

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, September 19, 2006 at 7:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, September 19, 2006, in the Community Room of the Main Library, 159 Bayview Avenue, Great Neck, New York 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

David Kahn – President
Joyce Klein – Vice President
Bette Weidman – Secretary
Norman Rutta – Treasurer
Linda Cohen – Assistant Treasurer
Marietta DiCamillo – Assistant Treasurer
Martin Sokol [arrived 7:50 p.m.]

Also present: Arlene Nevens – Library Director
Laura Weir – Assistant Library Director
Neil Zitofsky – Business Manager

CALL TO ORDER

President David Kahn called the meeting to order at 7:15 p.m. Joyce Klein moved and Linda Cohen seconded for the Board to go into executive session to discuss personnel matters.

Marietta DiCamillo moved and Linda Cohen seconded for the Board to come out of executive session. The Board returned to open session at 8:20 p.m. on motion by Linda Cohen.

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 June 27, 2006, as corrected, and the
Emergency Meeting of August 14, 2006 as presented.

Corrections to June 27th Minutes: Page 4, fourth paragraph, second line under the heading of Director: insert the word "some" between August and Trustees.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT - PERSONNEL REPORT

During the month of June 2006, revenue received was \$967,059. Total expenses were \$546,452.

During the month of July, 2006, revenue received was \$30,210. Total expenses were \$569,500.

During the month of August, 2006, revenue received was \$30,856. Total expenses were \$815,156.

At the close of business, August 31, 2006, total operating fund holdings were \$1,964,261. Of these funds, \$1,960,826 was on deposit at HSBC and the Bank of New York, and \$3,435 was on hand in Petty Cash funds at Main and the Branches. This compares to an August 31, 2005 balance of \$1,968,115.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,194,847; the Automated Library fund was \$56,836; the Restricted Gift fund was \$47,424; the Branch and Special Services fund was \$102,752. These funds totaled \$1,401,859 on August 31, 2006. The August 31, 2005 total was \$1,509,866.

(a) Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the September 19, 2006, Treasurer's Report with the Personnel Changes of June 21, 2006, through September 15, 2006.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(b) Upon motion by Norman Rutta, seconded by 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 June 21, 2006 through July 21, 2006. Paid Checks numbered 0022656 through 0022660, 0022714 through 0022717, 0022770 through 0022774, 1174 through 1175; and 33810 through 33871, and 33873 through 33973 the sums set against their respective names, amounting in the aggregate to \$254,578.66.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(c) Upon motion by Norman Rutta, 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 this check and the supporting documentation, to pay the person named in the Warrant dated June through July 21, 2006 check numbered 33872, the sum set against its respective name, amounting to the amount of \$1,000.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(d) Upon motion by Norman Rutta, seconded by 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 July 22, 2006 through August 21, 2006, Paid Checks numbered 0022832 through 0022835, 0022893 through 0022896; and 33974 through 34077, the sums set against their respective names, amounting in the aggregate to \$270,681.42.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(e) Upon motion by Norman Rutta, seconded by 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 August 22, 2006 through September 15, 2006, Paid Checks numbered 0022955 through 0022959, 0023018 through 0023023; and 34078 through 34123 and To-Be-Paid Checks numbered 34124 through 34217, the sums set against their respective names, amounting in the aggregate to \$198,088.88.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(f) 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 the months of June, July and August, which have been reviewed by the Treasurer.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

REPORTS

(a) Secretary

ANNOUNCEMENT OF SLATE OF CANDIDATES

Bette Weidman presented the slate of the candidates, who were endorsed by the Nominating Committee, as well those running independently for seats on the Board of Trustees and the Nominating Committee at the October 30, 2006, Library election. [Report appended to these Minutes]

Resulting from questions raised by a member of the public regarding the make up of the candidates and whether the Nominating Committee had reached out to youth groups, temples, chapels, parent group and Clasp, Varda Solomon, Chair of the Nominating Committee was asked to provide the criterion that the Nominating used in selecting candidates. She related the process from the placing of notices asking for volunteers in the newspapers, Library's newsletter and bulletin board and a mailing sent to all those who signed the attendance sheets at Board meetings [in the past year]. The selection was made from applicants who were very capable people and she felt the committee made the best selection possible from candidates who presented themselves. Rebecca Sassouni, Secretary [corrected 10/24/06] of the Nominating Committee, also indicated that one of the candidates running is a young person.

Public Comments: Valerie Feinman, Varda Solomon, Rebecca Sassouni, Barbara Zeller

(b) Director [appended to these Minutes]

On the topic of the Great Neck Park District exploring the feasibility of providing snow removal services for the Library, the Director reported that the Town of North Hempstead has asked the Attorney General for a legal opinion as to whether we could enter into these agreements since we are a tax-supported agency.

An Executive Session of the Board is scheduled for Thursday, September 28, 2006 at 7:30 p.m. to review proposals from the mechanical engineers for the Main Library's cooling system.

Best wishes were extended to Frank Marino of Advanced Consulting, who terminated his contract as project manager for the renovation project effective December 15, 2006.

Trustee DiCamillo asked Business Manager Zitofsky to find out the age of the present telephone system of the Library.

Public Comments: Gary Feldman, Alice Nayer, Stanley Dascher

MEET THE CANDIDATES NIGHT

The Director had requests from two of the candidates to return to the practice of having the League of Women Voters moderator pose the questions at the Meet the

Candidates Night. The moderator was amenable and would have to bring along a third person. The Director was seeking guidance from the Board. The consensus of the Board is to have a third person and for questions to be written.

Public Comments: Varda Solomon, Stanley Romaine.

CALENDAR FOR BOARD MEETING

The October Board meeting was incorrectly listed as Thursday, October 24th. The Meeting date was corrected to Tuesday, October 24th.

FOREIGN LANGAUGE BOOKS

The Foreign Language collection will be moved from the Mezzanine to the main floor since it is more difficult trying to direct a non English speaking person where the collection is housed. This would require weeding on the main floor to accommodate this move, which will free up more space on the mezzanine for the fiction books. The Director was seeking to hire three students from the Merchant Marine Academy for two days at a rate of \$10 - \$12 an hour to do the actual moving. Board granted approval.

Public Comments: Gabe Chieco

OLD BUSINESS

(a) Maintenance Department

Discussion postponed to September 28th Executive Session.

(b) Board's Role in Personnel Issues

Martin Sokol moved to rescind the motion passed at the Library Trustee meeting of June 27, 2006, as stated in the Minutes of the Board of Trustees of that date, under the heading titled "Personnel Policies."

According to the approved Minutes of that meeting, the motion passed reads into the Minutes as follows: "Marietta DiCamillo motioned to amend Martin Sokol's motion to define the Board of Trustees interaction in the hiring of the Director, Assistant Director, Business Manager, Department Heads, Branch Heads,

including Head of Levels, Computer Network Administrator and all Maintenance Personnel.”

Trustee Rutta stated a part of Robert’s Rule of Order regarding how to treat the rescinding of a motion. The President called for a five-minute intermission at 9:20 p.m. to review these references. The meeting reconvened at 9:25 p.m. Discussion and voting were postponed to the next meeting during which time the President will review the process.

Trustee Sokol insisted that a motion was on the floor and he restated the motion which was seconded by Trustee Cohen.

Trustee Sokol motioned to over rule the decision of Chairman to postpone the discussion, seconded by (?) Linda Cohen [corrected 10/24/06].

Public Comments: Debbie Feldman, Marsha Rotman, Stanley Romaine, Stanley Dascher

Yes - 3 (Cohen, Sokol, Weidman); No - 4 (DiCamillo, Kahn, Klein, Rutta)

MOTION FAILED.

This discussion will be considered at a subsequent Board meeting.

NEW BUSINESS

(a) Library Director

(i) ACCEPTANCE OF LIBRARY DIRECTOR’S RETIREMENT

Trustee DiCamillo ~~Marietta~~ [corrected 10/24/06] moved and Trustee [inserted 10/24/06] Rutta seconded.

Whereas, Arlene Nevens began her service as Director of the Great Neck Library on February 26, 2002;

Whereas, Arlene Nevens has announced her retirement as the Director of the Great Neck Library in a letter to Great Neck Library Board of Trustees President David Kahn dated July 8, 2006 and copied to the members of the Board of Trustees and shall be made part of the record;

Whereas, Arlene Nevens’ effective date of retirement shall be November 15, 2006; therefore be it

RESOLVED, first, that at the request of Ms. Nevens to retire effective November 15, 2006, the members of the Board of Trustees reluctantly accepts her desire to retire in accordance with her employment contract dated February 26, 2002;

RESOLVED, second, that we the members of the Board of trustees of the Great Neck Library, express our sincere appreciation of Ms. Nevens' years of dedicated service and her efforts to promote the Great Neck Library;

RESOLVED, third that the Board of Trustees empower the Labor Attorney Kevin Seaman to make a full and complete settlement of all details of said contract.

A member of the public requested that the Director's letter of retirement be read into the Minutes. The Director read her letter as follows:

"Pursuant to my contract dated April 23, 2002 and its renewal, approved by the Board of trustees on November 23, 2004, please accept this letter as notice of my retirement from the Great Neck Library, effective November 15, 2006."

Public Comments: Marsha Vinson Rotman, Jonathan Kahn, Varda Solomon, Debbie Feldman, Gabe Chieco, Rebecca Sassouni, Naomi Penner, Charlotte Schwartz, Robert Mendelson, Alice Nayer, Karen Rubin, Stanley Romaine

VOTE: Yes - 6 (Cohen, DiCamillo, Kahn, Klein, Rutta, Weidman); Abstention - 1 (Sokol)
MOTION CARRIED

ii) APPOINTMENT OF SEARCH COMMITTEE

Upon motion by Martin Sokol, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the President to form a Search Committee to find a Library Director in view of the desire of the Library Director to retire from her position, per her letter to all Library Trustees. The

Search Committee will recommend a suitable method of approach, to be reported at the next scheduled Library Board meeting.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

iii) PLACEMENT OF AD FOR LIBRARY DIRECTOR

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 authorize the immediate placement of an advertisement for the position of Library Director in American Libraries and other professional journals and websites at a cost not to exceed \$2000, to be charged to the Recruitment budget line. The advertisement shall read as follows:

Library Director

The Great Neck Library, located on the north shore of Long Island, New York, seeks a dynamic, proven administrator to lead the Library. The Great Neck Library is an association library consisting of a main building and three branch facilities serving a population of 40,000 with an annual circulation of 700,000+, a staff of 150 and an annual budget of \$8+ million. The successful candidate must have strong management background with experience in planning, consensus building, labor relations, public relations, community outreach and budgeting.

Required qualifications: *Master of Library Science degree from an accredited graduate library school and eight (8) years of professional administrative experience, five (5) of which as Library Director or Assistant Director at a library comparable to the Great Neck Library. An advanced degree in administration or management, as well as experience in working closely with a Board of Trustees, is preferred.*

Salary: *Competitive. Full benefits package.*

*Please submit resume by January 15, 2007 to:
David Kahn, President, Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023*

Public Comments: Alice Nayer, Valerie Feinman, Jonathan Kahn

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

iv) APPOINTMENT OF INTERIM DIRECTOR

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 Assistant Director Laura Weir to the position of Interim Director with an annualized salary increase of \$10,000 effective November 15, 2006.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(b) Traffic Study

Upon motion by Bette Weidman, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the President to execute an agreement with Eschbacher Engineering for Traffic and Parking Utilization Study as outlined in their proposal dated August 7, 2006, in an amount not to exceed \$8,800 pending outside funding.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(c) Liability/Property Insurance Policy Renewal

(i) Upon motion by Bette Weidman, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library renew its property/liability package, automobile and umbrella insurance policies for the period September 1, 2006 through September 1, 2007, with Utica Insurance Companies, as presented by Edwards and Company in their proposal dated August 21, 2006, for a total cost of \$58,642 to be charged to the Property/Liability Insurance line of the operating budget.

Public Comments: Harriett Fagnoli

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

- (ii) 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 budget transfer of \$12,000 from the Group Health Insurance line to the Property/Liability Insurance line.

Trustee DiCamillo moved for the withdrawal of this motion.
MOTION WITHDRAWN

(d) Excess Equipment

Upon motion by Linda Cohen, seconded by Joyce Klein, 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 Director to dispose of same in an appropriate manner.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Ralene Adler did not speak to her letters of July 31, 2006 and August 8, 2006, but thanked Board and administration for addressing her concerns.

Carole Perry and Harriett Fagnoli spoke on behalf of the Great Neck Library Staff Association to their letter of September 7, 2006 Great Neck Library Staff Association.

OPEN TIME

Speaking: Karen Rubin

ADJOURNMENT

The meeting was adjourned at 10:30 p.m. on motion by Marietta DiCamillo and seconded by Linda Cohen.

Respectfully submitted,

Bette Weidman
Secretary