

APPROVED 6/26/07

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, May 29, 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, May 29, 2007, in the Meeting Room of the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, NY 11040. [Agenda attached]

The following Trustees were present constituting a quorum:

David Kahn – President  
Linda Cohen – Vice President  
Andrew Greene – Secretary  
Norman Rutta – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Janet Eshaghoff – Asst. Treasurer

Absent with prior notice: Martin Sokol

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

## **CALL TO ORDER**

President Kahn called the meeting to order at 7:40 p.m. and motioned for the Board to go into executive session to discuss personnel matters. Trustee Cohen seconded the motion and the Board went into executive session. The Board came out of executive session and after a brief intermission, reconvened to open session at 8:20 p.m.

## **MINUTES**

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 approve the Minutes of the Regular Meeting of April 24, 2007, as presented.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)  
*MOTION CARRIED UNANIMOUSLY*

## TREASURER'S REPORT – PERSONNEL REPORT

During the month of April 2007, revenue received was \$992,717. Total expenses were \$540,844.

At the close of business, April 30, 2007, total operating fund holdings were \$2,879,885. Of these funds, \$2,876,450 was on deposit at HSBC and JP Morgan Chase Bank, and \$3,435 was on hand in Petty Cash funds at Main and the Branches. This compares to an April 30, 2006, balance of \$2,504,274.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,231,655, the Automated Library fund was \$58,000; the Restricted Gift fund was \$358,075; the Branch and Special Services fund was \$104,808. These funds totaled \$1,752,539 on April 30, 2007. The April 30, 2006, total was \$1,392,603.

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 May 29, 2007, Treasurer's Report with the Personnel Changes of April 21, 2007, through May 18, 2007.

*Public Comments: Jonathan Kahn*

**VOTE:** Yes – 6 (Cohen, 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 April 21, 2007, through May 18, 2007, Paid Checks numbered 0023984 through 0023988, 0024042 through 0024047, 1184 to 1185, 35334 through 35348, and Checks To-Be-Paid numbered 35349 through 35468, the sums set against their respective names, amounting in the aggregate to \$232,024.41.

*Public Comments: Ralene Adler*

Pursuant to an inquiry on whether or not the Library had received reimbursement by the Town of North Hempstead for the Parking and Traffic Utilization Study, Trustee DiCamillo suggested that a letter from either the Treasurer or the President be sent to the Town requesting payment.

**VOTE:** Yes – 6 (Cohen, 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 April 12 and April 26, 2007, which have been reviewed by the Treasurer, in the amounts of \$162,597.60 and \$163,060.82 respectively, for a total of \$325,658.42.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

## REPORTS

### INTERIM DIRECTOR [report appended]

The Board agreed for the Library to subscribe to Overdrive Downloadable Audiobooks. Should problems arise later on, the Board will revisit.

Some Trustees felt that if the Library should purchase Museum Passes, it would be outsourcing Library programs to different venues. Also, there was the issue of liability. If the museum were asked to do a program at the Library, this would be available to more people and not just a select few. Other Trustees thought that the Museum Passes would be a good idea and should be explored.

*Public Comments: Mark Solomon, Karen Rubin, Ralene Adler, Jonathan Kahn*

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 refer [the Museum Passes] to the Policy Committee for further discussion [and for the Policy Committee to come up with a recommendation to the Board].

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kahn, Rutta); No – 1(Cohen)

*MOTION CARRIED*

### BRANCH COMMITTEE [report appended]

Interim Director Weir reported on the Branch Committee meeting at the Parkville Branch Library on May 17, 2007.

BUILDING COMMITTEE [report appended]

Trustee Greene, a member of the Building Committee, presented a brief report on behalf of the Building Committee chair, Trustee Sokol.

POLICY COMMITTEE [report appended]

Trustee Cohen, chair of the Policy Committee, reported that the Committee met on April 9, 2007, the Minutes of which were submitted for the April 24, 2007, Board meeting. In her absence, the Minutes were not read. She thanked the Policy Committee for their hours of hard work in connection with that meeting. Also, she read the Minutes of the May 14, 2007, Policy Committee meeting, which are appended.

## **OLD BUSINESS**

MINUTES OF COMMITTEE MEETINGS

Upon motion by Linda Cohen, 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 resolution to appoint a stenographer or clerk to take Minutes at the Branch, Building, Finance and Policy/Bylaws Committee meetings of the Board of Trustees that was presented to and tabled by the Board at the February 27, 2007, Board meeting.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)  
*MOTION CARRIED UNANIMOUSLY*

Upon motion by Linda Cohen, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library appoint a stenographer or clerk to take Minutes at the Branch, Building, Finance and Policy/Bylaws Committee meetings of the Board of Trustees that was presented to and tabled by the Board at the February 27, 2007, Board meeting.

**VOTE:** Yes – 0; No - 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)  
*MOTION DEFEATED*

Upon motion by Linda Cohen, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve that Assistant Library Director or Acting Director, or a person designated by the Chair of the committee take the Minutes at the Branch, Building, Finance and Policy/Bylaws Committee meetings of the Board of Trustees, as amended.

*Public Comments: Karen Rubin*

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)  
*MOTION CARRIED UNANIMOUSLY*

## **NEW BUSINESS**

### REPAIR OF FASCIA PANELS

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 hire Ted Emmerich of F.J.E. Enterprises, Inc., to perform the fascia repairs to the Main Library Building at a cost not to exceed \$15,000.

Edy Zingher, project engineer, inspected the panels and submitted his report. His findings were similar to that of Mr. Abraham Hertzberg, whose report was presented at the April 24, 2007, Board meeting.

Proposals for repairing the fascia panels were received from Ted Emmerich of F.J.E. inc., for a cost not to exceed \$15,000, Paza Construction for \$49,500 and Robert D. Anderson Company for \$82,600. Some Trustees felt that there was a vast variation between the quotes which could have been that the quotes were not based on “apples to apples” comparison.

Business Manager Zitofsky was asked if the Library’s insurance carrier was contacted to which he responded that a call was made to them and they informed him that from a liability standpoint it was not covered. He was asked to pursue this further from a property damage perspective.

A member of the public stated that there were buildings in Manhattan 130 years old that did not have fascia problems. He alluded to the fact that if the caulking was improperly done or the material used was improper, there was "Professional Liability Insurance" today which would

hold the builder or architect responsible for the life of the building. There may be an “access point for recovery of damages”.

To this end, Trustee Rutta recommended that the following action should be taken: (1) an official letter be sent to the insurance carrier and broker for their review which they can accept or deny officially; (2) if the insurance carrier should advise that there is a claim against the professionals, then “apples to apples” comparison for the repairs should be obtained.

The Business Manager was instructed by the President to get further information about the professional insurance liability.

*Public Comment: Jonathan Kahn, Mark Solomon*

**VOTE:** Yes – 4 (Cohen, Eshaghoff, Kahn, Greene); No – 2 (DiCamillo, Rutta)

**MOTION CARRIED**

#### RECORD RETENTION POLICY CHANGE

[see Policy Committee Minutes attached to this report]

Upon motion by Linda Cohen, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library amend the Record Retention schedule policy 400-30, section 4.9, changing the retention period for “Employee’s personal earnings record” from six (6) years to 55 years.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

**MOTION CARRIED UNANIMOUSLY**

***The board took a brief recess at 9:50 p.m. and resumed business at 10:00 p.m.***

#### ABSENTEE BALLOTS

At October 2006 Board meeting, the Policy Committee was instructed to review the proxy/absentee ballot process and make recommendations to the entire Board. The Committee looked at absentee ballot forms used in various constituencies, including the Great Neck School, Nassau County and New York State, and they felt that moving to absentee ballots would make the election process much easier and cleaner [see Policy Committee Report attached to these Minutes]. The Policy Committee was instructed to prepare a resolution in favor of absentee ballots to be presented to the entire Board for discussion and vote.

*Public Comments: Karen Rubin*

### NYS CONSTRUCTION GRANT

New York State Division of Library Development will be offering two grants for 2007/2008 – one for \$14 million and the other for \$800,000. Deadline for submitting applications is September 14, 2007 to the NYS Division of Library Development. The Nassau Library System will be holding information session on the application process very soon, and their deadline for receiving these applications for review will be August 2007.

Two projects were identified that may qualify for the grants: replacing the air conditioning system in the computer room and upgrading the elevator pump, motor and valve units, as well as the electrical controls. One estimate was received for each project - \$9,488 for the air condition and \$18,221 for the elevator.

### HOLIDAY CLOSINGS & SUNDAY HOURS

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 attached Holiday and Sunday schedule for September 2007 to August 2008.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)  
*MOTION CARRIED UNANIMOUSLY*

### EXCESS EQUIPMENT

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 declare the items listed on the appended schedule excessed and authorize the Interim Director to dispose of same in an appropriate manner.

Trustee DiCamillo requested that for future excessed equipment, the location from where the excess equipment was coming should be disclosed.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)  
*MOTION CARRIED UNANIMOUSLY*

## PERSONNEL

### **Stipend – Secretary to the Board**

Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve an increase of \$50 per month in stipend for Marjorie Malcolm, Secretary to the Board of Trustees, for the purpose of Minutes preparation and any other duties as may be deemed appropriate, commencing June 2007;

And further;

President Kahn moved that this be carried by acclamation.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

### **Computer Network Administrator**

Upon motion by David Kahn, seconded by Linda Cohen, and after discussion, it was,

**RESOLVED**, that,

WHEREAS, Department Head Fine assumed, for all intents and purposes, the supervisory duties of the Network Administrator position as of January 2007 upon it having been determined that it was necessary to provide for this supervision under the then “state of affairs” within the Computer Department; and

WHEREAS, the re-alignment of supervisory duties during the period January through May 2007 has, effectively, led to a cohesive, accountable and responsive division within the Library; and

WHEREAS, the Library will be in a position to effect fiscal savings by way of abolishing the position of Network



Administrator and terminating the employment of its incumbent without sacrificing any accountability to patrons, staff, and the Library itself; and

WHEREAS, it is the recommendation of the Director that the Library can function in a satisfactory manner without the existence of the position of Network Administrator and that, further, her review/assessment of the Division over the past five months has revealed that it is not necessary for the Library to possess the position of Network Administrator in order to meet all the necessary functions undertaken by its Computer Department; and

WHEREAS, the Library's Personnel Committee has recommended to the Board of Trustees that there be an abolishing of the Network Administrator position and the consequent terminating of the employment of Brian Kleinberg.

NOW, THEREFORE, IT IS RESOLVED that the position of Network Administrator is to be abolished effective May 30, 2007; and it is

FURTHER RESOLVED, that the employment of the incumbent within the Network Administrator position, Brian Kleinberg, is terminated effective May 30, 2007; Kleinberg to be provided payment for unused vacation leave; and severance pay equal to one month's salary upon his executing of a "Release" by Friday, June 1, 2007, in favor of the Library and its Board of Trustees.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

*MOTION CARRIED UNANIMOUSLY*

### **Director Search**

Trustee DiCamillo pointed out that the Director Search Committee had postponed the Library Director search until the spring, at which time the position would be re-advertised and she would like to move forward on this. The following resolution was therefore put forward.

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library advertise the position for Library Director in the appropriate publications, New York Times,

American Libraries, and Library Journal with the cost not to exceed \$8,500.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta)

**MOTION CARRIED UNANIMOUSLY**

### REMOVAL OF BATHROOM IN CHILDREN’S ROOM

Trustee Rutta alerted the Board that it was brought to his and other trustees’ attention over a month ago via a letter from the public that one of the bathrooms in the children’s room was removed and turned into a closet. He had two concerns with this: (1) no prior Board discussion before removing the bathroom, and (2) financial implications for removing and discarding of first rate commercial fixtures without any Board approval considering that computers which were eight or ten years old and not working were brought before the Board prior to disposing.

There was also the question on Board of Health regulation about the number of bathrooms available. When the Ad Hoc Committee met several years ago, there were constant comments from the public that there were not enough bathrooms in the building.

According to the Interim Director, the removal of the bathroom was done in consultation with the children’s department head, who thought one bathroom was sufficient. There were concerns from some Trustees and members of the public about children leaving the safety of the children’s room for bathroom facilities.

The Interim Director and Business Manager were asked to look into whether the bathroom should be restored or not, and to hear from the staff why this was done. A Report should be made to the Board at the next meeting in June at which time the Board will discuss what should be done – whether the bathroom should be restored or not.

*Public Comments: Karen Rubin, Ralene Adler, Amy Levinson*

### **CORRESPONDENCE** [appended ]

Rebecca Rosenblatt Gilliar was not present to speak to her letters of April 25, 2007, and April 26, 2007; Steven Engelson was not present to speak to his letter of May 6, 2007. Ralene Adler did not speak to her letter of May 8, 2007, as the contents of her letter were addressed during the removal of children’s bathroom.

### **OPEN TIME**

*Speaking: Karen Rubin, Ralene Adler, Amy Levinson*

## **ADJOURNMENT**

The meeting was adjournment at 10:50 p.m. on motion by Marietta DiCamillo.

Respectfully submitted,

Andrew Greene  
Secretary