

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES BUDGET WORKSHOP  
Wednesday, April 7, 2010, at 7:30 p.m.**

The Great Neck Library Board of Trustees held a third Workshop for the 2011 proposed budget on Wednesday, April 7, 2010 at 7:30 p.m., 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:

Andrew Greene – President  
Anna Kaplan – Vice President  
Janet Eshaghoff – Secretary  
Varda Solomon – Treasurer  
Josie Pizer – Assistant Treasurer  
Marietta DiCamillo – Assistant Treasurer

Absent with prior notice:        Martin Sokol

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

**CALL TO ORDER**

The meeting was called to order by the President at 7:50 p.m.

**AGENDA AMENDMENT**

**Upon motion by Janet Eshaghoff, seconded by Varda Solomon and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library amend the agenda for tonight's meeting to include discussion and vote on the Library's hours of operation.

**VOTE:** Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

**LIBRARY HOURS OF OPERATION**

The Policy Committee met prior to the Board meeting to discuss the changing of the Library's hours system-wide on Saturdays as well as the hours of Main and Station Branch on Friday nights. The Committee's recommendation is that all four locations change their opening time

from 9:00 a.m. to 10:00 a.m. on Saturdays. After much consideration, the Policy Committee recommended that the Friday night adjustment in hours be tabled for a future time when more data is provided.

A member of the public inquired about the amount of savings that would be realized. If the Library were to be opened at 9:00 a.m. instead of 10:00 a.m., savings for 2010 would be \$8,868 and \$20,085 for 2011.

### Saturdays

**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 approve the opening of all four library locations at 10:00 a.m. instead of 9:00 a.m. on Saturdays effective June 19, 2010.

*Public Comment: Margery Chodosch, Ralene Adler*

**VOTE:** Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

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

**RESOLVED**, that the Board Policy Manual Section 500-50 be adjusted to reflect the changes in hours for all four library locations.

**VOTE:** Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

### Fridays

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the closing of the Main Library at 6:00 p.m. instead of 9:00 p.m. on Fridays, and the closing of the Station Branch Library on Fridays at 9:00 p.m. instead of 6:00 p.m. effective June 19, 2010.

Trustee Kaplan, Chair of the Policy Committee, reported that savings from closing Main at 6:00 p.m. would be \$39,930. If Station were to be opened those three hours that Main was closed, there would be savings of \$28,946 or .3% of the budget.

The director prepared a graph of books and audio-visual circulation for the last six months for all five weekday nights, and Friday nights showed the least activity.

Trustee Solomon, a member of the Policy Committee, pointed out that when this was discussed at committee level, two factors were considered – the cost of running the Library as well as trying to provide services at the right time in the right place. The thought was that the Station Branch was located at a place in town where there was more activity on Friday nights as opposed to the Main Library.

Trustee Pizer asked the Director if it were possible to do a body count for the next four or five Fridays nights to see how many persons actually come through the doors. The Director will look into it. She pointed out that this would require designating someone to take hourly readings between 6:00 and 9:00 p.m.

Trustee Kaplan suggested that if the decision is to keep the current hours at Main and if the usage is still low, then consideration could be given to reducing the number of staff working during these hours.

A Children's Department staff member asked the Director to take another look at those numbers because from his experience working on Friday nights, the children's room is quite busy during the summer months through September.

*Public Comment: Margery Chodosch, Carol Frank, Ralene Adler, Justin Fuchs, Michael Currie*

**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 table the motion until a future date.

**VOTE:** Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

## **BUDGET DISCUSSION** [A copy of the budget is appended hereto]

A third draft of the proposed budget, which was previously sent to the Trustees, was further revised to a fourth draft which was provided at tonight's meeting. The Business Manager compared the changes between the third and fourth draft.

The third draft shows revisions resulting from cuts for savings incurred due to the incentive retirement for staff. Three people signed up, one full-timer and two part-timers, bringing the tax increase down to 3.9%.

As of the fourth draft, four people signed up, two part-timers and two full-timers. The net savings in 2011 total \$113,248.

The fourth draft also included \$28,000 savings from closing Main and opening Station Branch on Friday evenings. There is another proposal to discontinue community-wide mailing of the newsletter which would save a further \$27,000.

The newsletter would be available online as well as hard copies in all libraries. Going forward, the newsletter mailing would be replaced with a smaller mailing of a calendar type format maybe two or three times per year. The newsletter costs a lot to produce and there are more efficient ways to inform the public of programs. The ability to email information to the public, the same way as overdue notices are sent out via email, was also brought up. The computer department is looking into alternate email vendors and the Director will ask them to investigate to see what technically needs to be done and the cost to the Library. Some members in attendance expressed their sentiments that this should be looked at very carefully before discontinuing the mailing of the newsletter.

The fourth draft of the budget would bring the tax increase down to 3.1%. A home assessed at one million dollars would see a tax increase of \$12.

The plans for the Station Branch impact on the budget. Before a decision could be made about the budget, the dollar amount for the relocation of the Station Branch is required. The Director reported that she will be getting the numbers next week. Therefore, a special meeting of the Board of Trustees was set for Thursday, April 15<sup>th</sup> at 7:30 p.m. The Finance Committee meeting originally set for that time was rescheduled for Monday, April 19<sup>th</sup> at 7:30 p.m. The Board will make a decision at that point in order for the budget to be adopted at the April 20<sup>th</sup> Board meeting.

A member of the public asked for an explanation why the PCs and Election lines of the proposed budget have seen substantial increases. The Director and Business Manager will look into these two line items.

*Public Comment: Ralene Adler, Michael Currie, Michael Cruz, Susan Fiala, Judy Snow, Margery Chodosch, Jonathan Aubrey, Naomi Feldheim, Carol Frank, Stanley Romaine, Michael Currie, Jennifer Green*

## **ADJOURNMENT**

Marietta DiCamillo moved and Josie Pizer seconded for the adjournment of the meeting at 9:11 p.m.

Respectfully submitted,

Janet Eshaghoff  
Secretary