

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, April 24, 2007, at 8:00 p.m.**

An Executive Session followed by the regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, April 24, 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  
Andrew Greene – Secretary  
Norman Rutta – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Janet Eshaghoff – Asst. Treasurer

Absent: Linda Cohen – Vice President  
Martin Sokol

Also present: Laura Weir – Interim Library Director  
Neil Zitofsky – Business Manager  
Al Coster – Auditor

## **CALL TO ORDER**

President Kahn called the meeting to order at 7:50 p.m.

## **EXECUTIVE SESSION**

A motion was made by Trustee DiCamillo and seconded by Trustee Greene for the Board to go into Executive Session to discuss personnel matters. The Board came out of Executive Session and after a brief intermission, reconvened to open session at 8:10 p.m.

## **MINUTES**

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 approve the Minutes of the Regular Meeting of March 27,

2007, and the Budget Hearing and Adoption of April 17, 2007, as presented.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

## **TREASURER’S REPORT – PERSONNEL REPORT**

During the month of March 2007, revenue received was \$992,209. Total expenses were \$739,610.

At the close of business, March 31, 2007, total operating fund holdings were \$2,431,831. Of these funds, \$2,428,396 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 March 31, 2006, balance of \$2,100,246.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,230,416, the Automated Library fund was \$57,979; the Restricted Gift fund was \$48,271; the Branch and Special Services fund was \$104,804. These funds totaled \$1,441,470 on March 31, 2007. The March 31, 2006, total was \$1,391,993.

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 April 24, 2007, Treasurer’s Report with the Personnel Changes of March 24, 2007 through April 20, 2007.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

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 Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated March 24, 2007, through April 20, 2007, Paid Checks numbered 0023868 through 0023872, 0023924 through 0023929, 35199 through 35206, and To-Be-Paid Checks numbered 35207 through 35333, the sums set against their respective names, amounting in the aggregate to \$226,547.41.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

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 March 1, March 15 and March 29, 2007, which have been reviewed by the Treasurer, in the amounts of \$159,755.90, \$161,942.26 and \$165,091.70 respectively, for a total of \$486,789.86.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### AUDIT

Al Coster from the firm of Baldessari and Coster, reviewed his report on the Library's financial standing for the year ended December 31, 2006. All the recommendations from the previous year's audit were implemented. However, Petty Cash on hand could be lowered by another \$1,500. The Business Manager together with the Finance Committee will be working on this during the coming months.

The Staff Gift Committee now has its own bank account and no longer using the Library's tax ID number.

Trustee Rutta sought guidance on at what point there should be discussion on moving any part of the end of year Fund Balance/Net Assets to other funds. Mr. Coster recommended the creating of a designated fund within the general fund to communicate to the public on how the Board plans on spending the money.

GASB 34 has already come out with a new requirement which will not affect the Library's financial statements for at least another three years. For libraries that pay for post retirement health insurance, GASB will require the booking of liability to future health insurance based on assumption of how long someone lives, and how long one works before getting benefits and at what percentage will the health insurance benefits continue to increase. In preparation for this requirement, some larger cities and states had already adopted this pronouncement and were close to bankruptcy. Some of the Great Neck Library's surplus from the Fund Balance/Net Assets could be used to fund that debt. It will make the Library's financial picture look better a few years from now. Therefore, it would be prudent for the Board to start preparing for this now based on the number of current employees.

Mr. Coster was complimented for his resourcefulness to the Board throughout the year.

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 Auditor's report dated March 7, 2007, for the year ended December 31, 2006.

*Public Comments: Mike Zarin*

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)  
**MOTION CARRIED UNANIMOUSLY**

INTERIM DIRECTOR [Report appended]

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

The Library received a check for \$3,940 from the New York State Construction Grant earmarked for repairs to the air conditioning unit 4 which failed over the summer of 2006. The air conditioning unit has been installed and working.

The check for the bequest from the estate of Louise Carter has been received. Some suggestions were offered on how the money could be spent in accord with Mrs. Carter's wishes.

Project Engineer Edy Zinger, a Great Neck resident specializing in façade repairs, inspected the panels on Saturday, April 21<sup>st</sup>. His findings and recommendations are forthcoming. Trustee Rutta indicated that Mr. Zinger was not a contractor and that at least one or two more estimates were needed from contractors. Trustee DiCamillo suggested that the Villages or Town might be contacted for referrals. Wooden barriers were put in place of the cones to cordon off the area under the cracked panels.

Referring to identifying hotspots for trouble in the Library, which are areas that are hidden from the sightline of staff, the Director was asked if such areas were being checked by staff. She would be speaking with Reference Department Head Leila Mattson to see if librarians were doing checks of these areas.

*Public Comments: Karen Rubin, Mike Zarin*

POLICY COMMITTEE

There was no official report from the Policy Committee as committee chair Linda Cohen was not present to report on the meeting of April 9, 2007. However the recommendations from that meeting are attached to these Minutes.

## **OLD BUSINESS**

### RECORD RETENTION

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library take from the table the resolution to adopt the Record Retention policy 400-30 as presented to, and tabled by the Board at the June 27, 2006 meeting.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

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 adopt the Record Retention policy Section 400-30 as presented to, and tabled by the Board at the June 27, 2006 meeting, with the additional requirement that a subject list of records to be destroyed be presented to the Board at each instance and that a Records Officer be designated by the Director from among the staff, as amended.

Amendments: **Item 1.1** Official Minutes – add “including agendas, list of persons who signed the attendance sheets, and committee minutes”; **Item 1.3** – delete the word “agendas”

*Public Comments: Marianna Wohlgemuth, Mike Zarin, Karen Rubin, Ralene Adler*

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

### MINUTES OF COMMITTEE MEETINGS

This was left on the table. In the interim, minutes were being taken by a member of the committee, and this will continue until the Policy Committee comes up with a proposal.

### LEGAL COUNSEL

#### **Attendance at All Board Meetings**

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 take from the table and amend the resolution to authorize the attendance of the Library's attorney at all Board of Trustees meetings, presented to the Board and referred to the Policy Committee at the February 27, 2007, Board meeting.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

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 authorize the attendance of the Library's attorney at all Board of Trustees meetings when requested by the President;

and further, that a new paragraph be created in Section 100-30 of the Board Policy Manual which reads: "Legal Counsel is required to attend Board meetings when requested by the President", as amended.

Amendment: replace "only when necessary and when requested" with "when requested".

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

### **Retainer for Legal Counsel**

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 retain the services of Kevin Seaman as general and labor counsel to represent the Library for a two-year period commencing July 1, 2007. Legal services to be rendered at an hourly rate of \$225 plus disbursements (photocopies, faxes, postage).

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

### **NEW BUSINESS**

ACCESS TO RECORDS

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library adopt the revised Access to Records Policy, Section 500-60 of the Board Policy Manual, as specified in the attached schedule.

*Public Comment: Marianna Wohlgemuth, Barbara Zeller, Ralene Adler, Jonathan Aubrey*

**VOTE:** Yes – 4 (DiCamillo, Eshaghoff, Kahn, Rutta); Abstention – 1 (Greene)

**MOTION CARRIED**

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, Section 200-40, by deleting references to “NLS Representatives” and “Program Committees”.

*Public Comments: Ralene Adler*

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

**MOTION CARRIED UNANIMOUSLY**

BOOK SALE PROCEEDS TO STAFF GIFT COMMITTEE

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 approve the payment of 25% of the receipts from the May 6, 2007, Book Sale up to a maximum amount of \$850 to the Great Neck Library Staff Gift Committee in exchange for the services of staff volunteers to work the Book Sale.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

**MOTION CARRIED UNANIMOUSLY**

LAKEVILLE BRANCH LEASE RENEWAL

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 President to execute a Third Agreement of Lease Modification between Plymouth Realty, Co., LLC, and the Great Neck Library, for the renewal of the lease for the Lakeville Branch for a ten-year period from May 1, 2007 to April 30, 2017.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta)  
*MOTION CARRIED UNANIMOUSLY*

### LEVELS DONATION

Amy Levinson, an active member of an advocacy group for Levels, presented the Library with funds totaling \$690 collected for the purchase of audio equipment that will allow Levels to create studio quality recordings. In her letter, she requested that the Great Neck Library add to this amount the additional funds needed to acquire the necessary equipment. The Director received the Board's approval for such additional funds to be made available to Levels.

### **CORRESPONDENCE** [appended ]

Rebecca Rosenblatt Gilliar was not present to speak to her letters of March 29, 2007, and March 30, 2007.

### **OPEN TIME**

Speaking: Mike Zarin, Ralene Adler, Karen Rubin, Jonathan Aubrey, Amy Levinson

### **ADJOURNMENT**

The meeting was adjournment at 10:10 p.m. on motion by Marietta DiCamillo.

Respectfully submitted,

Andrew Greene, Secretary