

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
& BUDGET WORKSHOP  
Tuesday, March 27, 2007, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, March 27, 2007, 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  
Linda Cohen – Vice President  
Andrew Greene – Secretary  
Norman Rutta – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Janet Eshaghoff – Asst. Treasurer  
Martin Sokol

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

**CALL TO ORDER**

President Kahn called the meeting to order at 8:15 p.m.

**MINUTES**

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 approve the Minutes of the Regular Meeting of February 27, 2007, and the Budget Workshop of March 20, 2007, as presented.

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

## TREASURER'S REPORT – PERSONNEL REPORT

During the month of February 2007, revenue received was \$996,031. Total expenses were \$574,873.

At the close of business, February 28, 2007, total unadjusted operating fund holdings were \$2,200,780. Of these funds, \$2,197,345 was on deposit at HSBC and the Bank of New York, and \$3,435 was on hand in Petty Cash funds at Main and the Branches. This compares to a February 28, 2006, unadjusted balance of \$2,029,036.

Additionally, the unadjusted cash balance of the Main Building and Special Services fund was \$1,209,974; the Automated Library fund was \$57,969; the Restricted Gift fund was \$48,241; the Branch and Special Services fund was \$104,802. These funds totaled \$1,420,985 on February 28, 2007. The February 28, 2006 unadjusted total was \$1,383,075.

(a) 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 accept the March 27, 2007, Treasurer's Report with the Personnel Changes of February 22, 2007 through March 23, 2007.

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

(b) 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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated February 23, 2007 through March 23, 2007, Paid Checks numbered 0023479 through 0023754, 0023810 through 0023813, 1181 through 1182, and, 35012 through 35057 and 35059, and To-Be-Paid Checks numbered 35058, and 35060 through 35198, the sums set against their respective names, amounting in the aggregate to \$332,904.45.

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

(c) 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 Payroll Warrants for pay dates February 1 and February 15, 2007, which have been reviewed by the Treasurer, in the amounts of \$160,677.74 and \$162,065.53 respectively, for a total of \$322,743.27.

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

## REPORT

### INTERIM DIRECTOR [Report appended]

Interim Director Weir reported on the following which were not a part of her written report:

She read the report from Mr. Abraham Hertzberg, Structural Engineer, who had volunteered his services to examine the fascia panels. Mr. Hertzberg indicated that the fasteners for holding the stone fascia to the steel beam did not exist. The stone fascia was subjected to vertical loads, carrying part of the stone wall, and caused the stone to crack. There was rust on the beam which could have contributed to the loosening of the stone fascia as well. Water leakage and lots of debris were observed in that space. The least expensive of his recommendations was to install additional fasteners of the stone fascia to the steel beam, applying only to areas where cracks were found. A more expensive but effective remedy would be applying fasteners to the entire stone fascia. Waterproofing was also recommended.

A mason was also called in and his recommendation was to note where the cracks were and knock off the loose stones and caulk. The Board went with the recommendation of the structural engineer. The Interim Director was asked to go ahead and get estimates for repair quickly and if an emergency meeting was required, the Board would meet to approve the expenditure to carry out the repair. Trustee Rutta expressed his disappointment that this has not already been done.

The snow removal company that was contracted for this winter season did not have the big equipment as the previous company for plowing the snow and sanding the parking lot. This created more work for the Maintenance Department to clear the parking lot so it was safe for patrons. She suggested revisiting this for the next season.

*Public Comments: Mayor Leonard Samansky, Ralene Adler*

## BUILDING COMMITTEE

Trustee Sokol, Chair of the Building Committee, reported on the Building Committee meeting of March 14<sup>th</sup>. Plan II, which was developed in 2002, was compared to Plan A.1 developed by H2L2 in August 2006. There were questions about the square footage of the current building and of each Plan and of how much more square feet each plan would produce and how much would be gained. There was discussion on the benefits of a second floor as well. The Interim Director was asked at that meeting to contact the architects and ask these questions and whether they could provide an estimated cost for Plan II and Plan A.1.

Trustee Greene reported on the meeting with Town of North Hempstead Supervisor Jon Kaiman, the Building Commissioner, the Commissioner of Planning and a Deputy Supervisor on March 19<sup>th</sup>. The meeting was a general discussion about the requirements, the process which would include the Zoning Board, the Town Board, the timing and presentation of application, variances, additional parking spaces, and the bulk and height of the potential building. Guidelines were given in general terms on how to present our case. There was no specific plan but a “roadmap” of what has to be done for the building project was laid out.

The Building Committee met on March 27<sup>th</sup> to discuss their reaction to the March 19<sup>th</sup> meeting at the Town of North Hempstead.

Trustee Rutta sought clarification on the differences in the square footage for the building. Trustee Cohen responded by reading an email from the architects that showed that the net square footage is 85% of the gross square feet with a built-in margin of error.

Trustee Sokol anticipated that there will be more interim meetings dedicated solely to the building project, other than the regularly scheduled Board meetings, to expedite the building process.

*Public Comments: Mayor Leonard Samansky, Rebecca Gilliar, Karen Rubin, Carol Frank*

## **NEW BUSINESS**

### ACCEPTANCE OF 2006 NEW YORK STATE ANNUAL REPORT

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 New York State Great Neck Library Annual Report for Public and Association Libraries for 2006 as corrected.

The following changes were to be made: page 2, line 1.28 – Director’s title changed from Mrs. to Director or Manager. Page 24, line 12.41 – last audit performed – should be in 2005 and completed and presented in 2006; page 13, line 17 – to be changed to gross square footage of

46,904. Once these changes were made, the report would be submitted electronically and copies made available for the public in Reference and at the Branches.

*Public Comments: Ralene Adler, Rebecca Gilliar*

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

### TABLED ITEMS

Trustee DiCamillo inquired why the tabled items were not on the agenda for tonight's meeting. President Kahn responded that they were still tabled pending his attendance at other district's board meetings which thus far conflicted with the Library's Board meetings.

### POLICY MANUAL CHANGES

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 amend its Policy Manual, Sections 700-20, 700-40, and 700-45 relating to Playaways as specified in the attached schedule.

*Public Comments: Karen Rubin, Carol Frank, Marianna Wohlgemuth, Unidentified Lady*

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

### LONG ISLAND LIBRARY CONFERENCE

Upon motion by Martin Sokol, 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 ten members of the staff at the Long Island Library Conference to be held at the Crest Hollow Country Club on Thursday, May 3, 2007, at a cost of no more than \$75 per person, with funds to come from the Conference and Meeting budget line.

*Public Comment: Ralene Adler*

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

### AMERICAN LIBRARY 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 three members of the professional staff at the American Library Association Conference to be held in Washington, D.C., from June 22 to June 26, 2007, at a cost not to exceed \$1,570 per person, to be charged to the Travel/Conference line of the operating budget.

Trustee Rutta moved for the tabling of this motion to the April Board meeting until budgeting information – what is the budget and balance for this year and what is this relative to the previous years' trips. Trustee DiCamillo interjected that there was enough money in the budget and that staff had been going every other year so there was no need for tabling. Trustee Rutta withdrew his motion for tabling but asked that the budgeting information be provided.

*Public Comments: Ralene Adler, Rebecca Gilliar, Barbara Zeller*

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

### LANDSCAPING CONTRACT

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 authorize the execution of a landscaping contract with U. Arias, pending receipt of copy of Certificate of Insurance, for the season beginning April 1, 2007, at a total cost not to exceed \$7,200 to be charged to the Landscaping budget line.

The Interim Director was asked to have the Business Manager obtain a copy of the Certificate of Insurance from U. Arias and if the company cannot provide it, then this should be reported back to the Board.

*Public Comments: Carol Frank, Marianna Wohlgemuth*

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

## **CORRESPONDENCE** [Letters appended]

Barbara Zeller spoke to her letter of March 3, 2007; and Rebecca Rosenblatt Gilliar spoke to her letters of March 15 and March 16, 2007.

*Public Comments: Karen Rubin, Dan Nachmanoff*

## **OPEN TIME**

*Speaking: Naomi Feldheim*

## **BUDGET WORKSHOP**

The second draft of the proposed 2008 budget showed total expenditure decreasing from the first draft by \$29,100 to \$8,137,900, a 0.4% decrease from the 2007 budget.

Interim Director Weir reviewed the changes that came out of the March 20, 2007, Budget Workshop that were incorporated into this second draft. This revised budget will be presented on April 17, 2007, for a hearing and adoption.

*Public Comments: Marianna Wohlgemuth, Ralene Adler*

## **ADJOURNMENT**

The meeting was adjournment at 10:02 p.m. on motion by Martin Sokol.

Respectfully submitted,

Andrew Greene, Secretary