with the author's visit, that deal with such topics as love, architecture, Hungarian Jews, and the European scene on the eve of the Holocaust. I am very pleased with the enthusiasm and creativity the Committee has demonstrated working together on this project.

Library Director

Personnel

I would like to thank Janet Gillen, Nancy Titolo and Judy Axler for their work in helping the teens in the Interact Club at North High School learn to do read-alouds. As I mentioned in my last report, we had started working with the teens as part of a collaborative project with the School District and the Rotary. Last Wednesday, March 16, the teens were bused over to Saddle Rock School and spent an hour doing read-alouds to the kindergarten students. It was an enjoyable experience for all: the teens, the kindergartners and the teachers. They will return on March 30 for another session. I would like to thank our three children's librarians for giving them the tools and the confidence to succeed.

I would also like to thank Pam Levin and Leila Mattson for working with the Park District and the Historical Society to plan a special film series for this summer called, "They Slept in Great Neck." The series will run through July and the beginning of August, and movies, featuring actors who at one time called Great Neck their home, will be shown. It will be a wonderful series, celebrating the history of Great Neck and the movies.

Main Building

Legislator Judi Bosworth met with several of our trustees and myself on March 10 to hear the Library's concerns about the proposed boardwalk that is part of the Udall's Pond project. She was very receptive to our concerns, although we all agreed that the dredging itself is still very important and something to be celebrated. Legislator Bosworth agreed that for all the reasons stated by the library and neighbors that going ahead with the boardwalk was not a good idea and they would go ahead with the dredging without it.

As of today, we have yet to hear from the BZA regarding our variances.

Branches

We have secured the services of Excellent Air Conditioning and Heating Services, Inc. as the new vendor for HVAC for both Lakeville and Parkville. I hope they will be able to come up with a solution for the dripping water problem that seems to recur every summer in Parkville.

Gifts

Sharron Eisenthal and Diane Stone have each given \$500 to the library in honor of their mother, Helen Bishop, a long time member of the Music Advisory Committee. This money will go toward the funding of a concert that will feature a vocal quartet from the Manhattan School of Music on Sunday, November 6, 2011. It is a wonderfully appropriate way to honor their mother for her years of service on this committee.

Vacation

I will be on vacation from March 24 through March 29. Laura will be in charge in my absence.

In commenting on the Director's report, Trustee DiCamillo observed that the circulation of adult books at the Lakeville Branch increased by 41% and the new adult books by 58%. Station on the other hand saw a 31% decrease in the circulation of adult books and a 9% increase in new adult books. There were various possible explanations offered but no one knew for sure the reason for these substantial changes. The Director promised to monitor this.

Ms. Marino reported that she had received official notification from John Powell of the Great Neck School District that the Library can now have the additional 1,190 square feet for the Parkville Branch at the same rate per square foot currently being paid. The total square footage with the addition will be 4,300, which is almost comparable in size to the Station Branch. A proposal will be brought back to the Board.

Public Comment: Ralene Adler

OLD BUSINESS

Financial Guidelines for Vendors – 3rd Reading

Ms. Marino, as a point of order, stated that the guidelines were not yet looked at by the attorney and inquired if the Board would like the new attorney to review them before the Board votes on them. In response, some Trustees preferred for this to come to a vote tonight after which the attorney could review the document, and any amendments can be done at a later time. Other Trustees felt that there was no reason to rush this through but to have the attorney look at the document before a Board vote.

Upon motion by Anna Kaplan and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees adopt the Financial Guidelines for Vendors Conducting Business with the Great Neck Library and add this as a new Section 400-75 in the Board Policy Manual.

VOTE: Yes – 4 (DiCamillo, Esagoff, Marcus, Solomon);
Opposed -1 (Sokol); Abstention – 1 (Kaplan). *MOTION CARRIED*

Museum Passes

Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees reinstate the Museum Passes program effective May 1, 2011; and further,

I move that the Great Neck Library Board of Trustees approve that the purchase of the Museum Passes be expended from the Unrestricted Gift fund in an amount not to exceed \$3,300 for the year May 1, 2011, through April 30, 2012; and further,

I move that the Great Neck Library Board of Trustees change the loan period from four (4) days to three (3) days and the budget line from the Carter Fund to the Unrestricted Gift Fund in Section 700-40 (g) of the Board Policy Manual for Museum Passes.

Two of the three-part resolution was amended to change the budget line from Unrestricted Gift Fund to Carter Unrestricted Fund. The amended resolution now reads:

RESOLVED, that the Great Neck Library Board of Trustees reinstate the Museum Passes program effective May 1, 2011; and further,

I move that the Great Neck Library Board of Trustees approve that the purchase of the Museum Passes be expended from the Carter Unrestricted Fund in an amount not to exceed \$3,300 for the year May 1, 2011, through April 30, 2012, and further;

I move that the Great Neck Library Board of Trustees change the loan period from four (4) days to three (3) days and the budget line from the Carter Fund to the Carter Unrestricted Fund in Section 700-40 (g) of the Board Policy Manual for Museum Passes.

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Marketing Proposals

At the January Board meeting, the Library Director was instructed to prepare an RFP for marketing firms which was sent to six firms including the two that were already interviewed by the Building Committee. Of the six, only one firm responded. The Board did not have a discussion on whether or not they are committed to engaging the services of a public relations firm at this time. The Director asked the Board for direction on how to proceed. She was instructed to contact the other five firms to find out if they are still interested and are willing to attend an interview with the whole Board.

Public Comment: Ralene Adler, Marianna Wohlgemuth

NEW BUSINESS

Landscaping Contract

Upon motion by Marietta DiCamillo and seconded by Anna Kaplan, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the renewal of the landscaping contract to Island Associates, at the cost of \$655 per month for the period April 1 through November 30, 2011, to be charged to the Landscaping and Snow Removal line of the operating budget.

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Scanner

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the purchase of a CCP BookScan Station at an initial cost of \$6,795, such funds to be taken from the Auto Library Fund.

Over the years, members of the public have requested a scanner for public use. In response to this, scanners were researched and CCP Solutions offered a stand-alone scanner station, comprising a computer, touch screen, and scanner bed, for a 30-day free trial. During that time 816 documents were scanned. The Director's recommendation to the Board is to purchase this equipment as a free service to the public.

Some Trustees were concerned that if this service was offered at no cost to the public, there would be less usage of the copy machines and thus reducing the income in that budget line. A

solution to this would be to charge for the service which would require an additional purchase of a cash box to be attached to the scanner.

The Board is in favor of a scanner for public use but not this particular model. After further discussion, the Board thought that it would be best to table this and in the interim to continue researching commercial scanners with the same features that are more reasonably priced.

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

RESOLVED, that the Great Neck Library Board of Trustees table the purchase of a CCP BookScan Station.

Public Comment: Marianna Wohlgemuth, Naomi Penner, Norman Rutta

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Legal Counsel

Upon motion by Anna Kaplan and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees retain the services of Farrell Fritz, P.C., to represent the interests of the Library as its general counsel at an annual retainer of \$25,000.

Public Comment: Marianna Wohlgemuth

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Donation Acceptance

Upon motion by Joel Marcus and seconded by Anna Kaplan, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept donations in the amount of \$500 each from Sharron Eisenthal and Diane Stone; such funds are to be used to fund music program(s) in honor of Helen Bishop, a member of the Great Neck Library Music Advisory Committee.

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS

Trustee Sokol referenced the Board Policy Manual which states that members of the public are allowed to speak for three minutes but he has not seen this policy implemented successfully at Board meetings. He called upon the Board to enforce, revoke or amend the policy. President Esagoff had no problem with members of the public going beyond the three minutes as long as the dialog was respectful. This was referred to the Policy Committee.

Trustee Marcus complimented Director Marino for the excellent article she wrote that appeared in the Great Neck Record and Great Neck News.

CORRESPONDENCE

Ralene Adler spoke to her letter of March 1, 2011, and her attachment of a letter sent to the BZA dated February 21, 2011, regarding an employee parking plan. The letters are attached.

The Director clarified that she had spoken to the Staff Association representative regarding this and also to staff at a general staff meeting and there was no feed back that staff objected to parking on the street. She was instructed by the Board to get a written affirmation from the Staff Association that they are in agreement with the off-site parking for staff.

OPEN TIME

Naomi Feldheim – Community needs to be aware of the wonderful services available at the Library through a public relations firm or some other kind of vehicle.

Ralene Adler – She contacted her State Senator and asked him to research the NYS Department of Education Law, Regulation 255, to find out if NLS is permitted by law to charge membership fees or dues to member libraries, and also if NLS is allowed to prohibit a member library from participating in NLS collective purchases. She then called and emailed Barbara Lily of the NYS Department of Library Development. She asked Ms. Lily the same questions. Both State Senator and Ms. Lily informed her that NLS is prohibited from charging any fees to belong to that organization and is also prohibited from stopping any library from doing collective purchases.

Mrs. Adler further stated that Ms. Lily has sent both her email and questions to Jackie Thresher, Director of NLS, and Ms. Lily will be meeting with Ms. Thresher to clarify the parameters of the NYS Education Law concerning collective library. She also provided Ms. Lily's telephone number as (518) 486-4864. She promised to give a copy of the email to President Esagoff.

Norman Rutta – Commended Mrs. Adler

Marianna Wohlgemuth – Commended President Esagoff for running Board meeting so well. She also asked about the next Branch Committee meeting date.

After Open Time, the Board took a brief intermission from 9:30 to 9:38 p.m. at which time they reconvened for discussing the second draft of the proposed budget for 2012.

BUDGET DISCUSSION

Business Manager Zitofsky reviewed the changes he made to the first draft of the budget.

Expenditures

There were some adjustments which increased the expenditure from \$8,426,000 to \$8,483,000, a total increase of \$111,000 or 1.3% over the 2011 budget. The largest of these being \$23,000 for active employee health insurance and \$18,000 for retiree health insurance because of updated information received from New York State with new anticipated rates that are higher than projected. Also included are an additional \$11,000 for salaries, \$2,000 for internet service and a slight increase for the cleaning service due to an error in the first draft. There is also \$22,000 for funding the personnel re-organization which is currently under review by the Personnel Committee. This was also inadvertently omitted from the first draft.

Revenues

Interests on savings decreased from \$24,000 to \$18,000 using three-quarter of 1% instead of 1% on \$2.4 million. Commission from vending machines was increased. Expense Recovery for retiree Health Insurance was increased to match the NYS Health Insurance increases. Levels income decreased to \$2,000.

As directed by the Board, this draft has \$0 in the Applied Balance (a.k.a. General Fund Increase, Deferred Tax Revenues). If no money is allocated to the Applied Balance, then the required tax increase would be 3.3% or \$12 for a homeowner whose home is assessed at \$1 million.

Trustee DiCamillo initiated a discussion on the NLS charge of \$39,800 and the vacant positions currently in the proposed budget. She asked that the attorney render an opinion on whether or not we are obligated to pay a fee in light of the information from the New York State Department of Education Law. The other concern is that the system is weighted not in favor of population and usage but rather on the size of the budget. Great Neck is at the top of the scale paying the most for delivery service. She cited two towns, comparable to Great Neck in affluence, that are paying less than Great Neck. Trustee DiCamillo commended Mr. Zitofsky for preparing a formula based on per capita analogy which puts Great Neck inline with what the rest of the community is paying and that is a more equitable distribution. Great Neck is now paying \$19,000 and that would result in a lower amount of \$14,000 based on this formula. Trustee DiCamillo asked the Director to find out from Syosset Public Library what is it they are doing as far as using less and less of NLS services which was alluded to by Ms. Thresher.

Director Marino has shared the formula prepared by the Business Manager with the Chair of the MLD Task Force.

Regardless of the outcome, money must be allocated in this budget for NLS. It was decided to leave the amount budgeted for NLS flat at \$19,800.

Ms. DiCamillo observed that 10 vacant positions exist in the proposed budget with one going back to 2008. She asked that they be removed from the budget with the exception of one from 2011. One of these vacancies has been filled. Vacant positions totaled \$76,069.

She also stated that the Board has not come to any conclusion as regards the Re-organization Contingency plan and there is not enough money allocated to accommodate this draft concept. The Director was asked to put together an analysis.

The Business Manager was directed to cut the payroll budget line by at least \$40,000 and to hold the tax increase of the proposed budget down to 2.8% and leave the surpluses alone. The Director and Business Manager together will work on eliminating those lines that are absolutely not needed which will result in some savings.

Public Comment: Ralene Adler

ADJOURNMENT

The meeting was adjourned at 10:37 p.m. on motion by Martin Sokol

Respectfully submitted,

Joel Marcus
Secretary of the Board of Trustees