

APPROVED 9/25/07

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, June 26, 2007, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, June 26, 2007, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [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  
Martin Sokol

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

**CALL TO ORDER**

President Kahn called the meeting to order at 8:10 p.m.

**MINUTES**

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 the Minutes of the Regular Meeting of May 29, 2007, as presented.

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

*MOTION CARRIED UNANIMOUSLY*

**TREASURER’S REPORT – PERSONNEL REPORT**

During the month of May 2007, revenue received was \$992,746. Total expenses were \$545,606.

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At the close of business, May 31, 2007, total operating fund holdings were \$3,502,273. Of these funds, \$3,428,326 was on deposit at HSBC and \$71,167 at JP Morgan Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to a May 31, 2006, balance of \$2,865,211.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,232,833, the Automated Library fund was \$58,015; the Restricted Gift fund was \$358,120; the Branch and Special Services fund was \$104,810. These funds totaled \$1,753,778 on May 31, 2007. The May 31, 2006, total was \$1,394,962.

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 June 26, 2007, Treasurer's Report with the Personnel Changes of May 19, 2007, through June 21, 2007.

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)  
*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 May 19, 2007, through June 21, 2007, Paid Checks numbered 0024102 through 0024106, 0024163 through 0024168, 1186 to 1188, 35469 through 35509, and Checks To-Be-Paid numbered 35510 through 35674, the sums set against their respective names, amounting in the aggregate to \$243,577.73.

**VOTE:** Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)  
*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 May 10 and May 24, 2007, which have been reviewed by the Treasurer, in the amounts of \$167,184.73 and \$164,177.77 respectively, for a total of \$331,362.50.

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

As a follow-up to a query at the April Board meeting, Trustee DiCamillo inquired whether the Library had received reimbursement from the Town of North Hempstead for the Parking/Traffic Study. Payment to cover the cost of the study has now been received.

## REPORTS

### INTERIM DIRECTOR

*Addendum to the written report which is attached:*

Fascia Panels – when the railing along the balcony was being power washed, a lot of rust came off. Further investigation revealed that the base of the railing had rotted. The inspectors from the insurance company also had noted that the railing was loose and unsafe. The railing was removed, reinforced and cemented back in the floor of the balcony, and will be painted. The repair of the fascia came in under the price quoted so the cost to fix the rusted railing did not exceed what the Board approved to repair the fascia panels. Interim Director Weir was commended for exercising discretion in getting the railing fixed.

Power Outage – the Library only had to pay the Library's electrician for one and a half hour of his time. Business Manager was commended for an excellent job done during the outage.

Print Management Software – Janet Fine, Head of Circulation and Computer Services, had recommended Library Metricks but was disappointed with the difficulty in using the software and the company's poor product support. After checking with other libraries that use this software, they confirmed that technical support was inadequate. She was now proposing Librarica, although more expensive than Library Metricks, it is cheaper than the other print management systems she had looked at. The Computer Department was able to set up a no-cost trial subscription but there were issues that still needed to be resolved.

Handicap Access to Levels – portable folding ramps did not seem to be the solution since this would be dependent on library staff to provide assistance upon entering and leaving Levels. A lift would be a more permanent solution which would not be for just one person but for anyone who is physically challenged. The Interim Director was asked to get estimates for both the ramp and the lift. The architects' opinion should also be obtained on whether a permanent lift installed now could be reused during renovation.

New York Library Association (NYLA) – the Board consented for the Great Neck Library to become an organizational member of the New York Library Association instead of only the Director being an individual member.

Louise Carter Bequest – the question was whether the interest could be separated from the principal. The Interim Director was instructed to ask the Library's attorney to render an opinion

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on whether the interest on the Louise Carter Bequest to the Great Neck Library could be spent separately.

*Public Comments: Ralene Adler, Amy Levinson, Emanuel Kline, Marianna Wohlgemuth, Carole Perry, Carol Frank, Naomi Feldheim*

#### BUILDING COMMITTEE [report appended]

Committee Chair, Martin Sokol, read the Minutes of the June 18<sup>th</sup> meeting, which are attached to these Minutes. The intent of the July 16<sup>th</sup> Building Committee meeting will be to put together the findings of the field trip to Elmont Memorial Library on June 12<sup>th</sup> and the meeting with the architects on June 18<sup>th</sup>, after which recommendations will be made to the Board.

Trustee DiCamillo, who had attended the Building Committee meeting, pointed out that the Minutes contained the following errors which should be corrected:

- (a) The renovation cost for existing space was actually \$150 - \$175 per square foot and not \$100-\$125 per square foot, and the numbers were based on 2003 figures and not current estimates.
- (b) The Minutes were contradictory in reporting that there was a question on whether furniture was included in the architects' fees and also that furniture was not included in the estimates. Her recollection was that it was not decided whether or not furniture was included in the estimates.

Trustee Greene pointed out there was a memo from the architects that reaffirm the cost as \$150-\$175 per square foot with estimates based on today's numbers.

Trustee DiCamillo also had a series of questions pertaining to architectural drawings that were presented at the June Building Committee meeting. She wanted to know who had directed the architects to do a new set of drawings which were not discussed or voted on by all the Trustees. These drawings in question called for a full second story with a doubling of the current mezzanine space. She read an excerpt from the Minutes of the May 23, 2006, meeting of the Board of Trustees authorizing the architects to develop a plan, which would extend the south side of the main level, and would fill in the spaces where the driveway currently exists on the lower level and the northeast corner on two levels of the building – the only plan that the Board had embraced. Trustee DiCamillo expressed surprise that no one had contacted the Great Neck Water Pollution Control District regarding acquiring additional parking which was a priority before any development of plans as was discussed and agreed upon by the Board. She objected to the process moving forward without the benefit of a Board discussion.

Trustee Greene assured her that the drawings were very preliminary and were only an investigation as to the possibility of a second floor and the plans did not cost the Library a dime; they were free. There were communications between the members of the Building Committee as well as the President and with the Water Pollution Control District regarding additional parking spaces.

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President Kahn concurred with Trustee Greene in that there has been informal communication with the Water Pollution Control District but there has not been a formal meeting with them. The Water Pollution Control District requested that a formal letter on the Library's stationery be sent to them asking for additional land for parking for the Library. This has not yet been done.

Trustee Cohen corrected another error in the Minutes which stated that "*it appears from discussions that majority of Trustees favor a dedicated second floor...*" She suggested that the way the sentence should have been worded was "the majority of the Building Committee members present at that meeting were interested in finding out how feasible a second story would be." She also explained that there was another 20% fee during actual construction, which was phase four, and this should make the numbers add up.

According to Trustee Sokol, last year's plan is dead and the Building Committee was now trying to create a compromise plan. He sees three issues with the second floor: (1) the cost of the second floor; (2) why have the second floor? and (3) the potential closure of the Library.

The Board was reminded that the Water Pollution Control District and the other sewer districts in Nassau County are faced with Nassau County approaching them in regard to consolidation; and it is questionable as to whether or not they will be able to retain their power in making decisions about this land. Also, according to the Water Pollution Control District, the Library had sent them a letter in 2005 requesting leasing land and the Library did receive a response from them denying their request. It was asserted that the response was read at a subsequent Board meeting. The Interim Director was asked to check if there was a written response.

The Board was asked to identify the Building Committee members and to explain what was the role of this sub-committee.

The President urged everyone not go back and lay blame on various things but move forward and look at the questions they are faced with and how they will be resolved.

*Public Comments: Unidentified Lady, Unidentified Lady #2, Babette Glass, Amy Levinson, Marianna Wohlgemuth, Robert Mendelson, Carol Frank, Ralene Adler, Rebecca Sassouni*

#### POLICY COMMITTEE [report appended]

Trustee Cohen, chair of the Policy Committee, read the Minutes of the Policy Committee meeting of June 19<sup>th</sup>, which are appended.

Ralene Adler had written a letter to Linda Cohen, Committee Chair, suggesting that some of the money from Louise Carter's bequest be used to set up some scholarship program or something that would enable people in the community to take advantage of various opportunities as an alternative to the Museum Passes. The letter will be discussed at a subsequent Policy Committee meeting.

Another topic discussed and not mentioned in the Minutes, was New York State Law for violence in the workplace and the development of a policy. Director Weir informed the meeting that the Nassau Library System will be holding another session for Library Directors on this in the fall. She spoke to Jackie Thresher, Director of the Nassau Library System, who informed her that they cannot develop a policy until the State has come out with guidelines. The State has made the law but has not yet made guidelines.

## **OLD BUSINESS**

### **REMOVAL OF BATHROOM IN CHILDREN'S DEPARTMENT**

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 repair and restoration of the recently dismantled children's bathroom at Main at a cost not to exceed \$3,000, in order to provide two available and accessible bathrooms for children's use.

*Public Comments: Ralene Adler*

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

### **ABSENTEE BALLOT**

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 eliminate the use of Proxy Ballots at the Annual Meeting of the Great Neck Library and instead use Absentee Ballots. Absentee Ballots will be issued by the Library upon receipt of the completed Absentee Ballot application which is attached.

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

### **BYLAW AMENDMENT**

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

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**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the following bylaw amendment to be placed before the Great Neck Library Association Membership at its Annual Meeting on October 29, 2007 for consideration:

Article V, G

Members shall be entitled to vote by ~~proxy~~ **absentee ballot** upon, and only upon, the following conditions:

1. Such ~~proxy~~ **absentee ballot** shall be irrevocable.
2. The ~~proxy~~ **absentee ballot** must be on an ~~proxy~~ **absentee ballot** form provided by the Association. Such ~~proxy~~ **absentee ballot** form for the Annual Meeting shall be made available to members no sooner than the 2<sup>nd</sup> Monday of September immediately preceding the Annual Meeting, and, for any special meeting, no sooner than the 23<sup>rd</sup> day immediately preceding such special meeting.
3. The ~~proxy~~ **absentee ballot** must be filed with the Director of the Library, or such person or persons as the Director shall designate, no later than 5:00 p.m. on the Friday before the Annual Meeting or 5:00 p.m. on the last day that the Main Branch of the Association is open before the day of any special meeting.
4. Each ~~proxy~~ **absentee ballot** envelope must be signed by the member and should have the name **and** address ~~and library card number~~ of the member printed thereon. However, failure to have the name of the member printed thereon will not render the ~~proxy~~ **absentee ballot** void if the signature is sufficiently legible to identify the member clearly.
5. The Trustees shall have the right to mail, or to otherwise provide to members ~~proxy~~ **absentee ballot** forms, designating the Secretary of the Board or, if the Secretary has a special interest in the election, another Trustee, to vote on behalf of the members at the Annual or special meetings as the members may direct or permit by such ~~proxy~~ **absentee ballot**.
6. Trustees shall have the right to limit ~~proxy~~ **absentee ballot** voting to the voting for Trustees, for Amendments

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to the Bylaws, election of Nominating Committee members and such other items as the Board deems appropriate.

7. An ~~proxy~~ **absentee ballot** form shall specifically set forth each item of business for which it is voted and how such ~~proxy~~ **absentee ballot** shall be voted.

#### Article VI, C

One hundred members attending, in person or by ~~proxy~~ **absentee ballot**, shall constitute a quorum of the membership at any Annual Meeting of the members, except as specifically set forth in Section 604(b) of the Not-For-Profit Corporation Law, or any successor statute thereto, with regard to special meetings for the election of Trustees.

[note: ~~strike through~~ is deletion; **bold face** text is addition]

*Public Comments: Emanuel Kline, Rebecca Sassouni, Amy Levinson, Carol Frank*

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

#### MUSEUM PASSES

Since there was no consensus on the part of the Policy Committee, and Ralene Adler had some interesting ideas regarding alternatives to museum passes [see Policy Committee Report which is a part of these Minutes], Trustee Greene moved and Trustee DiCamillo seconded for this to be tabled. All Trustees were in favor and this was therefore tabled. The Policy Committee will discuss this at a subsequent meeting.

#### **NEW BUSINESS**

##### RECORDS RETENTION/DESTRUCTION OF RECORDS

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 destruction of the following records [list attached] in accordance with the Record Retention policy 400-30.



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There were gaps in the cancelled payroll checks for 1993, 1994, 1995. The Business Manager explained that prior to the Retention Record Schedule policy approved by the Board in April, there was a vaguely worded policy in place that indicated that after 7 years records would be destroyed. Some records were destroyed under that old policy but there were other records that should have been destroyed but were not because they were not where they belonged.

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

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 destruction of the following election records [list attached] in accordance with the Record Retention policy 400-30.

In view of the fact that Newsday, by means of the FOIL, was requesting information from libraries about their election and trustees, the Board thought it was not a good idea to destroy these records at this time. Therefore, on motion by Trustee Greene and seconded by Trustee Rutta, this was tabled based on potential FOIL requests from Newsday.

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

#### EXCESS FIXTURE

Upon motion by Martin Sokol, seconded by Janet Eshaghoff, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library declare circulation checkout counter “B” excessed, and authorize the Interim Director to dispose of same in an appropriate manner.

Shelving for an ongoing book sale will be installed where checkout “B” is now located. Checkout “B” had been rarely used. There was a question about the Express Bookdrop which is located at that checkout. The bookdrop also was seldom used.

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

#### CELL PHONE TOWER

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A proposal was received from Highlander Consultants, Inc., to lease space at the Main Library to Omnipoint Communications (T-MOBILE) for the installation of communication base station and erection of a flagpole to use as a cell phone tower. A similar proposal from Cingular Wireless had come before the Board in 2005 and the Board had rejected that proposal.

On motion by Trustee Cohen and seconded by Trustee Rutta, the Board unanimously agreed not to have a discussion on the proposal from Highlander Consultants because the Library did not want the erection of a cell phone tower.

### NYS CONSTRUCTION GRANT

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 the submission of an application to the New York State Division of Library Development for the \$14 million Public Library Construction Grant Program for the upgrade of the motor pump unit and controller of the elevator at the Main Library.

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

Upon motion by Martin Sokol, seconded by Andrew Greene, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the submission of an application to the New York State Division of Library Development for the \$800,000 Public Library Construction Grant Program for replacing the air conditioning system in the Computer Room at the Main Library.

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

### PERSONNEL

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 promotion of Garry Horodyski to Computer Technician II at a salary of \$40,000 per year effective July 1, 2007.

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

## **CORRESPONDENCE** [appended ]

Ralene Adler spoke to her letter of June 11, 2007.

## **OPEN TIME**

*Speaking: Emanuel Kline, Amy Levinson, Marianna Wohlgemuth*

President Kahn asked Amy Levinson to provide for the Board copies of the article that mentioned that a couple libraries were doing modest things but not providing special areas and special programming for teens.

The Interim Director was asked to set up another Branch Committee meeting to discuss the subject of acquiring additional adjoining space for the Parkville Branch as was brought up at the last Branch Committee meeting on May 17, 2007, at the Parkville Branch.

It was suggested that all approved Building Committee Minutes be posted online to keep the community informed and involved. This was expanded to include all other committee Minutes that were approved.

## **ADJOURNMENT**

The meeting was adjournment at 10:45 p.m. on motion by Andrew Greene.

Respectfully submitted,

Andrew Greene  
Secretary