

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MAY 20, 2014 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, May 20, 2014, preceded by an Executive Session, in the Station Branch of the Great Neck Library, 26 Great Neck Road, Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President
Francine Ferrante Krupski – Vice President
Varda Solomon – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Janet Nina Esagoff

Also present:

Laura Weir – Interim Director
Christine Johnson – Interim Assistant Director
Neil Zitofsky – Business Manager

EXECUTIVE SESSION

The Board met in Executive Session at 6:15 p.m. to discuss matters relating to personnel. Francine Ferrante Krupski motioned and Josie Pizer seconded for the Board to come out of Executive Session at 7:30 p.m.

CALL TO ORDER

President DiCamillo called the public meeting to order at 7:35 p.m. The agenda was then re-arranged to facilitate a brief presentation by architect Russ Davidson followed by an adoption of the construction budget. Construction Manager Dominck Calgi was also present.

Mr. Davidson reported that there were no real dramatic changes to the schematic design development. With more detailed information, both cost estimators felt that the construction budget will be a little less than the estimated budget during schematic. So, with less guessing and some strategic reduction, the overall budget was decreased.

Mr. Davidson then reviewed some of the changes to the schematic design. Some of the skylights along the diagonal hallway were taken out because they would not integrate with the lighting and the roof replacement and might also interfere with some of the air conditioning duct work. Also eliminated were some interior windows along the diagonal wall with views into the reference and children's areas as they would limit the use of that wall as a gallery backdrop for hanging art work upstairs. The weather vestibule outside the children's area leading to the garden was also eliminated providing more gallery space. The Book Room now has its own entrance instead of sharing with Technical Services. A glass front was added to the History Room and the children's area.

A corridor was added to the Multi-Purpose Room. Some minor changes were made to the front entrance, and an extra indentation in the Community Room was filled in. There were no changes to the mezzanine level.

Mr. Davidson described some of the materials that will be used for the walls of the art gallery, and carpeting for various areas of the building. He also described the children's area which will have "bubble carpet" with some accent walls with one wall with a pattern textured finish that will look like jigsaw puzzle. The intent is for the children's area to be very lively and colorful.

He reported that most of the discussion at the last BAC meeting was on carpeting for the main area and no consensus was reached. The goal of the carpet in the main area is to serve as background and not a feature. The carpet will consist of replaceable carpet tiles.

Now that more documentation is available, the design contingency was removed, and with mechanical and structural drawings in place, they were able to reduce the renovation budget to \$11.3 million. Things are moving on target. He also reported that he received a call today from the Town of North Hempstead Planning Board in response to his letter from a month ago.

Acting on the Trustees' concern for the water birds crashing into reflective windows, KG&D Interior Designer contacted the Audubon Society in Manhattan and they recommended Ornilux laminated glass on the exterior of the windows. The interior windows will be clear glass. There will not be any floor to ceiling glass as was previously proposed. This item will require more discussion.

A full set of drawings was provided for the Building Advisory Committee at their last meeting.

Upon motion by Michael Fuller, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the design development phase and authorize KG&D to continue with the construction document phase.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

The meeting then followed the order of the agenda.

MINUTES

Upon motion by Varda Solomon, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the April 29, 2014 Board meeting, as presented.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Josie Pizer, seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the following financial reports which have been reviewed by the Treasurer:

- May 20, 2014, Treasurer's Report;
- Warrant dated April 19, 2014 through May 9, 2014, Paid Checks numbered 0032007 through 0032011, 1273 and 48178 through 48198, and To-Be-Paid Checks numbered 48199 through 48309, the sums set against their respective names, amounting in the aggregate to \$173,727.20.
- Payroll Warrants for pay dates April 3, 2014 and April 17, 2014, which have been reviewed by the Treasurer, in the amounts of \$158,886.58 and \$157,869.39 respectively, for a total of \$316,753.97.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

Upon motion by Josie Pizer, seconded by Michael Fuller, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes of April 19, 2014 through May 9, 2014 as presented, and which have been reviewed by the Finance Committee.

Public Comment: Ralene Adler

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Fuller reported that the closing, refurbishing, and reopening of the Parkville Branch went very well and the branch looks spectacular. On the day the branch was reopened [Saturday, May 17 at 1:00 p.m.], many kids were on line waiting for the doors to open. He regretted not having better publicity for the reopening of the branch. He also reported that Parkville Head Jayne Alexander was pleased with the work done by National Relocators, the moving company.

Board President DiCamillo also added that she visited the branch on reopening day and staff was still stacking the shelves. She had taken some photographs of the branch. She extended thanks on behalf of the Board to Branch Librarian Jayne Alexander and her staff at Parkville, Interim Director Laura Weir and Head of Maintenance Charlie Wohlgemuth for all the hard work.

Building Advisory Committee (BAC)

President DiCamillo reported that the committee met on May 15, 2014, and all, except for two, members were in attendance. There was a vibrant conversation about the tiles and carpeting. Everybody felt encouraged about the shaping up of the building, and that art would be much better displayed. There was discussion about some of the optional projects that came out of the Fundraising Committee that KG&D and Calgi were asked to price out. The paving and restriping of the parking lot, which are not included in the bond, is a priority. She also stated that one of the committee members recommended and the committee is reconsidering brown rather than white window capping.

The Interim Director suggested that perhaps the library could apply for New York State Construction Grant next year to fund this project.

OUTREACH COMMITTEE

Trustee Pizer reported that the committee met this past Thursday and without everybody's participation, we would not have got where we are now.

RELOCATION COMMITTEE

Trustee Ferrante Krupski stated that the committee met again on May 12, 2014, and finished the BRIT report from the previous meeting. There was much discussion about Levels' plans. The next meeting is set for June 2, 2014, at 7:15 p.m. in the Lakeville Branch.

Public Comment: Ralene Adler

BUILDING RELOCATION INTERNAL TEAM (BRIT)

The Interim Assistant Director reported that members of the staff BRIT committee visited Lakeville Branch yesterday and measured the shelves and planned a layout by moving shelves to the back as was suggested and rearranging others. There was discussion about shortening the circulation desk and removing a shelf behind the desk. There will be room to add two more computer stations. She will be returning to the branch on Thursday along with Charlie Wohlgemuth.

She also reported that the Request for Proposals for moving services for the Main Library was sent to seven companies.

FUNDRAISING

President DiCamillo reported that the meeting scheduled for May 19 was cancelled and the next meeting date is June 11.

Grants

Ms. Weir reported that she had spoken to the architects to price out some projects. Since the windows were not funded in the bond, perhaps we could apply for grant monies.

Ms. Johnson reported that Mr. Wohlgemuth is working on the electrical rebates.

Director Search Committee

Trustee Ferrante Krupski reported that the committee will be meeting on May 27, 2014, at 7:30 p.m. at Main to discuss where to go from here.

Trustee Fuller suggested reducing the number of members on the committee. But this is not the time and place to discuss this.

Long Range Planning Committee

Trustee Nina Esagoff reported that another meeting has to be arranged.

Policy & Bylaws Committee

Trustee Marcus proposed that there should be a section in the Board Policy Manual devoted to computers and the internet. The Interim Director will check to see if other libraries do this. The Brooklyn Library and Seattle Library were mentioned as libraries with good policies.

Staff Reports

Trustee Pizer inquired when and how staff members who attended conferences will be implementing the suggestions in their reports.

There was a discussion about the costs of some programs. President DiCamillo asked both the Interim Director and Acting Assistant Director to see that the departmental reports for the Board packets have consistent reporting. All reported programs should include the cost and number of staff involved.

The Interim Director will now be approving children's and Levels programs before they are booked. One program at the Lakeville Branch was singled out which had an attendance of 21 persons and costing \$500. In retrospect, she thought that it was a bad idea.

President DiCamillo, in response to a question from the public regarding pre-approval of Levels programs before they are booked, stated that the Board is in the process of revamping Levels.

Public Comment: Ralene Adler, Marianna Wohlgemuth

Interim Assistant Director's Report

Text of written report below:

Weeding

In April, 6,773 items have been discarded. To date in May, we have discarded an additional 6,045 items. This brings our current total for 2014 to just under 35,000 items. I am in the process of delegating the monthly weeding report to another staff member. Unfortunately, my time to train has been limited in the past few weeks, I hope to be able to provide both the April and May discard reports with my June Board report. At Main, the current weeding focus is on the Reference Collection, Biographies and older items that have not circulated in more than 6 years. Parkville and Lakeville are working through lists of Missing and In-Transit items to verify if the items are on the shelf. Station is completing its weeding of the Children's and Literature Room collections.

The additional Parkville Staff have been instrumental in helping with the weeding at Station and other database projects.

Conference Reports

On April 24, Pam Levin and I attended two sessions in the LILRC Spring Library Space Series. Both sessions were led by Traci Engel Lesneski, a library designer based in Minneapolis.

The first session, *From Repository to Experience: Library becomes a Verb* highlighted the growth of hands-on learning that is occurring in libraries across the U.S. At the Madison Public Library, two vibrant MakerSpaces were created as part of the library's recent renovation. One was a Digital Media Lab, which, as we have seen, is now becoming the norm for progressive libraries. The Merrick Library, which hosted these sessions, provided us with a tour of their Media Lab which now includes two 3-D printers. The second space is a hands-on art makerspace called *The Bubbler* (<http://madisonbubbler.org/>). The room has a rubber floor. There are adjustable tables, two sinks, and a magnetic wall. The other walls are fabric for noise reduction. Patrons are invited to drop-in and create, i.e., to learn by doing. All materials are provided for no charge. The space is for adults. There is a separate space for children to create in the Children's area. The library is partnering with local artists who volunteer their time to be "artists in residence" for 1-2 weeks. This would be an innovative idea for Great Neck to include in our upcoming renovation plans. There are grant opportunities available that could help to fund this project.

The afternoon session was entitled *10 Steps to a Better Library Interior*. The speaker showed examples of libraries that she and her firm designed that encompass features which enhance the Library User experience. By default, most library users have "warm & fuzzy" feelings about their local library. The space can help encourage those feelings by providing areas of

- (1) Shelter – people like enclosures – reading nooks in the Children's area, carved out niches or furniture groupings.
- (2) Variety & Choice – users like to control their own experience, and expect to be able to do so, for example, an option to turn a lamp on or off, raise or lower a shade, adjust the height of a chair at a computer terminal, etc.
- (3) Daylight & View – both of these increase productivity for both library users and Staff
- (4) Privacy & Community – libraries need to provide non-conflicting spaces where users can collaborate, when they need to do so, or to work privately and quietly without interference from those collaborating
- (5) Zoning – to combat acoustical conflicts as mentioned in no. 4 above.
- (6) Unity – there is a psychic need to create order in a space through a common design thread that pulls the space together, i.e., no clashing of furniture, fabrics, etc.
- (7) Delight – patrons expect a "WOW" factor after a renovation, something that is a surprise, sparkles, gives a sense of wonder. At Madison, they invited local artists to repurpose items that the library was not going to need for the renovation into works of art. For example, one artist created a sculpture of book-ends that is now displayed in the renovated library.

I believe that our architects and designers at KG&D are attempting to incorporate most of these features into our planned library renovation design.

Annual Silent Auction Book Sale

Marcia Kravet again managed a successful Silent Auction for the discarded Reference sets and other valuable library materials during the week of April 2-8. A total of \$342.40 was collected for this special sale. This sum is in addition to the regular monthly book and A/V sale total of \$1,186. As we get closer to the closing of the Main Library, perhaps for the months of August and September, I would recommend that the Board consider offering a "Buy One, Get One" (BOGO) sale to more quickly excess the marketable discarded materials.

Technical Services News

As we are making a concerted effort to reduce the number of library purchases this year in anticipation of the closure, there are fewer new items to receive, catalog and process. Therefore, Tech Services staff is using some of the time that normally would be spent on new materials to help manage the Weeding Projects and the accompanying re-cataloging, mending and processing changes that are needed to retain some of the older materials which our Professional Staff has deemed are not to be discarded during their collection reviews.

A special thank you to... Wanda Lei, one of our part-time clerks, who has logged many extra hours over the past three months while we have been short-staffed. In addition to covering her regular department responsibilities, along with those of our absent staff, she and has continued to update our visual inventory of linear shelving counts, in itself a monumental task; Jamie Eckartz, another part-time clerk, who has been diligently making database corrections based on the materials inventory that is part of the weeding process; Dana Zachary and Marleen Wiercx, both part-time librarians, who are performing many hours of weeding assistance and database clean-up; and to the entire Technical Services Department for managing the ongoing waves of discards, donation organization, dumpster runs, etc., etc.

St. Aloysius Food Pantry

The collection ended on April 30. Thanks again to the efforts of Great Neck Library Staff and our patrons, who made it possible for the pantry to replenish its shelves.

Grants/Awards

Unfortunately I learned that we are not one of the eight 2014 John Cotton Dana Public Relations Award winners. We were one of 83 applicants, and the winners chosen had completed some extremely sophisticated campaigns. Maybe next year...

RDA

Attached is Marie Terranova's conference report from last month's RDA training held at Metro Library Council in New York City. [End of written report]

Interim Director's Report

Text of written report below:

Parkville

The painting and carpeting of the Parkville Branch is complete and the books are in the process of being shelved. I visited the Library Branch on the morning of Friday, May 16 and it was humming with activity. Branch Head Jayne Alexander and clerks Fay Toye and Teresa Messano were busy restocking the Circulation Desk and generally putting materials back in place. After stopping the cleaner services while under construction, Charlie arranged to have the cleaners return to Parkville Thursday evening to wipe down all the surfaces and generally clean the site. National Library Relocation had reinstalled the shelving on Thursday and was in to process of putting the books back on the shelves. Each carton is numbered and assigned a section of shelving. Jayne was very pleased with the precision of the process, noting that all the books are being shelved correctly as they come out of the cartons. Garry Horodyski and Brian McNamara were also in attendance, beginning the process of reinstalling all the computers, printers and telephones and other technology that had been removed from the site during the renovation. The entire project was well planned and well done. The color scheme of the library was retained, but the walls are fresh and cheerful. Heavy duty carpet was installed at the front of the Library, from the entrance, under the circulation desk and up to the entrance to the small meeting room. This carpeting is joined attractively to the patterned carpet by an arc that runs from the entrance door of the Children's Room over to the small meeting room door.

Filming “Around the Town”

Councilwoman Anna Kaplan has arranged to film a segment of the “Around the Town”, a North Hempstead Television program, at the Main Library that will focus on the Library Renovation Project. This is a wonderful public relations opportunity for the Great Neck Library to publicize the design project, get the word out about closing and talk about the three branch alternatives that will be available to the community while Main is closed. The filming will take place on Tuesday, June 10th at 10 am. KG&D Architects will be present to discuss the project. Sabereh Samet, Legislative Aide to Ms. Kaplan, suggested we plan segments in advance; write some questions for Councilwoman Kaplan to ask about the project, have the architects give their presentation, then we can discuss details of closure and alternate sites. Both agencies will publicize the program when it is due to be aired.

Staff Meeting NYS Retirements Benefits

In conjunction with the Retirement Incentive that has been offered by the Library Board of Trustees to Great Neck Library staff that meet certain criteria, Business Manager Neil Zitofsky arranged to have Joseph Wojnicki, a representative from the NYS Retirement System conduct a presentation on pre-retirement planning at the May 14, 2014 General Staff meeting. Neil also arranged for Mr Wojnicki to stay for the rest of the day to conduct individual counseling sessions with interested staff. Twelve staff members took advantage of this service. The presentation was very well received by the staff. Employees who have no interest in retiring as yet found the session informative and important. Many details and strategies that would impact on the decision to retire were examined and discussed. Mr. Wojnicki gave all attendees a booklet produced by the NYS Employees’ Retirement System titled “Your Retirement Benefits”. It included informative material and removable forms to fill out and send to the State Comptroller’s Office. He also left a supply with the Business Manager for further distribution.

Conferences

Attached to this report are reports from staff who attended the Long Island Library Conference on May 5, 2014. [End of written report]

President DiCamillo asked the Interim Director to invite Construction Manager Dominick Calgi to be in attendance for the filming “Around the Town”.

NEW BUSINESS

Legal Representation Retainer Agreement Renewal

Upon motion by Janet Nina Esagoff and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees renew the Letter of Agreement dated April 28, 2014, between the Great Neck Library and the firm of Bee Ready Fishbein Hatter & Donovan, LLP, for general counsel for a period of one year commencing June 1, 2014 at the existing discounted hourly rate of \$225 to be charged against the Legal Fees in the operating budget; and authorize the president to sign the letter of agreement.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Procedures for Approval for Construction Contracts

The Construction Manager has indicated that the Board should have a core group of individuals in place to approve contracts to allow the renovation to progress instead of having to wait for the next monthly Board meeting. Subsequently, the Policy Committee was directed to create a policy. The committee recommended the following policy which will not be placed in the Board Policy Manual and therefore will not require three readings.

Upon motion by Joel Marcus and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees adopt the following procedures to approve construction contracts pertaining to the renovation of the Main Library building as amended:

Any proposed change orders for any amount of money up to \$10,000 will be forwarded by email to the four (4) Finance Committee Members *with a copy to the three remaining trustees*. Change orders can be put into action upon receipt of approval by *no less* than two Finance Committee Members. Any change orders that will result in increased construction cost of \$10,000 or greater must be approved by the Board of Trustees.

The Interim Director or Director, Assistant Interim Director or Assistant Director, Business Manager, and Head of Maintenance will attend the weekly project meetings and update the Chairperson of the Building Advising Committee on a weekly basis.

Public Comment: Ralene Adler, Marianna Wohlgemuth

After discussion, the policy was amended to include the language in bold face italics. If there are any changes that will be deemed necessary in the future, such changes will come before the Board for approval.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Reallocation of PILOT Monies

Upon motion by Francine Ferrante Krupski and seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the PILOT funds received from the Great Neck Public Schools in April and May 2014 in the total amount of \$33,791.65, and that such funds be transferred into the Automated Library Fund for the purpose of building the Library's independent OverDrive e-book and e-audiobook collection.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Application for Levels to Use Saddle Rock Elementary School

Upon motion by Michael Fuller and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees hereby approve the application to the Great Neck Union Free School District for use of the Saddle Rock Elementary School by Levels Mondays through Thursdays from 4-10 p.m. and the auditorium for three (3) performances and three (3) rehearsals at a cost not to exceed \$10,700 to come from the Main Building and Special Services fund.

The idea of using Saddle Rock School was vetted and recommended by the Relocation Committee. Ethan Mann, Director of Levels, Business Manager Zitofsky as well as those who worked on this were specially thanked.

Public Comment: Ralene Adler

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Levels 40th Anniversary Picnic

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

RESOLVED, that the Great Neck Library Board of Trustees approve a budget not to exceed \$1,150 for the Levels 40th Anniversary Picnic and authorize Levels personnel to accept voluntary contributions which will be recognized as donations at a later date.

Public Comment: Ralene Adler, Marianna Wohlgemuth

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Policy Manual Changes – 1st Reading

(i) **EXTENDING TERMS OF BOARD OFFICERS (200-30 II)**

No trustee should be elected to the same office for more than two (2) consecutive years unless the Board determines that due to exigent circumstances it is in the best interest of the library to maintain certain officers in their respective positions. Should this be the case, the Board may re-elect a trustee or trustees to the same office. The foregoing Board Policy to allow a third term will expire January 1, 2016.

(ii) **WEB POSTING (New Section 500-25)**

All library staff except librarians must get pre-approval from the Director or Assistant Director of online posts to the official Great Neck Library website. Any online posts which violate the Library's Mission will not be tolerated.

This policy was sent back to the Policy Committee for further revisions and clarification prior to the next reading. It was noted that certain departments have blogs and make reading recommendations on the website.

Public Comment: Marianna Wohlgemuth, Ralene Adler

(iii) UNCLAIMED ART WORK (900-60 a)

The Great Neck Library reserves the right to discard or dispose of any item left behind by an individual or group exhibiting artwork, collectibles, ephemera, or any other materials left behind by the exhibitor at the library. Any items not picked up in a timely fashion will be deemed abandoned. The library will attempt to contact exhibitors to retrieve their property in accordance with the Art/Photography Exhibitor Procedures. If the Library chooses to hold onto an unclaimed exhibition item, it will be clearly marked as “unclaimed”, with exhibit delivery dates, and a copy the exhibitor’s contact information attached to it.

This policy will be written into the Art/Photography Exhibitor Procedures that artists sign upon delivery of the artwork.

This policy addresses art work left at the Library in the future but not retroactively. The Interim Director was asked to obtain legal opinion on the verbiage of this policy as well as how to handle unclaimed art work that is already in the library’s possession.

(iv) VOTING SITE (1500-40 a)

Voting will take place at the Main Library and Parkville Branch (unless an alternate site becomes necessary) on the day of the Annual Meeting from 10:00 a.m. to 10:00 p.m.

(v) HOURS OF SERVICE (500-50)

The current set hours of service, unless alternate hours prove necessary, for the Main Library and the branch libraries are as follows...

This policy requires amendment since the hours of the branches & Levels will be changed during closure.

Holiday & Sunday Schedule

Upon motion by Joel Marcus and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees hereby accept the Holiday and Sunday Schedule [for September 2014 to August 2015] as presented.

Holidays

Labor Day (Monday, September 1, 2014) – Closed

Rosh Hashanah (Thursday, September 25, 2014) –Main & Parkville – Open; Lakeville & Station – Closed

Yom Kippur Eve (Friday, October 3, 2014) – Main & Parkville open 9 a.m.-5 p.m.

Yom Kippur (Saturday, October 4, 2014) – Lakeville & Station – Closed

Veterans Day (Tuesday, November 11, 2014) – Closed

Thanksgiving Day (Thursday, November 27, 2014) – Closed

Christmas Eve (Wednesday, December 24, 2014) – Open 9:00 a.m. – 1:00 p.m.

Christmas Day (Thursday, December 25, 2014) – Closed

New Year's Eve (Wednesday, December 31, 2014) – Open 9:00 a.m. – 1:00 p.m.
New Year's Day (Thursday, January 1, 2015) – Closed
M. L. King Jr. Day (Monday, January 19, 2015) – Closed
Presidents' Day (Monday, February 16, 2015) – Closed
Easter (Sunday, April 5, 2015) – Closed
Mother's Day (Sunday, May 10, 2015) – Closed
Memorial Day Weekend (Sunday & Monday, May 24 & 25, 2015) – Closed
Independence Day (Saturday, July 4, 2015) – Closed

Sunday Hours

*(The Main Library will be closed for renovation starting October 26, 2014.)
September 14 through October 19, 2014*
Main & Parkville – Open from 1:00 – 5:00 p.m.
Lakeville & Station – Closed

October 26, 2014 through June 14, 2015
Parkville & Station – Open from 1:00 – 5:00 p.m.
Lakeville – Closed

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Vacant Clerical Position in Technical Services

Upon motion by Varda Solomon and seconded by Joel Marcus, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the Director to fill a vacant fulltime Clerical Position in Technical Services **at an amount not to exceed \$32,040 per year plus full benefits package.**

The resolution was amended, by adding the words shown in bold italics, to include salary as well as a full benefits package.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Excess Equipment

Upon motion by Francine Ferrante Krupski and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed below excessed and authorize the Interim Director to dispose of them in an appropriate manner:

Two (2) APEX AT2002 color TV monitors from 2002 (non-functioning) from Levels and a 1989 GE Color TV model 20GT604 (obsolete) from the Programming Office.

Public Comment: Marianna Wohlgemuth

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

OPEN TIME

The Business Manager reported that the staff was working on getting the E-Commerce Module going but he ran into a problem. He discovered that the bank's partner was being used as a merchant vendor when in fact it should have been Paypal. He inquired whether this would require an amendment to the Board-approved resolution [3/25/14] before he could proceed. The Board was unable to provide an answer since there was no documentation provided.

ADJOURNMENT

Josie Pizer moved and Michael Fuller seconded for the Board to adjourn the meeting at 9:26 p.m.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees