

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING &  
BUDGET HEARING/ADOPTION  
APRIL 14, 2011, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees followed by a Hearing and Adoption for the proposed 2012 budget was held on Thursday, April 14, 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  
Joel Marcus – Secretary  
Varda Solomon – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Josie Pizer – Assistant Treasurer  
Martin Sokol

Absent with prior notice: Anna Kaplan – Vice President

Also present: Jane B. Marino – Director  
Neil Zitofsky – Business Manager  
Laura Weir – Assistant Director  
Bob Goldberg – Legal Counsel (Farrell Fritz, P.C.)

## **CALL TO ORDER**

President Janet Esagoff called the meeting to order at 7:38 p.m. She then introduced Bob Goldberg of the legal firm of Farrell Fritz, P.C., as the Library's new counsel.

## **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 and Budget Workshop on March 22, 2011, as presented.

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

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## 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:

- April 14, 2011, Treasurer's Report;
- Warrant dated March 19, 2011 through April 15, 2011 for Paid checks numbered 0029370 through 0029375, 0029410 through 0029416, and 42690 through 42713, and To-Be-Paid Checks numbered 42714 through 42824, the sums set against their respective names, amounting in the aggregate to \$263,788.52;
- Payroll Warrants for pay dates March 10, and March 24, 2011 in the amounts of \$169,527.54 and \$170,489.43 respectively for a total of \$340,016.97;
- Personnel Changes of March 2011.

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

## REPORTS

Below is the text of the written reports:

### Finance Committee Meeting

The Finance Committee met on Tuesday April 12, 2011 at 7:30 p.m. in the Multi-Purpose Room. Trustees in attendance: Varda Solomon (Chair), Marietta DiCamillo, Josie Pizer, Janet Nina Esagoff. Also in attendance: Jane Marino, Library Director; Laura Weir, Library Assistant Director; Neil Zitofsky, Business Manager.

Chair Solomon called the meeting to order at 7:35 p.m.

Auditor's Report: A draft has been sent by the audit firm and the committee briefly discussed a few issues in the report. Trustee DiCamillo indicated her concern about GASB 45 and whether the library should be including it as a liability. Trustee Solomon discussed the replacement schedule for computers and whether the current practice should be aligned with that schedule. Ms. Marino indicated she would follow up on both those items.

NLS Report: At the time of the Finance Committee meeting, the report from the MLD task force had not yet been made available but the Library Director indicated she would distribute it to the Trustees when it was. [Update: the report is now available and has been distributed for the Trustees to review.]

Proposal from Dattner/RMS: The Library Director indicated she had been in touch with both vendors to see what additional work remained so that the library could move forward with its application to the Town Board. She will have a proposal ready for the April Board Meeting.

VHB Communication: Ms. Marino indicated that she had been in touch with VHB to discuss outstanding items that have not been paid by the library due to the lack of clarity in VHB's billing procedure. She reported that she would follow up and have more information after she had gone through each item with David Wortman of VHB.

AirPac: Director Marino indicated that she would be bringing a proposal to the Board to purchase AirPac which is a software that enables a patron to access our website in a format friendly to smart phones, making it easier for a patron to check availability and make reserves from a smart phone. [See New Business – page 8]

She also indicated that there would be a request in May to replace the library's server which is now more than four years old and has given the computer staff cause for concern. They don't think it will last much longer and would like to replace it before it goes completely. There was discussion about that issue, along with AirPac and the Scanner, all of which would be funded from the Automated Library fund. [See New Business for resolution on the scanner – page 8]

Regular Activities: The warrant was reviewed by the committee and the Business Manager addressed any questions about specific invoices. The financials were also reviewed by the committee. There being no further business or questions, the committee signed checks and the chair adjourned the meeting.

## **Policy Committee**

The Committee met on March 23, 2011 at 7:30 p.m. in the Multi-Purpose Room. Trustees in attendance: Marietta DiCamillo (Chair), Josie Pizer, Anna Kaplan. Absent with notice: Janet Nina Esagoff (Board President). Also in attendance: Jane B. Marino, Library Director; Laura Weir, Library Assistant Director.

The meeting was called to order at 7:33 p.m. by Trustee DiCamillo.

Workplace Violence Policy: The Director explained that this policy, which is a requirement of the law, is not currently a policy at Great Neck Library. Although the process began in January of 2008 under Laura Weir, who was then Interim Director, the policy that was ultimately passed by the Board became a Harassment Policy, not a Workplace Violence policy. There are a couple of differences between the two. The Workplace Violence policy should concern itself with building safety, possible risks to both staff and patrons and ways to prevent them. The policy should call for a risk evaluation, do its best to keep employees aware and institute a reporting practice to keep the library in compliance with the statutory requirements. It should call for staff training, in order for staff to be aware of any potential risks, recognize a problem and be armed with the tools to face that problem.

Assistant Director Weir indicated she would re-form the employee committee originally in place and discuss next steps. Ms. Marino showed the Policy Committee a sample policy that could be adapted for use by the Great Neck Library.

**Board Committee Clarification:** Trustee DiCamillo reported that both she and the other members of the current Finance Committee think it is necessary for a member on Finance to also be appointed to every other library committee. Presently, there is a member of Finance on every other committee, with the exception of Building. The policy committee agreed to recommend to the Board that they change the wording of section 200-40, under Finance Committee, to have the following sentence added. "A member of the Finance Committee shall be appointed to serve on each of the other standing Library Committees." [New Business – Board Policy Manual Changes – page 9]

**Travel Policy:** Library Director Marino indicated that although a brief mention of travel reimbursement is made in the current Collective Bargaining Agreement (CBA), there is no policy currently in place outlining the necessary steps to secure authorization and reimbursement for travel to conferences and meetings. She presented a first draft to the committee for their feedback, has made changes based on them and will send a second draft prior to the next committee meeting.

**General Fund Reserve Amount:** The committee indicated that they would like to see the wording of Policy 400-15 changed. It now reads: *The Board will authorize an ongoing general fund reserve for unanticipated and emergency needs, equal to those surplus funds which may be retained by the Great Neck School District by law, currently four percent (4%) of the general operating budget.* The committee would like it changed to read "up to four percent (4%)" rather than "currently four percent (4%)" to give the Library more flexibility in its financial planning. [See New Business – Board Policy Manual Changes – page 9]

The next Policy Committee meeting is set for April 27<sup>th</sup>. There being no further business, the meeting was adjourned at 8:45 p.m.

## **Building Committee**

The meeting was called to order at 7:30 p.m. on April 7, 2011 in the Multi-Purpose Room. Trustees in attendance: Martin Sokol (Chair), Anna Kaplan, Janet Nina Esagoff (Board President); absent with notice: Joel Marcus. Also in Attendance: Jane B. Marino (Library Director), Laura Weir (Library Assistant Director), Neil Zitofsky (Library Business Manager)

Guests: Ian Siegel, Town of North Hempstead Business and Tourism Commission, Andrew Komaromi, Harris Beach Attorneys, Bond Council.

**Referendum:** At the Chair's request, the Library Director introduced the two guests to the committee and their purpose for attending, which was to discuss, in general terms, the process for putting together a referendum. As explained by Mr. Komaromi, the Town of North Hempstead Business and Tourism Commission is an LDC, a Local Development Corporation, which has the ability to issue obligations for qualified 501C-3 projects, such as the library's building project.

The Library Board has already voted to submit an application to this LDC and the Town has adopted a resolution accepting this application. As explained by Mr. Komaromi, the LDC is the issuer of the bonds;

the library is the borrower. There would be a bank who would act as the underwriter. Once the bonds have been sold, the proceeds would be held by a trustee, usually a large bank. The Bond Counsel's role is to issue a bond opinion and to draft the appropriate documents.

There was further discussion among committee members and members of the public regarding the option of DASNY (Dormitory Authority of the State of New York) as the issuer of the bonds. As explained by Mr. Siegel, the Town's LDC has the authority only to issue bonds in the Town, whereas DASNY has the authority to issue bonds throughout the State, making it a much bigger entity with which to work. The Town's LDC is obviously much smaller and would be less expensive, less time-consuming and more attentive to the Library's needs. Further, any fees paid to the LDC would go into the Town's coffers to benefit the Town.

BZA Approval: The Library Director provided hard copies of the BZA's opinion and approval of the Library's variances to the committee and interested observers. There were no questions or comments.

PR Firms: Ms. Marino indicated that there were four candidates who wanted to be interviewed and that she would send out packets in the last week of April in preparation for the two executive sessions in which interviews would take place.

Dattner Work: Ms. Marino had received a bill from DattnerArchitects on April 4, 2011 for the work that RMS Engineering had done in preparation for the BZA hearing. The total of the bill brought the amount owed to Dattner to around \$3,000 over the amount authorized by the Board. She indicated that RMS was unwilling to go further on their work until they received payment. She had the check ready and asked if it could be signed and sent early. She further indicated that it was her recommendation that the Board authorize an additional \$10,000 to bring the authorized amount to \$25,000, the amount originally requested by Dattner. The Building Committee agreed with that recommendation. There was an objection to mailing the check out before the Finance Committee reviewed it, so it was held back. [See Old Business – Additional Funds for DattnerArchitects – page 7]

There being no further business, the Chair adjourned the meeting at 9:00 p.m.

## **Assistant Director**

Museum Passes: At the March 22 Library Board Meeting, the Library Trustees voted to reinstate the Museum Pass program. I have been in touch with all the museums selected for our revised program and have begun the process of purchasing the passes. I hope to begin to receive some of the passes as early as mid week, Wednesday, April 13. We will begin processing the passes, creating a bibliographic record, issuing bar codes, wrapping the passes in laminate, etc. as soon as they arrive. We hope to have the passes ready to circulate beginning May 1, 2011. 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.

Paperback Collection: Until recently the Main Library had a collection of uncataloged paperbacks that were housed in no particular order in spinners on the first floor next to the stairs to the mezzanine. At the request of Jane Marino, the Technical Services Department staff, working with some Reference

department staff, devised a way of cataloging those paperbacks with a simple subject, author initial location system. In some cases, new bibliographic records have been created for new titles, in others the paperback items have been added to an already existing bibliographic record. The books have been separated into genres: “Good Reads,” “Romance,” “Mystery/Suspense” and “Popular Fiction” for browsing purposes. However, all book titles are now searchable in the online catalog. Credit for performing such a swift and thorough job belongs to Janet Schneider in Reference for her efforts in collection development, Marie Terranova in managing the overall cataloging and the entire Technical Services staff, especially Aruna Shah, Marrietta Kanakaris, Marissa Sausa and Wanda Lei, for entering the barcodes & coordinating the processing system for both the existing collection and all of the new additions. Senior Librarian/Cataloger Chris Johnson was responsible for supervising the entire operation.

Updating Bibliographic Records: Part time cataloger Marlene Wiercx had been working to update and enhance old, incomplete bibliographic records. She has finished updating the musical scores and fake books, adding the title of all songs in a volume to the bibliographic record, consequently making each song searchable by title. Now that the Short Story collection has been weeded, she will perform the same updates to short story anthologies, adding author and title information to the bibliographic record. As an example, a short story by Guy de Maupassant in an anthology of Great European authors that may have been lost because it was not listed in the catalog will now become available because the title and author have been added to the bibliographic record of the anthology.

## **Library Director**

Personnel: All staff members have now received their annual reviews from the Department Heads. Three of our staff members contributed to this month’s staff meeting by reporting on their attendance at professional development opportunities. Chris Johnson, from Technical Services and Irina Zaoints, from Reference, both attended the Computers in Libraries Conference in March. At the April Staff meeting they discussed issues and news from the conference, including web site design tips, mobile devices and how they can be important to libraries and, of course, ebooks.

Pam Levin, who attended an NLS workshop on QR Codes, shared the power point she saw and made a presentation about QR (Quick Response) codes, what they are and what they can do for libraries. In short, it’s a square code embedded with a URL and when somebody with a smart phone and the appropriate application scans the code it sends the smart phone to the web page the code refers it to. If we put a code like that onto our Great Neck Reads poster, for example, it would send the smart phone user to our Great Neck Reads page.

Zach Morris, a Levels staff member for the last eight years, is resigning as of April 15, 2011 to pursue other career paths in dance and dramatic arts. The levels staff and kids as well as the rest of the library staff will miss Zach but we wish him well in his future career opportunities. Levels is in the process of filling his position, that of part-time dance coordinator.

Main Building: As you all know, we have been approved by the BZA for all variances and are in the process of putting together our documents for the Town Board Hearing. We hope to get on the agenda in either May or June but we can’t make the application until all the documents are compiled.

Other Projects: We are working to get everything ready for our Museum Pass program reinstated for May. The staff is delighted and the public is as well. We are preparing bookmarks and updating the website and delighted to be responding to the public.

We have had quite a few disappointed patrons with the disappearance of the scanner and more messages by email on this subject than any other, hoping that it will come back. I have a new proposal in this packet for the Board to consider.

Trustees had some questions on the Assistant Director and Director's reports which were answered.

## **OLD BUSINESS**

### **Scanner**

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

**RESOLVED,** that the Great Neck Library Board of Trustees authorize the purchase of a CCP BookScan Station at a cost of \$4,995; such funds to be taken from the Automated Library fund.

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

The Director pointed out that she had a discussion with the sales representative who said that Great Neck Library would be entitled to a 10% discount if at least 10 libraries in Nassau purchase a scanner within the next six months. There are nine other libraries that are interested.

### **Additional Funds for DattnerArchitects**

**Upon motion by Varda Solomon and seconded by Martin Sokol, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees authorize the expenditure of an amount not to exceed \$10,000 for work done to obtain site plan approval by both DattnerArchitects and RMS Engineering. These funds are to be taken from the Main Building and Special Services fund.

The newly adopted Financial Guidelines for Vendors will be sent to RMS Engineering.

Trustee DiCamillo asked for a full accounting of expenditure thus far, and an estimate of projected expenses leading up to the actual referendum. The Director is working on this.

Ms. Marino reported that she received the Letter of Availability from the Sewer District and it has been sent to Paul Bloom. She has the application in hand for the Board President to sign. The only missing documentation is the Realignment Plan which RMS will have ready on April 22<sup>nd</sup>. The Board is hopeful that the Library will be on the Town's agenda for the Site Plan approval either in May or June.

RMS Engineering, subcontractor for DattnerArchitect, was authorized by zoning counsel Paul Bloom to perform work without going through Dattner or the Library Director. The work was done and the Library subsequently billed. To prevent this from happening in the future, the Board agreed to have in place a 'path of communication' in written form to be signed off on by the contractor and returned to the Library.

A member of the public asked about the hierarchy of Park East Construction and DattnerArchitects. Counsel Bob Goldberg was asked to speak to this. He explained that there will be an inter-relationship between the two contracts which have not been yet finalized, but some of these concerns will be fleshed out when their contracts are finalized.

*Public Comment: Carol Frank, Ralene Adler*

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

## **NEW BUSINESS**

### **AirPac**

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

**RESOLVED,** that the Great Neck Library Board of Trustees approve the purchase of AirPac at a cost of \$9,500 to be charged to the Automated Library fund.

After the first year, there will be a yearly fee of \$95 for maintenance. [For more information on AirPac, see Finance Committee Report – page 3]

*Patron Comment: Ralene Adler*

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

## **Board Policy Manual Changes**

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

**RESOLVED,** that the Great Neck Library Board of Trustees authorize the addition of the following sentence to Policy 200-40, under Finance Committee: *A member of the Finance Committee shall be appointed to serve on each of the other standing library committees.*

Trustee Sokol referenced the Board Policy Manual which states that no more than four trustees can sit on a committee and he wanted to know how this new policy, if approved, would reconcile with the current Board Policy.

Trustee DiCamillo stated that perhaps the Board could consider amending the motion and putting it into effect when the Board President does committee appointments next year following the Re-Organization meeting but she would like the policy to be in place and ready for that time.

Trustee Sokol was opposed to such a policy and he asked for further discussion of this. He wanted to know what the purpose is for a member of the Finance Committee to be appointed to every committee.

Trustee DiCamillo, Chair of the Policy Committee and a member of the Finance Committee, explained that this was discussed at the Policy Committee level and that presently a member of the Finance Committee is on every committee except the Building Committee. She further stated that it's all about monitoring money being spent in different areas and understanding what the money is spent on so that the Finance Committee can do the kind of certification that serious trustees and members of the Finance Committee are charged with. [See Policy Committee Report – page 3]

Some Trustees were agreeable for an amendment to the motion to make the policy effective next year while others preferred it to be tabled for further discussion.

Trustee Sokol called for a three-minute recess to discuss this in private if there was going to be a vote, but Trustee DiCamillo moved for an amendment to the motion to make it effective after the 2011 election, which was seconded by Trustee Pizer.

Further discussion ensued and a member of the public suggested that the Finance Committee should become a committee of the whole which would eliminate some of these problems. Trustee Sokol thought this was an excellent idea but would still like for this to be discussed in private. Trustee Pizer also agreed that this was a good concept which should be extended to the Building Committee.

At this point the attorney was asked for his opinion. Mr. Goldberg reiterated that the Board policy states that a committee cannot be larger than four people. He further explained that the

whole Board cannot be a committee. A committee serves at the discretion of the Board. However, the Board does not have to have a committee. Should the Board choose to delegate responsibilities to the Board as a whole, by assuming the responsibilities of the Finance Committee and the Building Committee, it would not necessitate a bylaw change.

*The Board then voted to table the motion.*

**Upon motion by Martin Sokol and seconded by Varda Solomon, and after discussion, it was,**

**RESOLVED** that the Board of Trustees of the Great Neck Library table the motion.

**VOTE:** Yes – 3 (Esagoff, Marcus, Sokol); No – 3 (DiCamillo, Pizer, Solomon)  
**MOTION FAILED**

*The original motion on the table was amended and voted on.*

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

**RESOLVED** that the Board of Trustees of the Great Neck Library amend the motion on the table to make this policy effective in 2012.

**VOTE:** Yes – 3 (DiCamillo, Pizer, Solomon); No – 3 (Esagoff, Marcus, Sokol)  
**MOTION FAILED**

President Esagoff asked for it to be put back on the agenda for the May Board meeting for further discussion.

Trustee Marcus also asked the Board President to include discussion on the possibility of the Finance Committee also becoming a committee of the whole.

*Public Comment: Dan Nachmanoff, Ralene Adler, Stan Romaine*

**(b) Upon motion by Marietta DiCamillo and seconded by Varda Solomon, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the following change to policy 400-15: change the phrase, *currently four percent (4%)* to read *up to four percent (4%)*.

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

## CORRESPONDENCE

Gail Gomberg was not present to speak to her March 14, 2011, communication to the Board.

In addressing the issue of Ms. Gomberg's letter, the Director stated that she has responded to Ms. Gomberg's letter and is working with the Department Head on a more equitable room arrangement so that people can come in without interrupting other people. It will be tried out in the upcoming school vacation week programs.

Ralene Adler spoke to her letter of March 17, 2011.

The Director will seek clarification on whether or not an Environmental Impact Study (EIS) will be done in response to a question from Mrs. Adler.

## OPEN TIME

*Speaking: Stanley Romaine*

## ADJOURNMENT

This portion of the meeting was adjourned at 9:08 p.m.

## BUDGET HEARING/ADOPTION

The Board reconvened at 9:25 p.m. Business Manager Zitofsky then reviewed the changes he made since the presentation of the second draft on March 22<sup>nd</sup>. [See attachments]

The Library Director and the Business Manager were complimented for the great job they did with this budget.

*Public Comment: Ralene Adler, Stan Romaine*

### ADOPTION

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

**RESOLVED**, that the Great Neck Library Board of Trustees adopt the proposed budget as presented, for a total budget of \$8,416,000 of which \$8,238,000 is to be

raised by taxation, and that a letter and a copy of the budget be sent to the Great Neck School District.

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

## **ADJOURNMENT**

The meeting was adjourned at 9:35 p.m. on motion by Marietta DiCamillo.

Respectfully submitted,

Joel Marcus  
Secretary of the Board of Trustees