

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, March 25, 2008, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees, followed by a Budget Workshop to discuss the second draft of the 2008 budget proposal, was held on Tuesday, March 25, 2008, in the Community 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
Kevin Seaman – Legal Counsel

CALL TO ORDER

President Sokol convened the meeting at 8:12 p.m., and thanked everyone for coming.

MINUTES

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 approve the Minutes of the Regular Meeting of February 27, 2008, and the March 18, 2008, Budget Workshop as presented.

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

TREASURER'S REPORT – PERSONNEL REPORT

During the month of February 2008, revenue received was \$992,266. Total expenses were \$576,582.

At the close of business, February 29, 2008, total unadjusted operating fund holdings were \$2,528,299. Of these funds, \$2,525,519 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 February 28, 2007, balance of \$2,200,780.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,269,703; the Automated Library fund was \$60,369; the Restricted Gift fund was \$381,899; the Branch and Special Services fund was \$110,669. These funds totaled \$1,822,641 on February 29, 2008. The February 28, 2007, unadjusted total was \$1,420,985.

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 March 25, 2008, Treasurer's Report with the Personnel Changes of February 21, 2008, through March 21, 2008.

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 February 21, 2008, through March 21, 2008, Paid Checks numbered 0025332 through 0025338, 0025390 through 0025397, 1202 and 36878 through 36889 and To-Be-Paid Checks numbered 36890 through 37031, the sums set against their respective names, amounting in the aggregate to \$278,448.34.

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 February 14, and February 28, 2008, which have been reviewed by the Treasurer, in the amounts of \$164,415.88, and \$164,567.01 respectively, for a total of \$328,982.89.

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

REPORTS

Building Committee

Building Committee Chair Andrew Greene reported on the Building Committee meeting which preceded tonight's Board meeting. Present were: Andrew Greene – chair, Linda Cohen, Anna Kaplan, Martin Sokol, Kevin Seaman – lead negotiator and counsel, Laura Weir, Neil Zitofsky, the remaining Trustees and members of the public. The Building Committee came up with the following recommendations to the Board:

- To direct attorney Kevin Seaman to terminate the contract negotiations with H2L2 architects. The Building Committee voted 3-yes and 1-abstention in favor of this.
- To direct the Interim Library Director and the Business Manager to prepare Request for Proposal to send to architectural firms soliciting their input for the project.

Mr. Seaman dictated the wording of the resolutions for the recommendations to be voted on by the Board.

Upon motion by Andrew Greene and seconded by Norman Rutta and after discussion, it was,

RESOLVED, that the termination proposed by counsel to H2L2 in his March 14, 2008, correspondence is accepted, in full, with the Library Board reserving on to itself all prerogatives available to it under the terms of said agreement.

Mr. Seaman was instructed to prepare the termination letter which will be distributed to Trustees for any comments they may have prior to mailing.

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

Upon motion by Andrew Greene and seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Director is authorized and directed to prepare a RFP for the purpose of soliciting architectural firms on the matter of advising and consulting the Library Board regarding a renovation/expansion project.

The Director was also instructed to distribute the proposed RFP to members of the Building Committee as well as the other Trustees by the next Board meeting [April 29] and to prepare a proposed inclusive list of architectural firms to receive the RFPs. Mr. Seaman volunteered to provide the names of 10 architects.

Mr. Seaman warned against developing two schematics. Instead the Building Committee should recommend an appropriate plan that will include suggestions from those who have input.

Public Comments: Varda Solomon, Karen Rubin, Joan Adickman

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

Interim Director [appended hereto]

Trustees were reminded to respond to the email soliciting dates for the Trustees Workshop by Jerry Nichols on either May 27th or June 3rd.

OLD BUSINESS

January 22, 2008, Minutes

Upon motion by Norman Rutta and 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 resolution to accept the Minutes of January 22, 2008 Board of Trustees Regular meeting.

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

Trustee Rutta asked that the Minutes be left on the table because clerical errors were not corrected. Counsel advised that the motion should be made to correct the Minutes at this point before they are approved.

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of January 22, 2008 Board of Trustees Regular meeting as presented.

VOTE: Yes – 0; No – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol).
MOTION DEFEATED

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of January 22, 2008 Board of Trustees Regular meeting as corrected.

Corrections: On page 6, paragraphs 2 and 4 of the Minutes, employee's name is removed.

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

NEW BUSINESS

NLS Delivery Fee

Upon motion by Anna Kaplan, 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 of delivery services for the calendar year 2008 in the amount of \$10,027 at a meeting held on March 25, 2008.

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

Gates Foundation Grant

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 authorize and commit matching funds to the Bill and Melinda Gates Opportunity Online Hardware Grant in the amount of \$963, representing 25% of the total Phase I equipment costs of \$3,850 for the Lakeville Branch of the Great Neck Library. Such funds will come from the Branch and Special Services fund of the Great Neck Library and will be made immediately available.

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

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize and commit matching funds to the Bill and Melinda Gates Opportunity Online Hardware Grant in the amount of \$1,300, representing 25% of the total Phase I equipment costs of \$5,200 for the Parkville Branch of the Great Neck Library. Such funds will come from the Branch and Special Services fund of the Great Neck Library and will be made immediately available.

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

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 authorize and commit matching funds to the Bill and Melinda Gates Opportunity Online Hardware Grant in the amount of \$3,250, representing 25% of the total Phase I equipment costs of \$13,000 for the Station Branch of the Great Neck Library. Such funds will come from the Branch and Special Services fund of the Great Neck Library and will be made immediately available.

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

Elevator Upgrade

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 upgrade of the motor pump unit and controller of the elevator at the Main Library by Island Elevator Services, Inc., as per their proposals dated June 15, 2007, and June 18, 2007, at a cost of \$36,191, of which \$24,188 to come from the Repairs and Maintenance line of the operating budget and \$12,003 from a grant from the \$14 million Public Library Construction Grant Program 2007-2010.

Trustee Rutta requested that the motion be tabled because competitive bids were not provided and repair to the elevator should not be charged to the Repair and Maintenance line of the budget but to the Building fund instead.

There was also discussion on whether the elevator should be replaced and if the grant money would be applicable to a new elevator. Since the discussion on the elevator took place such a long time ago, the Interim Director was instructed to provide the Board with more information regarding this, and to get estimates for a new elevator.

Public Comments: Barbara Zeller, Joan Adickman, Unidentified lady, Karen Rubin

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 for the upgrade of the elevator.

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

Landscaping Contract

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 continuation of gardening services with U. Arias for the season beginning April 1, 2008, at a total cost not to exceed \$13,000 to be charged to the Landscaping/Snow Removal budget line.

Competitive bids were not provided and the Business Manager was asked to get these for the next meeting. In the interim, the motion was passed to continue the arrangement with U. Arias which could be ended at anytime. The Board will revisit at the next meeting.

Public Comments: Stanley Romaine, Shirley Samansky, Barbara Zeller

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

Acceptance of New York State 2007 Annual Report

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the New York State Great Neck Library 2007 Annual Report for Public and Association Libraries as presented.

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

Donation Acknowledgment

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 accept the contributions of Janet and Ralph Reynolds in memory of Ruth Tanenbaum in the amount of \$100.

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

Excess Equipment

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 declare the items listed on the appended schedule excessed and authorize the Interim Director to dispose of same in an appropriate manner.

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

Long Island Library Conference

Upon motion by Janet Eshaghoff, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the attendance of up to 10 members of the staff at the Long Island Library Conference to be held at the Crest Hollow Country Club on Thursday, May 8, 2008, at a cost of no more than \$75 per person, with funds to come from the Conference and Meeting budget line.

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

American Library Association Conference

Upon motion by Andrew Greene, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the attendance of up to three members of the professional staff at the American Library Association Conference to be held in Anaheim, California, from June 28 to July 2, 2008, at a cost not to exceed \$6,315 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

CORRESPONDENCE

Eileen Walk was not present to speak to her letter of March 17, 2008, and the Director's response of March 18, 2008, which are attached to these Minutes.

The Board took a break at 9:35 p.m. and reconvened at 9:47 p.m. for the budget workshop.

BUDGET WORKSHOP

Business Manager Zitofsky reviewed changes that he had incorporated from suggestions made at the first budget Workshop. This second draft shows a total expenditure decrease from the first draft by \$145,100. The proposed budget that will be voted on by the public is \$8,136,400. [Copy of the proposed budget is appended to these Minutes]

He was thanked for the great job done with the proposed budget which called for no increase in taxes.

Speaking: Varda Solomon, Ralene Adler

ADJOURNMENT

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

Respectfully submitted,

Linda Cohen
Secretary