

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, June 24, 2008, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, June 24, 2008, in the Community Room of the Main Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Martin Sokol – President  
Andrew Greene – Vice President  
Linda Cohen – Secretary  
Marietta DiCamillo – Treasurer  
Janet Eshaghoff – Assistant Treasurer  
Anna Kaplan – Assistant Treasurer  
Norman Rutta

Also present: Neil Zitofsky – Business Manager

Absent with prior notice: Laura Weir – Interim Library Director

**CALL TO ORDER**

President Sokol called the meeting to order at 8:09 p.m. and he thanked everyone for coming. He announced that due to the consensus of the Board, there was tangible progress in the selection of an architect and a Library Director. He thanked Interim Director Weir, Business Manager Zitofsky and Trustee Greene for their work. The Building Committee will be working over the summer to evaluate architects and will make a full recommendation to the Board as a whole.

**MINUTES**

**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 the Minutes of the Regular Meeting of May 20, 2008, as presented.

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

---

## **TREASURER'S REPORT – PERSONNEL REPORT**

During the month of May 2008, revenue received was \$1,003,447. Total expenses were \$577,450.

At the close of business, May 31, 2008, total operating fund holdings were \$3,386,577. Of these funds, \$3,383,797 was on deposit at HSBC and Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to a May 31, 2007, balance of \$3,502,273.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,542,839; the Automated Library fund was \$160,487; the Restricted Gift fund was \$383,041; the Branch and Special Services fund was \$161,067. These funds totaled \$2,247,434 on May 31, 2008. The May 31, 2007, total was \$1,753,778.

**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 accept the June 24 2008, Treasurer's Report with the Personnel Changes of May 17, 2008, through June 20, 2008.

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

**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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated May 17, 2008, through June 20, 2008, Paid Checks numbered 0025684 through 0025690, 0025744 through 0025751, 1211 through 1214 and 37325 through 37343 and To-Be-Paid Checks numbered 37344 through 37467, the sums set against their respective names, amounting in the aggregate to \$265,235.11.

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

---

**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 accept the Payroll Warrants for pay dates May 8, and May 22, 2008, which have been reviewed by the Treasurer, in the amounts of \$174,025.40, and \$169,785.07 respectively, for a total of \$343,810.47.

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Building Committee**

Trustee Greene, Chair of the Building Committee, gave an oral report of the Building Committee meeting of June 16, 2008. Present were all the members of the Building Committee, Interim Director Weir, Business Manager Zitofsky and Trustees DiCamillo and Eshaghoff.

The Committee voted for the adoption of flexible selection criteria for architects based on an objective point of value to be assigned for various categories, modeled after the search processes at similar libraries across the country that were available on the Internet. This was then synthesized into 49 point selection criteria. Trustee Greene named some of the categories which include understanding and awareness of our needs, experience in project type, demonstration of design proficiency, level of involvement of the principals, structure of project team, and experience in LEED green building. There was a line for possible points and another for awarded points.

The Committee came to a consensus on the following:

- To use the criteria not in a binding but in a structural way to compare firms.
- The Building Committee will make site visits to see work of architects who are under serious consideration.
- The deliberation process will be closed to the public but will be open to all Trustees who will have the opportunity of full participation. In a written opinion Counsel Kevin Seaman said that the process of selecting an architect is analogous to personnel matters and should be conducted in Executive Session.

- 
- All members of the Board will be given all written responses to the RFP and will have the same briefing as the Building Committee members prior to the interviews and deliberation process.
  - After the interview process and site visits, a final architectural firm will be selected for recommendation to the full Board for a vote.

To this effect, Trustee Greene proposed that there be a resolution for the Board to vote on tonight. However, prior to the resolution, he read the following Letter of Intent from the Great Neck Water Pollution Control District into the Minutes. Copies of the letter will be made available to the Trustees and members of the public.

“The Board of Commissioners of the Great Neck Water Pollution Control District has considered the Great Neck Library’s request for up to 25 parking spaces at the Bayview Avenue pumping station premises.

Upon receipt of plans from your architect, the Board will review the plans with our Superintendent Christopher Murphy. At that point, the Board and the Library will work together to reach a lease agreement upon terms mutually agreeable. Under New York law, the lease agreement is subject to the approval of the Town Board of the Town of North Hempstead.”

Trustees DiCamillo and Rutta expressed their dissatisfaction that they were not duly informed about the process and that they would have liked to have been participants.

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

**RESOLVED**, that the issue of the selection of an architectural firm be referred to the Building Committee and that deliberation will be done by that Committee in closed meeting and that the Committee will make the selection of a final candidate for recommendation to the Board of Trustees who will then approve or disapprove that selection.

At this juncture, President Sokol introduced on an experimental basis a method for Trustee discussion. He would call on the Trustee seated on his far left to start the discussion. If that Trustee does not wish to speak, the next one in the order left to right will speak. The Trustee that was skipped over always has priority over the other Trustees.

*Public Comments: Shirley Samansky, Alice Nayer, Naomi Feldheim, Stanley Romaine, Karen Rubin, Mischa Schwartz, Marianna Wohlgemuth, Varda Solomon, Jonathan Kahn*

**VOTE:** Yes – 5 (Cohen, Eshaghoff, Greene, Kaplan, Sokol); No – 2 (DiCamillo, Rutta)

**MOTION CARRIED**

---

## **Interim Director**

Interim Director Weir, who was absent with prior notice, provided a written report which was read into the Minutes by President Sokol. The Report is appended to these Minutes.

## **Director Search**

President Sokol provided an update on the search for a library director. On June 17, 2008, the Search Committee met with representatives of Gossage Sager Associates who flew in from Kansas City, Missouri. They presented a timeline for completing the search. In the beginning of July, ads for the position will be placed electronically and in print, position posted in various state and association placement centers, and through nation-wide networking and telephone contacts identifying qualified candidates. The cutoff date for receiving applications is September 21<sup>st</sup>. Resumes will be reviewed and the top five to seven candidates will be notified for interviews by the end of September. Toward the middle of October two or three candidates will be selected for a second interview and by the end of October the final candidate will be chosen. A director should be in place by December.

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize an expenditure not to exceed \$3,500 for Library Director recruitment advertising incurred by Gossage Sager Associates, to be charged to the Recruiting and Training Expense of the 2008 operating budget.

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

## **OLD BUSINESS**

### **Network Infrastructure Upgrade**

**Upon motion by Marietta DiCamillo and seconded by Anna Kaplan and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library purchase the Cisco Point to Point T1 and VPN Backup from Corstar at a cost of \$39,614 for hardware and first year maintenance and \$9,450 for installation, for a total cost of \$49,064 to be paid from the Automated Library Fund. Annual maintenance

---

cost of the system in the amount of \$7,225 is to be paid from the Automated Library fund for the second year (2009) and from the general operating budget thereafter.

A resolution was put forth at the April 29, 2008 Board meeting which was tabled for lack of three competitive bids. The bids were subsequently obtained and since then the proposed resolution has changed. Therefore the old resolution died on the table and a new resolution was put forth as above.

**VOTE:** Yes –7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

## **NEW BUSINESS**

### **Insurance Consultant**

President Sokol had emailed the Finance Committee asking them to initiate a discussion on the hiring of an insurance consultant to review the Library's policies and to determine if there is proper insurance coverage.

### **New York Library Association (NYLA) Conference**

**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 authorize the attendance of three members of the professional staff at the New York Library Association Conference to be held in Saratoga Springs, New York, from November 5-8, 2008, at a cost not to exceed \$4,740 to be charged to the Travel/Conference line of the operating budget.

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

### **Excess Equipment**

**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 declare the items listed on the appended schedule excessed

---

and authorize the Interim Director to dispose of same in an appropriate manner.

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)

**MOTION CARRIED UNANIMOUSLY**

## **OPEN TIME**

*Speaking: Shirley Samansky, Mischa Schwartz, Karen Rubin, Varda Solomon*

President Sokol wished everyone a happy and healthy summer.

## **ADJOURNMENT**

On motion by Andrew Greene, the meeting adjourned at 9:22 p.m.

Respectfully submitted,

Linda Cohen  
Secretary