

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MAY 25, 2010, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, May 25, 2010, at the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park 11040. [Agenda attached]

The following Trustees were present constituting a quorum:

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

Also present: Jane B. Marino – Director
Laura Weir – Assistant Director

Absent: Neil Zitofsky – Business Manager

CALL TO ORDER

President Greene called the meeting to order at 7:00 p.m. for the purpose of an Executive Session to discuss the proposal of the environmental consultant. Trustee DiCamillo motioned and Trustee Pizer seconded for the trustees to go into Executive Session. The Board came out of Executive Session on motion by Trustee DiCamillo and seconded by Trustee Kaplan.

The Public Meeting was convened at 7:50 p.m. by the President.

MINUTES

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 approve the Minutes of the special meeting of April 15, 2010, and the regular meeting followed by a Budget Hearing and Adoption of the April 20, 2010, as presented.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL CHANGES

During the month of April 2010, revenue received was \$991,919. Total expenses were \$592,914.

At the close of business, April 30, 2010, total operating fund holdings were \$3,306,883. Of these funds, \$2,755,826 was on deposit at HSBC, \$548,267 was on deposit at Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to an April 30, 2009, balance of \$3,100,064.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,182,699; the Automated Library fund was \$122,099; the Restricted Gift fund was \$377,134; the Branch and Special Services fund was \$139,954. These funds totaled \$1,821,885 on April 30, 2010. The April 30, 2009, total was \$2,285,291.

Upon motion by Varda Solomon, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the May 25, 2010, Treasurer's Report.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Warrants

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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated April 17, 2010 through May 21, 2010, Paid Checks numbered 0028405 through 0028409, 0028446 through 0028451, and 40869 through 40899, and To-Be-Paid Checks numbered 40900 through 41075, with the exceptions of check number 40961 payable to Harris Bloom & Archer in the amount of \$2,425.78, and check number 41034 payable to VHB Engineering in the amount of \$2,671.87, the sum set against their respective names, amounting in the aggregate to \$393,968.70.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

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

RESOLVED, that the Board of Trustees authorize the Treasurer to approve the release of check number 40961 payable to Harris Bloom & Archer in the amount of \$2,425.78.

The Finance Committee did not feel comfortable in moving forward on making payment of the invoices for Bloom and VHB as the necessary documentation for information, understanding and knowledge was not available to them. Therefore, each check was voted on separately. Also, there was much discussion on the Finance Committee's role in the payment of bills.

Trustee Sokol asked for guidelines as to what the Trustees are looking for specifically when the Building Committee reviews a bill. Trustee Pizer stated that the bills must relate to the contract and what the Board of Trustees is expecting to be executed in that contract and that the payment and charges are appropriate for the work being done.

Trustee Solomon requested that the Building Committee review the bills and recommend payment. Subsequently, President Greene amended the motion on the table to read:

RESOLVED, that the Board of Trustees authorize the Treasurer in her discretion to approve the release of check number 40961 payable to Harris Bloom & Archer in the amount of \$2,425.78 pending the recommendation of the Building Committee; and further, that the documentation requested, dated May 12, 2010, in the memo of Ms. DiCamillo, be provided as soon as possible to the Board.

Public Comments: Marianna Wohlgemuth

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Upon motion by Andrew Greene, seconded by Anna Kaplan, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the Treasurer in her discretion to approve the release of check number 41034 payable to VHB Engineering in the amount of \$2,671.87 pending the recommendation of the Building Committee.

VOTE: Yes – 5 (Eshaghoff, Greene, Kaplan, Sokol, Solomon)
No – 2 (DiCamillo, Pizer) **MOTION CARRIED**

Payroll Warrants

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 Payroll Warrants for pay dates April 8, 2010 and April 22, 2010, which have been reviewed by the Treasurer, in the amounts of \$175,627.91 and \$180,959.86 respectively, for a total of \$356,587.77.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

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 Personnel Changes of April 17, 2010, through May 21, 2010.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Sokol, Solomon)
Abstention – 1 (Pizer) *MOTION CARRIED*

REPORTS

Branch Committee

Station Branch

Architect Ron Zachary of the firm of Zakary Hageman Architects provided an update on the Station Branch project. He displayed the architectural drawings of the floor plan as well as the space in relation to the shopping center. He identified the location of the various service areas, offices and the multi-purpose rooms in the back of the space. He also provided measurements. Carpeting has been selected, and the slate and wood floors will be reused. The bathrooms will be cleaned up and also there will be a unisex handicap-accessible bathroom. Fluorescent lighting will be utilized. The deadline for receiving final bids from the contractors is June 4th and the proposals will then be presented to the Board. Mr. Zakary will send the plans in pdf format for uploading to the Library's website.

Director Jane Marino stated that the furniture and shelving from the old space will be reused. One new book stack will be purchased. The only additional staff will be one part-time librarian. Staff from the Main Library will be used when needed.

Public Comments: Unidentified Lady, Carol Frank, Unidentified Gentleman, Michael Currie

Parkville Branch

Trustee Eshaghoff, Branch Committee Chair, reported that the Great Neck School was contacted regarding additional space for the Parkville Branch. The space that the Library was interested in will continue to be used for the School District's recreational program so the Library cannot have that space.

Ms. Marino reported that she, along with Business Manager Zitofsky, has met with Superintendent Dolan, who will be investigating the legality of the Library building on to the school building. The Parkville community was assured that the Parkville Branch is on the top of the Board's agenda.

A Branch Committee meeting will be scheduled at Parkville in the immediate future.

Public Comments: Marianna Wohlgemuth, Allegra Goldberg, Unidentified Lady

Finance Committee

Below is the text of the written report of the Finance Committee:

The Committee met on Thursday, May 20, 2010, in the Multi-Purpose Room of the Main Library. In attendance: Varda Solomon (VS) - Treasurer and Finance Committee Chair, Marietta DiCamillo (MD) - Assistant Treasurer, Josie Pizer (JP) - Assistant Treasurer.

Also in attendance: Neil Zitofsky (NZ) - Library Business Manager, Jane B. Marino (JM) - Library Director, Al Coster (AC) - Independent Auditor, Baldessari & Coster, LLP.

VS called the meeting to order at 7:45 pm. The agenda prepared by the Chair listed several items.

1. **Review of Annual Audit.** Chair Solomon introduced and thanked Al Coster for appearing before the committee to go over the information contained in it and to answer any questions the committee might have. Among the budgetary highlights were a) the recognition of the expenses related to post-retirement health insurance costs that are now required to be recorded in accordance with Governmental Accounting Standards Board Statement No. 45; b) variations between the Library's final budget and the actual results of the General Fund. Mr. Coster reviewed the explanatory notes in the rear of the audit and answered the committee's questions. Chair Solomon thanked Mr. Coster for his attendance and he will also attend the Board Meeting on May 25, 2010 to present the audit to the Board for their acceptance.

2. **New Business.** Library Director Marino reviewed for the committee a proposal that has come from the Great Neck Schools' Special Education PTA to fund a collection of books on special needs for children, teachers, parents and professionals. The committee accepted her report and will come back to her with questions and comments.

3. **Budget Vote.** The committee expressed their happiness that the library budget was passed in such an overwhelming manner. The Library Director stated that the breakdown of voting by region would be included in the Trustees' Board Packet and further stated that a thank you to the community was sent out to both local papers.

4. **Review of Check Warrants and Financial Statements.** There were no other major outstanding issues, so the committee reviewed the warrant and financial statements and signed the checks.

Assistant Director

Below is the text of the Assistant Director's written report:

Workshops and Conferences

Long Island Building and Facility Maintenance Show, Thursday, April 29. This is the third year that I have attended the show, held at Hofstra University. In addition to product exhibit booths numbering about 65, seminars on subjects relevant to facility maintenance issues were scheduled on both days. This year I attended New Fire Codes and Technology Update. Bob Williams, President of Briscoe Protective Systems talked about new developments in fire alarm protection and new technologies in fire alarm systems that increase the safety of building occupants while lowering installation costs. Mr. Williams also advised us to visit the company website for the most current local and state fire code requirements. Exhibiting companies represented a wide range of building maintenance services including pest control, elevator and HVAC repair, a number of eco-friendly cleaning and paper products, solar energy solutions and an asphalt company that used 35% recycled asphalt in its product. The show's program, listing all the exhibitors, could prove very useful when trying to locate a specific service or product. I have already had a visit from a paper and janitorial supply company who will return with samples that George Malcolm and I will examine.

Museum Passes

The first of the Museum Passes purchased by the Library last year are expiring in July. The Director and I are currently in the process of examining the circulation statistics for each pass to determine if the number of passes at the Main Library and at the branches is sufficient or excessive. The plan is to renew those passes with strong circulation and let others (with multiple copies) expire as indicated by circulation numbers.

Catalog Records Maintenance

Technical Services senior Librarian Chris Johnson continues to fine tune the Library catalog. We have added location codes for children's books and young adult books residing in the branch collections.

Library Director

Below is the text of the Director's written report:

Budget Vote

The Library's 2011 Budget passed by a 71% margin. The total 'yes votes' were 1,649. The total 'no' votes were 687. The North Voting District had 895 'yes' votes and 347 'no' votes. The South Voting District had a total of 703 'yes' votes and 316 "no votes". The Absentee Ballots were 51 'yes' votes and 24 'no votes'.

Personnel

I am happy to report that the brain-storming sessions I held with Library staff were quite productive with many creative and interesting ideas being put forth. I am looking forward to presenting a reorganization plan to the Personnel Committee quite soon.

Meetings

Two of our staff attended Computers in Libraries in April and two staff attended the Innovative Interface conference in Chicago in April. All reported their attendance to be quite fruitful, with lots of interesting information, products and ideas. I participated in a trip to the Darien Library with the Member Library Directors of the Nassau Library System. This is the second trip I've made there and I came away impressed with their philosophy of service, their internal organization and their radical approach to libraries and their role in the community.

Main Building Project

Our attorney has filed the necessary application with the Town of North Hempstead. He has received a Letter of Omission, a copy of which is included in your packet. The letter indicates two issues, the first is the letter of non-jurisdiction, which the Library has and the second will be addressed by the engineer to see if the remaining runoff can be corrected. We hope that it won't be necessary to go back to the DEC on this issue. We have also received an indication of what will be in the letter of Denial and our attorney is confident that a few of the issues can be easily fixed before resubmission. Once we have the official Letter of Denial, it will enable the Library to move forward with applying for variances with the BZA. Our environmental consultant has completed Part 1 of the EAF as well as the letters for coordinated review which will be sent to all interested parties. They are Town of North Hempstead, the Village of Saddle Rock, The New York State DEC, the Nassau County Department of Health, the Nassau County Department of Public Works, The Town of North Hempstead Board of Zoning and Appeals, and the Stormwater Management Officer. [She provided for the trustees a copy of the EAF Part 1 as well as one of the coordination letters that were sent.]

Station Branch Project

The Construction Documents are complete and will be presented to the Board at this meeting. I hope to have the architect on hand to present the plans and answer any questions. Once the Board is satisfied with the plans, then the architect would file them with the Landlord and send them to the contractors for bids.

OLD BUSINESS

Audit for Year Ended December 31, 2009

The Board, at its April 20th Board meeting, tabled the acceptance of the audit report as it was not reviewed by the Finance Committee prior to have been brought before the Board. Subsequently, the Library's auditor Al Coster was invited to the Finance Committee meeting to review his report.

Mr. Coster was also present at tonight's meeting where he again reviewed the report and stated that the Library received the best of the highest level of service. He also provided answers to questions pertaining to the post retirement costs for employees who have retired, and the

Library's ability to bond for the referendum . He stated that the Library was fiscally sound. Mr. Coster was thanked for his patience in working with the Finance Committee. A member of the public asked for the audit to be made available online to which the Director agreed.

Public Comments; Norman Rutta, Unidentified Gentleman, Michael Currie

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 take from the table the Auditor's Report for the year ended December 31, 2009.

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 accept the auditor's report for the year ended December 31, 2009

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Sunday & Holiday Hours

Upon motion by Marietta DiCamillo and seconded by Martin Sokol and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Sunday and Holiday Closings schedule for September 2010 to August 2011 as presented.

HOLIDAYS

Labor Day, Monday, September 6, 2010 – Closed

Rosh Hashanah, Thursday, September 9, 2010, Main & Parkville – Open; Lakeville & Station – Closed

Yom Kippur Eve, Friday, September 17, 2010 – Closed at 5:00 p.m.

Yom Kippur, Saturday, September 18, 2010, Main & Parkville – Open & Lakeville & Station – Closed

Veterans Day, Thursday, November 11, 2010 – Closed

Thanksgiving Day, Thursday, November 25, 2010 – Closed

Christmas Eve, Friday, December 24, 2010 – Closed at 1:00 P.M.

Christmas Day, Saturday, December 25, 2010 – Closed

New Year's Eve, Friday, December 31, 2010 – Closed at 1:00 P.M.

New Year's Day, Saturday, January 1, 2011 – Closed

M. L. King Jr. Day, Monday, January 17, 2011 – Closed

Presidents' Day, Monday, February 21, 2011 – Closed
Easter, Sunday, April 24, 2011 – Closed
Memorial Day Weekend, Sunday, May 29, 2011 & Monday, May 30, 2011 – Closed
Independence Day, Monday, July 4, 2011 – Closed

SUNDAY HOURS

September 12, 2010 through June 5, 2011

Main & Parkville – Open from 1:00 – 5:00 p.m.
Lakeville & Station – Closed

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Policy Manual Changes – Compact + Magnifiers

Upon motion by Janet Eshaghoff and seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend its Policy Manual Sections 700-20, 700-40 and 700-45 to include the borrowing privileges, loan period, overdue notices and fines and also add a new Section 700-63 Agreement Form Policy and Regulations for the Compact + Magnifiers as outlined in the schedule.

This was tabled on a motion by Trustee Pizer and seconded by Trustee DiCamillo since the Library has not yet received the Compact + Magnifiers, which are being donated by the Lions Club of Great Neck. All the Trustees were in favor.

Donation Acknowledgements

Upon motion by Martin Sokol and seconded by Anna Kaplan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the following monetary donations to the Great Neck Library's Local History Collection in memory of Risha Rosner: \$100 from The Great Neck Historical Society; \$150 from Joel & Marlene Friedman; \$200 from Leila Mattson; and \$100 from N. Susan Silvers

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Email Vendor

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 retention of Rackspace as the Library's new email vendor and the retention of Icontact as the Library's new vendor for email blasts.

On motion by Trustee Pizer and seconded by Trustee DiCamillo, this too was tabled because of the unavailability at that moment of the cost of this new service although it was comparable to what the Library is presently paying for its email service.

VHB Proposal

VHB proposal was withdrawn from the agenda as this was discussed in Executive Session and during the presentation of the Treasurer's Report.

ANY OTHER BUSINESS

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the Finance Committee to develop a procedure for review and payment of invoices for vendors for future projects.

Public Comments: Norman Rutta, Michael Currie, Carol Frank, Dan Nachmanoff

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Trustee Pizer inquired about scheduled committee meetings for the month of June. The dates will be set at the upcoming Building and Branch Committees meeting.

CORRESPONDENCE [Appended to these Minutes]

Marianna Wohlge muth spoke to the letter of the North Lakeville and Lakeville Estates Civic Associations of April 30, 2010.

ADJOURNMENT

The meeting was adjourned at 9:55 p.m. on motion by Trustee DiCamillo.

Respectfully submitted,

Janet Eshaghoff
Secretary of the Board of Trustees