

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
MAY 28, 2013 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, May 28, 2013, 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  
Michael Fuller – Assistant Treasurer [arrived at 7:50 p.m.]  
Janet Nina Esagoff

Absent with notice: Joel Marcus – Assistant Treasurer

Also present: Laura Weir – Interim Director  
Neil Zitofsky – Business Manager

## **CALL TO ORDER**

President DiCamillo called the meeting to order at 7:40 p.m.

## **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 23, 2013 regular meeting and April 30, 2013 Executive Session as presented.

**VOTE:** Yes – 5 (DiCamillo, Nina Esagoff, Ferrante Krupski, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## **TREASURER'S REPORT**

**Upon motion by Josie Pizer, seconded by Varda Solomon, 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 28, 2013, Treasurer's Report;
- Warrant dated April 13, 2013 through May 17, 2013, checks numbered 0031255 through 0031260, 0031287 through 0031292, 0031317 through

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0031320, 1262 through 1263, and 46499 through 46542, and To-Be-Paid Checks numbered 46543 through 46687, the sums set against their respective names, amounting in the aggregate to \$299,561.42;

- Payroll Warrants for pay dates April 4, 2013, and April 18, 2013, and which have been reviewed by the Treasurer, in the amounts of \$156,305.00, and \$155,861.83 respectively, for a total of \$312,166.83.

In response to a query from Trustee Solomon regarding a shortfall in the Fund Balances when compared to last year, Finance Committee Chair Josie Pizer assured her that the Fund Balances will be replenished from the surpluses and this will be discussed fully at the Finance Committee meeting.

**VOTE:** Yes – 5 (DiCamillo, Nina Esagoff, Ferrante Krupski, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

**Upon motion by Josie Pizer, seconded by Francine Ferrante Krupski, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Payroll Changes of April 6, 2013 through May 9, 2013 as presented, and which have been reviewed by the Finance Committee.

*Trustee Fuller arrived at this point.*

**VOTE:** Yes – 5 (Nina Esagoff, Ferrante Krupski, Fuller, Pizer, Solomon); Abstention – 1 (DiCamillo recused herself) *MOTION CARRIED*

Charles Wohlgemuth was introduced and welcomed as the new Head for the Maintenance Department.

## **REPORTS**

### **Finance Committee**

Trustee Pizer, chair of the Finance Committee, reported that she had instituted some changes for the Finance Committee meetings which she asked Business Manager Zitofsky to review.

Mr. Zitofsky then explained that effective last month and going forward that he has and will provide a monthly memo with attachments with any open old business items. Also, when questions are asked at meetings and the answers are not readily available, they will be added to the list of open items and reported in the following month.

Old business open items covered in this month's memo:

- The digitization of personnel payroll and Business Office records with cost analysis
- Time and Attendance System

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- Letter to NLS regarding billing procedures for GNL databases with a schedule of older databases
  - Pension Payment Analysis
  - Projected surplus for the current fiscal year
  - Pension and health insurance costs
  - Preventive maintenance check-off list
  - Cost of remedial repairs

President DiCamillo thought this was very impressive and a great resource for the Trustees.

### **Branch Committee**

Below is the Branch Committee written report of the May 2, 2013 meeting held at 7:30 p.m. in the Station Branch Library:

Attending: Michael Fuller (Chair), Francine Ferrante Krupski, Varda Solomon, Marietta DiCamillo (Board President), Laura Weir (Interim Library Director)

#### Lakeville

Follow up on the mold situation: Preventative measures were taken. The carpeting was removed and a plastic vapor lock was placed above the wooden floor. A new piece of plywood was nailed on top. Laura Weir has ordered new slip proof rubber tiles to be laid down at the front entrance. While waiting for the tiles, an inexpensive mat was bought to cover the plywood. Water stained tiles were replaced in the Restroom. Bactericide was sprayed in the air conditioning system. We have not been able to identify the one remedial action that worked, however, the offensive smell is gone and the employee affected by the smell returned to work on Friday, May 10, 2013.

#### Parkville

What needs to be done post expansion? There was much discussion about moving the Children's room into the new space and creating a Community Room where the Children's Room now exists. The front area of the library will be painted and carpeted. The Children's Room needs more computers and age appropriate shelving. Doors would be needed on the new Children's Room to separate it from the rest of the library. Laura will talk to Neil about having Doris Newman, a specialist in library shelving and furniture, to look at the space and come up with ideas.

In the meantime Jayne has been making good use of the new space, including a Gentle Yoga session that fit 30 registered participants. During the school break 62 children attended a musical comedy "Grins and Grins".

#### Station

a. Replacement of the stained ceiling tiles. Laura Weir has spoken to the office to make a request for replacement of the tiles. These tiles have been replaced before. The landlord has done further repair work to the roof. The tiles were replaced on Thursday, May 23, 2013.

b. Kathleen requested a locked cabinet to store crafts and supplies for children's programs. There was some discussion about where the cabinet would be kept. Laura will work with Kathleen to identify an example of what she is looking for.

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c. There was discussion about moving the Reference Desk into a more visible location. The idea was to place the desk on what is now the slate tile flooring and move the bookshelves into the space currently occupied by the desk. We should discuss the plan in advance with the fire department. We will have to figure out if the bookshelves can be moved and how much it will cost.

### **Building Advisory Committee (BAC)**

President DiCamillo reported that the BAC has met several times as a committee and with the architects to review options for the plans and the process is moving along nicely. September 23 or 24 is targeted for holding the referendum. She asked Mr. Zitofsky to find out from the School District how much notice they would require if the referendum were held in September. The committee is still on target to present a plan with cost analysis to the Board of Trustees at the June meeting.

Trustee Solomon felt strongly that the community should be given three opportunities to see what the plan looks like and their input incorporated in the plan prior to a Board vote. She believed it is very short-sighted and that the Board is not ready to have a referendum in September.

She was asked to make a list of all the issues she had. She replied that her list included three opportunities for the public to hear what the plan looks like and respond to it. And, this is what is contained in KG&D's contract. She was assured that there will be public meetings.

Trustee Fuller added that to put the vote off until after the community hearings is shortsighted and a lengthy process. Instead, the plan should be submitted to be voted on by the Board and there will be enough time for community meetings before the referendum.

Trustee Nina Esagoff was also concerned about public participation. She suggested organizing a special event for community participation, separate from the Board meeting. Three community meetings were tentatively scheduled pending availability of the architects to make presentations. The Interim Director was asked to check with the architects on these dates: June 27; July 22, 24, 25 and September 9, 10, 11. One date will be chosen each month for a community meeting.

Trustee Fuller asked that the School obtain more polling booths for the referendum to cut back on the long waiting lines at the polls. He also asked if anyone has done a comparative cost analysis of the previous project with the current one to see how this will impact on the taxpayers. Mr. Zitofsky will have this information for the next BAC meeting. The other Trustees who are not on the BAC will also get this document. The next BAC meeting will be Wednesday, June 12 at the Main Library and the architects will present Plan No. 5 which will be costed. She asked for a special notice to be posted in the libraries.

Interim Director Weir reported that four owner's representatives submitted proposals. President DiCamillo recommended that the Board of Trustees and the BAC jointly interview the candidates. Interviews will be conducted in June and both the BAC and Board of Trustees should be solicited for dates when they are available in June and interview appointments scheduled.

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Trustee Pizer, Chair of the Outreach sub-committee, reported that there are now four people on the sub-committee – Amy Levinson, Marianna Wohlgemuth, Mike Currie and herself (Chris Johnson is on leave). The committee has been working to create a chronological explanation with bullet points of what has been going on since 2012. The back of the second bookmark has the vision statement and the third and fourth bookmarks will have a narrative giving a short history of the BAC. There is another meeting scheduled for this week.

Trustee Ferrante Krupski inquired about working with the School District to distribute fliers for the kids to take home to their parents.

Trustee Solomon asked for a calendar of all the meetings just scheduled to be put on the Library's website.

*Public Comment: Ralene Adler, Dan Gluan (Great Neck News), Norman Rutta*

### **Director Search Committee**

Trustee Ferrante Krupski, committee chair, reported that the committee met four times and a telephone interview is scheduled for one candidate. The second candidate dropped out. The sub-committee is working on questions to ask the candidate and is also looking into placing another advertisement. The Board will decide on increasing the salary to attract more qualified applicants.

Trustee Fuller added that the reason for asking for a higher salary for the director is that a research of comparable libraries was done and Great Neck was offering anywhere from 10-20 and in some cases 30% less than other libraries of similar size were paying.

### **Long Range Planning Committee**

Committee Chair Janet Nina Esagoff reported that the committee updated the Great Neck Library 2011 Long Range Plan which is on tonight's agenda for Board approval. [See New Business on page 10]. This will be revisited later on the year for updating.

*Public Comment: Ralene Adler*

### **Policy & Bylaws Committee**

The chair of the committee was absent and there was nothing to report on.

### **Secretary**

Trustee Solomon reported on the indexing/digitizing of the Minutes that she and Marjorie Malcolm were asked to research. She asked for clarification on whether the goal of this project was to have a handy reference to provide the public with more extensive information. Different institutions are digitizing their Minutes and they become searchable. Most places are not making them available to the public but if someone wants information, it is provided through a FOIL request. Money is involved in digitization and we need to consider if this is worthwhile.

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President DiCamillo stated that there is a law that requires having certain information accessible to the public without them having to submit a FOIL request, and secondly, the Board is voting on resolutions that have already been voted on because they are not indexed numerically. She directed that this be an agenda item for the September Board meeting for a full discussion.

The Business Manager and Secretary to the Board were asked to find out how many pages of Minutes there were and how this falls under our contract to see what it would cost.

### **Staff Reports**

President DiCamillo complimented the Levels staff on their recent production which was terrific.

### **Interim Library Director**

(Text of written report below)

**Building Renovation:** RFP's for Owner's Representative. I have had visits from two firms that are planning to bid on the Owner's Rep position. In each case I sat with them and went over the latest schematic options presented to us by the KG&D at the May 8, 2013 meeting. I then walked them through the building, including the machine room and the boiler room. A representative from a third firm came when I was not here. He toured the building on his own and later we had a telephone conversation. RFP's are due Friday, May 24, 2013.

**Workshop:** On Thursday, May 23 I attended a program sponsored by the Long Island Library Resource Council entitled "Building a LibraryAware Community: the Value Proposition. In anticipation of the Library's building project, I wanted to explore ways of reaching the population that does not use the library and may not be aware of library services. The program was presented by Nancy Dowd, co-author of *Bite-Sized Marketing: Realistic Solutions for Overworked Librarians*'. Nancy's basic message was that when publicizing events, services or projects, it is not enough to describe the event, service or project. The person reading the news release, the tweet, the Facebook page, needs to perceive a value for the service. The library needs to send a clear message through multiple communication channels that community trends or issues are being addressed by the library. Nancy discussed ways to develop a communication network to reach not just library users but potential users. I plan to gather everyone in the library who is involved in communicating with the public, this includes but is not limited to, Ethan Mann of Levels, Adult Book librarian Janet Schneider who uses social media to discuss books and book reviews, Grace Ferrara who creates graphic layout, programming assistant Debbie Feldman who writes all the news releases, and Shuqian Zhang, our website designer to discuss this approach to publicizing the Great Neck Library.

#### **Conditions at Lakeville**

Follow up on the mold situation. Preventative measures were taken. The carpeting was removed and a plastic vapor lock was placed on the wooden floor. A new piece of plywood was nailed on top. I have ordered new skid proof rubber tiles to be laid down at the front entrance. In the meantime the plywood was covered with an inexpensive mat. Water stained tiles were replaced in the Restroom. A bactericide was sprayed in the air conditioning system. We have not been able to identify one specific remedial action that worked, however, the offensive smell is gone and the employee affected by the smell returned to work on Friday May 10, 2013. [End of written report]

The Interim Director also reported that NLS received a grant and had put on a series of programs for librarians working with children with autism and many of our children's librarians attended the four seminars. The last seminar was creating a social storybook for your library and our children's librarian created the *Welcome Baby Basket Book* which was paid for from this grant.

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The Children's Department summer programs will include storytime for children with autism at the Main Library. There was no immediate plan to offer this program in the branches.

Trustee Ferrante Krupski reported that the Interim Director and herself worked on the Emergency Manual which is almost completed.

### **President's Report**

President DiCamillo provided the following updates:

- Reference librarians Margery Chodosch and Irina Zaionts attended a Finance Committee meeting and explained the process NLS uses for databases.
- She had questioned why NLS was looking for information for active patron statistics and Janet Fine, Head of Circulation, had contacted Elizabeth Olesh, Assistant Director of NLS. Her response was that this was one suggestion that this kind of statistics could be used in creating a formula to calculate member library share of support for NLS. Many factors will be considered and she did not know if this information will be used.
- 5/6/13 letter regarding NLS Board President, Mike Turner's behavior. No response was received.
- Trustees Nina Esagoff, DiCamillo, Pizer and Interim Director Weir had a very productive meeting with NYS Librarian Bernard Margolis, Regent Tilles, and Karen Baulsen, Nassau County liaison for NLS, the State and its member libraries. An email was received from Mr. Margolis and Ms. Baulsen thanking us for having the meeting which was very enlightening. Another meeting between Jackie Thresher and others from NLS and the same core group from our Board will be meeting with Mr. Margolis and Ms. Baulsen.
- There will be an NLS Board meeting tomorrow night [5/29/13].
- There will be a meeting of the dissenting libraries on June 3 at the Parkville Branch (not open to the public).

### **OLD BUSINESS**

#### **New Job Description for Library Director**

Second Reading – no changes were made to the document since its first reading on April 23, 2013.

#### **Donation Acceptance**

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

**RESOLVED**, that the Great Neck Library Board of Trustees take from the table the motion to accept a donation of \$100 from the Great Neck Historical Society [to the Risha Rosner Fund for the purpose of acquiring documents and photographs for the Local History Collection].

**VOTE:** Yes – 6 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Pizer, Solomon);  
**MOTION CARRIED UNANIMOUSLY**

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Following this, Francine Ferrante Krupski moved and Michael Fuller seconded for the Board to accept a donation of \$100 to the Local History fund from the Great Neck Historical Society in memory of Risha Rosner.

There are now two motions on the table. Therefore, Josie Pizer moved and Francine Ferrante seconded for the latter motion to be tabled. All were in favor and the motion was tabled. This motion will be put back on the table after the defeat of the original motion.

**Upon motion by Francine Ferrante Krupski, seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept a donation of \$100 from the Great Neck Historical Society to the Risha Rosner Fund for the purpose of acquiring documents and photographs for the Local History Collection.

**VOTE:** Yes – 0; No – 6 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Pizer, Solomon);  
*MOTION DEFEATED*

**Upon motion by Francine Ferrante Krupski, seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees take from the table the motion to accept a donation of \$100 from the Great Neck Historical Society in memory of Risha Rosner.

**VOTE:** Yes – 6 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Pizer, Solomon);  
*MOTION CARRIED UNANIMOUSLY*

**Upon motion by Francine Ferrante Krupski, seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept a donation of \$100 from the Great Neck Historical Society in memory of Risha Rosner.

**VOTE:** Yes – 6 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Pizer, Solomon);  
*MOTION CARRIED UNANIMOUSLY*

**Clarification:** There is no Risha Rosner fund so any donations received should be in her memory.

## **NEW BUSINESS**

### **Holiday and Sunday Schedule**

**Upon motion by Michael Fuller and seconded by Francine Ferrante Fuller, and after discussion, it was,**

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**RESOLVED**, that the Great Neck Library Board of Trustees approve the Holiday & Sunday Schedule for September 2013 to August 2014 as presented.

**HOLIDAYS**

Labor Day – Monday, September 2, 2013 (Closed)  
Rosh Hashanah – Thursday, September 5, 2013 (Main & Parkville open; Lakeville & Station closed)  
Yom Kippur Eve – Friday, September 13, 2013 (Closed at 5:00 p.m.)  
Yom Kippur – Saturday, September 14, 2013 (Main & Parkville open; Lakeville & Station closed)  
Veterans Day – Monday, November 11, 2013 (Closed)  
Thanksgiving Day – Thursday, November 28, 2013 (Closed)  
Christmas Eve – Tuesday, December 24, 2013 (Closed at 1:00 p.m.)  
Christmas Day – Wednesday, December 25, 2013 (Closed)  
New Year’s Eve – Tuesday, December 31, 2013 (Closed at 1:00 p.m.)  
New Year’s Day – Wednesday, January 1, 2014 (Closed)  
M. L. King Jr. Day – Monday, January 20, 2014 (Closed)  
Presidents’ Day – Monday, February 17, 2014 (Closed)  
Easter Sunday – April 20, 2014 (Closed)  
Mother’s Day – Sunday, May 11, 2014 (Closed)  
Memorial Day Weekend – Sunday & Monday, May 25 & 26, 2014 (Closed)  
Independence Day – Friday, July 4, 2014 (Closed)

**SUNDAY HOURS**

September 15, 2013 through June 8, 2014 Main & Parkville open from 1:00 – 5:00 p.m. and Lakeville & Station closed.

Trustee Solomon suggested that Board meetings should be tentatively scheduled over the summer and they can be cancelled if not needed. July 23 and August 27, 2013 were chosen. The Finance Committee meeting originally scheduled for July 23, 2013 would then be moved to July 18, 2013.

*Speaking: Ralene Adler*

**VOTE:** Yes – 6 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Pizer, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

**Long Range Plan**

**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 approve the proposed changes to the Long Range Plan as indicated in the document updated in April 29, 2013 and recommended by the Long Range Planning Committee.

**VOTE:** Yes – 6 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Pizer, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

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## **Legal Representation Retainer Agreement**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the retention of the firm of Bee, Ready, Fishbein, Hatter & Donovan, LLP, as general counsel effective June 1, 2013. The firm will be retained at the discounted uniform hourly rate of \$225 for the time of any attorney and \$150 for the time of any unadmitted law clerk. The funds for this service will be taken from the Legal Fees – General line of the operating budget.

Trustee Nina Esagoff stated that \$225 per hour rate is very competitive but the 1/4 of an hour increment in hours is very irregular as most firms bill at 1/10 of an hour increment. The paralegal rate of \$150 per hour is too high. Paralegals go from \$90 to \$120 per hour.

The Interim Director was asked to mention these comments to Mr. Fishbein.

**VOTE:** Yes – 6 (DiCamillo, Nina Esagoff, Ferrante Krupski, Fuller, Pizer, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **CORRESPONDENCE**

Jackie Shenkman was not present to speak to her correspondence of April 24, 2013, which is attached along with the Library's response.

Ralene Adler spoke to her letter of May 8, 2013, which is attached along with the Library's response.

## **OPEN TIME**

Mr. Zitofsky reported that libraries have been paying MTA tax for several years while schools were exempt. NLS received a special legislative grant to reimburse the libraries and Great Neck will be receiving a check for \$15,000.

*Public Comment: Norman Rutta*

## **ADJOURNMENT**

The meeting was adjourned at 9:25 p.m. on motion by Josie Pizer and seconded by Francine Ferrante Krupski.

Respectfully submitted,

Varda Solomon  
Secretary, Board of Trustees