

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
SEPTEMBER 20, 2012, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Thursday, September 20, 2012, 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:

Varda Solomon – President
Francine Ferrante Krupski – Secretary [arrived at 7:35 p.m.]
Marietta DiCamillo – Treasurer
Joel Marcus – Assistant Treasurer
Josie Pizer – Assistant Treasurer
Janet Nina Esagoff

Martin Sokol – Vice President (Resigned)

Also present:

Jane B. Marino – Director
Laura Weir – Assistant Director
Neil Zitofsky – Business Manager

CALL TO ORDER

President Solomon called the meeting to order at 7:30 p.m. and informed those in attendance that Trustee Ferrante Krupski will be late.

MINUTES

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of June 19 and July 2, 2012, as presented.

VOTE: Yes – 5 (DiCamillo, Esagoff, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Trustee Ferrante Krupski arrived at 7:35 pm.

TREASURER'S REPORT

Upon motion by Marietta DiCamillo, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the following financial reports which have been reviewed by the Treasurer:

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- September 20, 2012, Treasurer's Report;
 - Warrant dated June 16, 2012 through July 27, 2012, checks numbered 0030612 through 0030616, 0030654 through 0030657, 0030686 through 0030690, 1253 through 1254, 45009 through 45029, and To-Be-Paid Checks numbered 45030 through 45161 the sums set against their respective names, amounting in the aggregate to \$400,813.50.
 - Warrant dated July 28, 2012 through August 17, 2012, checks numbered 0030717 through 0030720, 45162 through 45172, and To-Be-Paid Checks numbered 45173 through 45300 the sums set against their respective names, amounting in the aggregate to \$213,919.72.
 - Warrant dated August 18, 2012 through September 7, 2012, Paid Checks numbered 0030749 through 0030753, 0030781 through 0030787, 1255 through 1256, 45301 through 45318, and To-Be-Paid Checks numbered 45319 through 45407, the sums set against their respective names, amounting in the aggregate to \$223,404.26.
 - Payroll Warrants for pay dates June 14, 2012 and June 28, 2012, which have been reviewed by the Treasurer, in the amounts of \$167,771.44 and \$160,458.69 respectively, for a total of \$328,230.13.
 - Payroll Warrants for pay dates July 12, 2012, and July 26, 2012, which have been reviewed by the Treasurer, in the amounts of \$196,482.26, and \$155,613.89 respectively, for a total of \$352,096.15.
 - Payroll Warrants for pay dates August 9, 2012 and August 23, 2012, which have been reviewed by the Treasurer in the amounts of \$156,004.72 and \$157,252.61 respectively, for a total of \$313,257.33.

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

PAYROLL CHANGES

Upon motion by Marietta DiCamillo, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Changes for June through August 2012 as presented, and which have been reviewed by the Personnel Committee.

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

AUDIT REPORT FOR YEAR ENDED DECEMBER 31, 2011

Upon motion by Marietta DiCamillo, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Audit Report for the year ended December 31, 2011, as presented.

VOTE: Yes – 6 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Trustee DiCamillo asked that for future Board meetings when there are reports at least 12 copies should be made for the public.

REPORTS

Finance Committee

Below is the written report of the Finance Committee meeting of Tuesday, September 11, 2012, at 7:30 p.m., in the Community Room of the Main Library.

In Attendance: Marietta DiCamillo, Treasurer; Josie Pizer, Assistant Treasurer; Varda Solomon, President, Joel Marcus, Assistant Treasurer; Jane B. Marino, Library Director; Laura Weir, Assistant Director; Neil Zitofsky, Business Manager.

- 1. Call to Order.** Chair Marietta DiCamillo called the meeting to order at 7:30 p.m.
- 2. Time Reporting Update.** Ms. Marino and Mr. Zitofsky advised the Committee that the first payroll under the automated sign-in system went as well as was expected. Staff members were anxious at first but seemed to have gotten the basics in hand, including signing in and out and requesting time off. There was a discussion about signing out for lunch, after discussion, the consensus was to leave the system, with lunch being automatically deducted.
- 3. Energy Consumption – Station vs. Main – LIPA Energy Audit.** Ms. DiCamillo reminded the committee of a concern raised by Ms. Pizer over the seemingly high LIPA bill for Station Branch. Since that discussion in August, the Business Manager determined that the bill had erroneously been posted to the Station line when it was for Main charges. In September, he processed a journal entry correcting it. He set up a LIPA energy audit which is scheduled to take place on Wednesday, September 12, 2012.
- 4. Procurement Policy.** Procurement Policy 400-70 is being revised to more clearly delineate the various thresholds at which quotes, bids or an RFP is required. The suggested revisions will be presented to the Board at the September meeting.
- 5. Maintenance Contract Preventive Provision Analysis.** Ms. DiCamillo asked the administration to develop a process to enable the monitoring of various systems, services, equipment, etc. She explained that in a new renovated building world, it would enable us to keep on top of our equipment, etc. and avoid emergency repairs. The Director and Business Manager stated they would put a list together and maintain the items identified to begin the process of when and how often these systems, services and equipment would need to be maintained.

6. **Digitization Update and Recommendation.** As instructed by the committee, the Director along with the help of Business Office Clerk Melanie Chong finalized a proposal process for the digitization of personnel and business records for the Library. Three companies were identified, all fairly close in their proposals and prices. Ms. Marino recommended Digiscribe and after discussion, the Committee recommended that this be brought to the Board for authorization.
7. **Allocation Process for half year conversion.** The Business Manager prepared a budget to show the committee the changes he's made to reflect the short (six-month) budget year the Library has just completed in order to convert from a calendar year budget to a fiscal year budget.
8. **Donation Rates.** Ms. DiCamillo wanted the committee to discuss the possibility of fund-raising by the Library in anticipation of the new building. The committee, after discussion, asked the Director to solicit ideas from other libraries, such as Port Washington, East Hampton and Cold Spring Harbor. She will report back to the committee.
9. **Alarm Log.** Ms. Marino presented the alarm log which showed that all locations were below the threshold of a no-response notification and fine with the exception of Parkville. There was a total of six incidents, two involving staff; two involving outside agencies and two involving mechanical problems.
10. **Collection Agency.** The Director presented the collection agency reports for both August 12 and September 11, prepared by the Library's Chief Clerk in Circulation. Both reports show a consistent return at or around 50% which is considered very good.
11. **Check Warrant.** The committee reviewed the check warrant and Mr. Zitofsky answered any questions that came up from the committee members.
12. **Financial Statements.** Similarly, the committee reviewed the financial statements prepared by the Business Office.
13. **Change of Date for October Finance Committee.** After discussion, the committee decided to change the date of the October Finance Committee meeting to October 29 at 7:30 p.m. in the Multipurpose Room.
14. **Sign Checks.** The committee signed the checks and the meeting was adjourned at 9:30 p.m.

Branch Committee

Below are the written reports of the Branch Committee meetings of August 9 and September 12, 2012.

Thursday, August 9 at 7:30 p.m. – Station Branch

Committee Members: Josie Pizer, Chair; Francine Ferrante Krupski; Janet Nina Esagoff; Varda Solomon, President. Also in Attendance: Jane Marino, Library Director; Laura Weir, Assistant Director

1. **Station.** Trustee Pizer opened the meeting by reviewing the pricing obtained by the Assistant Director from various vendors for installing an automatic door opener at the main door at Station. After discussion, the committee decided to recommend to the Board that we use Barrier Free Access since this is a known vendor to the Library who we have used at Main for the doors. The Director also indicated to the group that other factors needed to be considered since this was the

landlord's space. She suggested that the committee seek authorization from the Board to enter into an agreement with the landlord, spelling out responsibilities on each side (the Landlord's and the Library's) for installing and maintaining the device. Ms. Pizer asked Ms. Marino to compose a proposal for the Board, which the Committee will review at its next meeting.

2. **Parkville.** The Director supplied copies of the plans drawn up by CS Arch, the School District's architect, for the new space the Library is obtaining behind the Parkville Branch. She explained that there is no room for change within these plans since a specific amount of money has been designated for this renovation. The new space will have new walls, new ceiling, new lighting, new carpeting, a new handicap accessible rear exit to the parking lot and a storage closet. The plans also include an opening from the new space into the existing branch. The committee composed a list of potential changes to the overall branch and asked JM to put together a proposed RFP for an architect to do the work. The committee will review it at their September meeting. The Director further stated that the HVAC repairs had been completed and so far, so good.

There being no further business, the Chair called for adjournment at 8:40 p.m.

Wednesday, September 12, 2012, 7:30 p.m. – Parkville Branch

In Attendance: Josie Pizer, Chair; Francine Ferrante Krupski; Janet Nina Esagoff; Varda Solomon, President; Jane Marino, Library Director; Laura Weir, Assistant Director

3. **Station.** Trustee Pizer opened the meeting by presenting the memorandum done by the Director regarding the automatic door openers at Station and the committee's idea to approach the landlord for an agreement regarding them. As discussed by the committee, there are several factors involved: the cost of the doors, their installation, attendant electrical work, repair work, insurance and liability. After discussion, the committee asked that the Director approach the landlord to seek his potential agreement to the plan before engaging the lawyer for a legal agreement.
4. **Parkville.** The Director provided a draft RFP for an architect for Parkville for the committee's review. After discussion and comments, she agreed to make changes for presentation to the Board. It is on the September agenda.
5. **Lakeville.** Ms. Pizer asked about the basement at the Lakeville Branch and its usability as a storage space. The space had recently been emptied and some thought should be given to its potential for use.

There being no further business, the chair called for adjournment at 8:40 p.m. [End of written report]

Building Advisory Committee

Below is the Committee's written report of the meeting held Thursday, September 6, 2012, at 7:30 p.m. at the Station Branch.

Board Members: Marietta DiCamillo, Chair; Josie Pizer; Varda Solomon, President; Martin Sokol

Professional Members: Don Dillon, Architect (absent with notice); Allegra Goldberg, Project Manager (absent with notice); Mike Currie, Engineer; Leslie Kahn, Engineer

Committee Members: Ralene Adler; Naomi Feldheim; Stu Hochron, (absent with Notice); Marianna Wohlgemuth; Amy Levinson

Staff Members: Jane Marino, Library Director; Christine Johnson; Justin Crossfox

Opening Statement. Chair DiCamillo called the meeting to order at 7:30 p.m. She then presented the Interim Report of the Building Advisory Committee (BAC) that will be presented to the Board of Trustees at their September 20th meeting. In this report, she outlined the progress the committee has made to date toward their goal of establishing a plan and a budget. She advised the committee that she had accepted the majority of their edits. If she hadn't, she responded with an explanation. She then reviewed the report with all committee members present. There was further discussion about the report's language and a few additional changes were made.

Ms. DiCamillo advised the committee that the following pertinent documents were attached to the Interim Report. She asked the committee to review them. They were: the BAC's Vision Statement, the Board Resolution that authorized the committee's formation; the Appendix D that is the space program attached to the RFP sent to the architects; the questions that the BAC asked of architects during their presentations; the executive summary from the Dattner meetings. The BAC agreed that these documents should be included.

Architect Selection Process. Ms. DiCamillo explained that comments should be kept to a minimum as we progress through the voting. She advised the committee to vote for the companies they liked and there was no limit to the number of companies they could vote for. Of the nine companies who made presentations to the committee, the top four choices were Beatty, Harvey, Coco; KG&D, H2M and Gallin Beeler. The names of these companies will be inserted into the Interim Report

There was a brief discussion about making decisions based on reading the reports rather than seeing a presentation as well as the process of second level interviews, including the inclusion of pre-written questions and how fees will be negotiated.

September 19 meeting. Ms. DiCamillo urged the committee members to attend the Board Meeting on September 20 since she would be presenting the Interim Report. The committee thought reading the report into the record was a good idea and should be done. The committee agreed to cancel the September 19 BAC meeting pending the Board of Trustees selection of architect.

Committee Discussion. Ms. Wohlgemuth asked whether or not the Board Resolution which had been adopted in November, 2011, and revised in July, should be changed again. Chair DiCamillo explained that the resolution should be changed to include the timetable for inclusion of schematics. She asked Ms. Marino to come up with some proposed wording.

Mrs. Adler thanked the chair for her good work. Ms. DiCamillo thanked the committee for their work and commented on their remarkable skill, energy and enthusiasm.

There being no further business, the meeting was adjourned at 8:30 p.m.

Policy/Bylaws Committee

Below is the written report of the Policy/Bylaws Committee meeting held on Wednesday, September 5, 2012, at 7:30 p.m. in the Multipurpose Room at the Main Library.

In Attendance: Joel Marcus, Chair; Francine Ferrante Krupski; Martin Sokol; Varda Solomon, Board President, Jane B. Marino, Library Director, Laura Weir, Assistant Director.

Call to Order. The meeting was called to order at 7:35 p.m.

Old Business

Gift Policy. Ms. Marino advised the committee that, as requested, she solicited gift policies from neighboring libraries. There were six altogether for the committee to review. She further advised the committee that her review of these policies indicated that none of the policies allowed for any sort of commemoration of gifts to the library (plaques, e.g.) and she recommended that the Committee drop that language. Instead, she recommended that there be a distinction made between cash gifts and gift of property, furniture or books. The committee, after discussion and comments from the public in the room, decided to propose the following policy to the Board. Committee Chair Marcus asked that it be added to the agenda for the September Board Meeting.

Draft Gift Policy as revised by Committee 9/5/12

“All gifts offered to the Library and accepted by it shall become the sole property of the Library. Unless indicated otherwise by written agreement, the Library will have the rights of displaying, using, or lending the same, or of selling or disposing of said gifts. For any cash gift to the Library, the Director’s office will send a letter of thanks to the donor. For any cash gift of substantial value, i.e. \$100 or more, the gift will be formally accepted by the Board at a public meeting.

For any other gift determined to be of significant value, the gift will be formally accepted by the Board at a public meeting and a letter should be forwarded to the donor indicating a description and the conditions of the Library’s acceptance of the gift stated above. The Library Director and the Board of Directors shall use discretion in accepting any such gift.

Any appraisal of a gift to the Library is the responsibility of the donor. The acceptance of a gift which has been appraised by a third, disinterested party does not in any way imply an endorsement of the appraisal by the Library.”

New Business

Correspondence to the Board and uses of email. At the request of the President, The Director put together a proposed addition to the current policy regarding email communication from the public to members of the Board. After discussion, the committee decided not to propose any change to the current policy, other than to move it from its current position in the Policy Manual which is Section 500-56 to Section 200, which concerns itself with Operations of the Board.

Exhibition Policy and Forms. Ms. Marino advised the committee that in her review of the Policy Manual, she discovered that there is no formal policy regarding the use of the lower level lobby and Community Room for art shows. She distributed a draft policy to the committee for their review and further discussion at the next committee meeting.

Time Sheet and Sign-In Policy. In view of the new Time Vantage automated sign-in system implemented by the Library on August 20, the Committee requested that a policy be implemented to ensure that all staff members are aware of and following proper procedure and to ensure that no improper use of the system occur. To that end, the committee will propose the following policy to be adopted. Trustee Marcus asked that this policy be added to the agenda for the September Board Meeting. Board President Solomon stated that since this was a new policy, it would require three readings and it was her intention, after the first reading, to send it to the Library’s attorneys for review.

Timesheet Rules (500-80)

“All employees are expected to sign in and out for their respective shifts using the automated system installed in the Library. This system is web-based and available with an employee sign-in and password on all Library Staff terminals.

All employees are expected to establish a password that enables them to sign in and out. That password must be for the employee only and may not be shared with co-workers.

All employees must sign in for themselves only and are not permitted to sign in for anybody else. If an employee signs in for another employee, that will be considered theft of service and will result in the employee’s termination. Signing in using remote access is not permitted.

All employees are expected to report any problems, including cases of suspected misuse of timesheets, to their immediate supervisor.”

Emergency Closing. Currently, section 1400 of the Policy Manual provides for policy regarding emergencies, such as fire. The Director advised the committee that the Library Administration and staff have been using an Emergency Manual for some time, although it had never been formally voted on by the Board. The Director and the Assistant Director described its contents for the Committee and the Director further advised the committee she would email it to them for their consideration for a future meeting.

Digitizing/Retaining Records. Currently, the Great Neck Library Policy 400-30 outlines the length of time the Library should retain records. All of these records are in written or audio format. When the Library changes any of these files to a digital format, an additional proviso should be added to the policy to address digital formats, such as the phrase, “further, any records retained in digital format shall adhere to the time limits outlined below.” The committee agreed that the committee chair asked that it be added to the agenda for approval at the September Board meeting.

Circulation Policy Change. Director Marino advised the committee that the audio-visual librarian has made a request that Policy 700-65 be changed to reflect the following: that the maximum number of music audios and spoken word audios be increased from the current number (6) to a new maximum of 12. These collections have grown in quantity and in patron popularity and interest and we would like to respond to that demand by increasing the number of items a patron can borrow at any one time. The committee agreed that Trustee Marcus asked that this item also be added to the agenda for the September Board meeting.

There being no further business, the meeting was adjourned at 9:00 p.m.

Assistant Director

Technical Services

The Technical Services Department has taken on much additional work related to the Reference Department’s project of weeding the 800’s. Many books are being discarded, but when the reference librarians choose to keep a title in the collection, the bibliographic record often needs to be updated. Catalogers are replacing old, abbreviated records with new records from OCLC, creating more complete records with more access points. They are fixing records that contain incorrect data, and sometimes changing a record totally when the bib record is attached to the wrong title. Clerks are reprocessing books, replacing covers, mending spines and typing new labels. Bookroom personnel, in particular

Marcia Kravet, are involved in the project as well, pulling books from the shelf for librarians to examine and checking the circulation records of the books remaining in the shelf.

A consequence that has emerged from this scrutiny of the 800's collection is that authors appear in varied locations of the numerical system. Cataloging rules changed in the mid-1990's and as we examine the 800's collection librarians are finding authors shelved in multiple places, depending on the date the book was published. Cataloger Marlene Wiercx is working on a re-classification project in tandem with the weeding project. Using the most current rules from the *Dewey Decimal Classification and Relative Index* (DDC 23), Marlene is creating a system of consistent call numbers based on the country-of-origin of the author and the time period he/she lived.

Express Books Collection

The use of the Express book collection at Main seems to be increasing as the summer comes to a close and people are returning from vacations. I see more people browsing the bookshelf and last week one woman told me that she thought it was a great idea. The Express books collection at Station is circulating very well. Kathleen is pleased with the collection, it moves at Station Branch where there are many readers of popular books. Now that she is back from vacation and new Express book titles are arriving regularly, she will start to weed the collection.

Parkville Branch

HVAC: We had two air conditioning companies work on the leakage problem at Parkville during the summer. Conair Weather Service adjusted the pitch of the air conditioning unit and installed a P-trap on July 30th. Three days later Glenn Holewa of Excellent Air stopped in to perform a standard summer servicing. He thought the P-trap and fittings installed by the other company was left incomplete and made repairs to their work then, acting on his feeling that it was a condensation problem rather than a drainage problem; he set the fan to work continuously so the air flow would dry the coil. As of late August the air conditioner in the Adult Services area of the Parkville branch had stopped leaking for a considerable time and George Malcolm replaced the damaged tiles.

A 28,500 BTU air conditioning unit has been installed by the school district in the window of the new library space. Electrical wiring was upgraded to handle increased power. On Monday, August 27 I met two men in the parking lot who were getting ready to install a new generator for the building, this new machinery which will benefit Parkville and well as the new pre-school program that is moving into the back two classrooms of the building.

Station Branch

When Station Branch re-opened in the fall 2010 it began a new procedure not practiced at any other location of placing wrapped Reserve Books on open shelving where it could be retrieved by the patron and then checked out with a scanner by the patron. Regarding this new approach to self sufficiency, Kathleen noted that she has never had any books go missing and has never had any problem with someone taking a reserved book wrapped for someone else.

Lakeville Branch

Lakeville and Parkville branches have created paper book logs for the Summer Reading Club so the children have the option of reporting online or to a library employee. Ruth feels this human interaction is important, especially for the very young and for families where English is not the first language; children get the chance to speak English over the summer.

Library Director

Personnel

The big news for Personnel in the summer was the elimination of the Info Desk and the move of the Reference Desk. Many departments were involved, primarily Reference, Computers and Maintenance. As you see when you walk from the circulation area to the reference area, there is an open walkway with a few low, comfortable chairs now instead of large furniture pieces. The area where the info desk had been located now has two OPACs; the copiers have been moved to the front directly opposite the circulation desk and the new reference/info desk is in the area formerly occupied by the copiers. The Circulation staff have become directly involved with helping patrons with the copiers, a task formerly done only by reference staff. I want to thank all the personnel involved with this change, especially Margery Chodosch, Janet Fine, and George Malcolm.

Main Building

The cooling tower project is now officially over having received the certificate of completion from the Town of North Hempstead. The air conditioning, after two brief problems in May and June, is working fine now. The weeding project continues with the Children's collection primarily finished and the adult collection continuing to be worked on. My thanks go to the personnel involved in these projects, especially the children's librarians who have completed the weeding.

Meetings and Programs

As you can see by the attached report from staff member, Janet Schneider attended the ALA conference in June that took place in Anaheim. Because of other presentations during the last couple of staff meetings, namely a presentation from the Nassau Educators Federal Credit Union regarding available benefits and a presentation on Time Vantage, they have not made a presentation to the staff regarding their experience but will do so in the fall.

We have a full slate of authors for the fall including Robert Goolrich, Yona Zeldis McDonough, David Adler and Leslie Maitland. There is information about all these programs in the newsletter.

I will be attending a conference at the Darien Library on September 18 entitled "Lead the Change" and I will have a separate report on this for the Board. [End of written report]

Trustee DiCamillo inquired about the cost of Freegal and what is meant by the "Super Editor affords powerful but dangerous functionality" in the report on the Eventkeeper training at NLS. The Director promised to find out and pass the information on to the entire Board.

President Solomon was asked by a member of the public what criteria was used for weeding the collection to which the Director answered that it was based on circulation and demand, and that every book is valued on its own merit.

Library Director's Vacation Request

Board President Solomon explained that the Director has been keeping the Board informed about her vacation through emails. However, it has been brought to the Board's attention that there is actually a clause in her contract that specifies that said notice is to be provided in a memo form to the Board at a Board meeting held prior to the proposed vacation. Going forward the Director has been asked to conform to this. She also noted that the Director had notified the Board of her upcoming vacation in September.

OLD BUSINESS

Workplace Violence Prevention Policy (Second Reading)

Below is the proposed Workplace Violence Prevention Policy.

“A. OBJECTIVE

Great Neck Library (“Library”) is committed to promoting a safe work environment for all employees. All employees are expected to maintain a work environment free from violence, threats of harassment, intimidation or coercion. While these behaviors are not prevalent in the Library, no organization is immune. As mandated by the New York State Workplace Violence Prevention Act, Great Neck Library has adopted this policy and has implemented a Workplace Violence Prevention Program.

B. DEFINITIONS

Workplace violence is any physical assault, threatening behavior or verbal abuse that occurs in the work setting. A workplace may be any location away from an employee’s home, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment.

C. POLICY

Great Neck Library prohibits workplace violence. Physical assaults, threatening behavior and/or verbal abuse will not be tolerated. It is not possible to list all of the forms of behavior which may constitute workplace violence; however, the following are examples of prohibited conduct which may result in disciplinary action, up to and including termination of employment: Shoving, pushing, harassing, intimidating or coercing another person; Causing physical injury to another person; Making threatening remarks; Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing another or waving hands and fists); Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress; Intentionally damaging employer property or property of another employee; Unauthorized possession of a weapon while on Library property or while on Library business; and Committing acts motivated by, or related to, sexual harassment or domestic violence.

Individuals who violate this policy may be removed from Library property and will be subject to disciplinary action up to and including termination.

D. REPORTING A COMPLAINT AND ENFORCEMENT

Anyone experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately.

In the absence of actual violence or imminent danger, the Library encourages individuals who believe they have witnessed or have been subjected to workplace violence to report the incident immediately to the employee’s supervisor or department head. The Library encourages prompt reporting of complaints so that rapid and appropriate action may be taken. All allegations of workplace violence will be promptly investigated. The Library will endeavor to maintain confidentiality throughout the investigatory process to the extent practical and appropriate under the circumstances. Individuals found to have violated this policy shall be subject to disciplinary action up to and including discharge.

The Library will not retaliate against any individual who makes a good faith report regarding a violation of this policy. Retaliation is a serious violation of the Library’s workplace violence prevention policy and anyone who feels they have been subjected to any acts of retaliation should

immediately report such conduct. Any person who retaliates against another individual for reporting any perceived acts of violence will be subject to disciplinary action up to and including discharge.

E. WORKPLACE VIOLENCE PREVENTION PROGRAM

A copy of the Library's Workplace Violence Prevention Program is available, upon request, from Laura L. Weir, Assistant Director, Ext. 228.

F. TRAINING PROGRAM

As part of its commitment to preventing workplace violence, the Library has established a training program for all employees. Training will be included as part of new employee orientation. Thereafter, employees will participate in mandatory training on an annual basis."

New Gift Policy (First Reading)

President Solomon commended the Policy Committee for researching the gift policy of other libraries in Nassau County.

Below is the proposed policy which was read by Committee Chair Joel Marcus.

"All gifts offered to the Library and accepted by it shall become the sole property of the Library. Unless indicated otherwise by written agreement, the Library will have the rights of displaying, using, or lending the same, or of selling or disposing of said gifts. For any cash gift to the Library, the Director's office will send a letter of thanks to the donor. For any cash gift of substantial value, i.e. \$100 or more, the gift will be formally accepted by the Board at a public meeting.

For any other gift determined to be of significant value, the gift will be formally accepted by the Board at a public meeting and a letter should be forwarded to the donor indicating a description and the conditions of the Library's acceptance of the gift stated above. The Library Director and the Board of Directors shall use discretion in accepting any such gift."

Any appraisal of a gift to the Library is the responsibility of the donor. The acceptance of a gift which has been appraised by a third, disinterested party does not in any way imply an endorsement of the appraisal by the Library."

Trustee Ferrante Krupski stated that the words "Board of Directors" in the last sentence of the second paragraph should be changed to "Board of Trustees."

The Business Manager pointed out that the order of the last two sentences in the first paragraph should be reversed in that the Board should accept the gift and then the Director send out an acknowledgement letter.

These two changes will be made before presentation for a second reading.

Amendments to Administrative Staff Agreements

These contracts were previously approved at the June 19, 2012, Board meeting after which it was brought to the Board's attention that certain paragraphs relating to the retirement benefits were

inadvertently omitted. The verbiage that was intended when previously negotiated is now inserted.

Upon motion by Janet Esagoff and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend the contracts for the Assistant Director, Business Manager, Administrative Assistant, and Staff Accountant for the year 2012 as proposed by the Personnel Committee and which were executed on June 19, 2012.

VOTE: Yes – 6 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Acceptance of Building Advisory Committee Interim Report

Trustee DiCamillo, who chairs the Building Advisory Committee, thanked those members of the committee who attended tonight's Board meeting. She asked for them to stand up and they were recognized. She stated that the committee had put together a report to let members of the public know where we have been, where we are and where we are going. She then read the following report:

“On November 22, 2011, the Board of Trustees (“BoT”) created a building advisory committee with a mandate to present a plan and budget for renovation of the Main Library. On December 12 the committee was formed and named the Building Advisory Committee (“BAC”). In its original configuration there were eighteen members; eleven residents which included an Architect, Consulting Engineer, Electrical Engineer, Construction Manager; four Trustees and three Staff members. Our first meeting took place on January 5 and we have met 23 times since. We've discussed 12 committee agendas, 4 agendas written by GNL hired architect and 6 agendas which included watching and listening to presentations. We've spent over sixty hours together - listening and discussing each other's ideas.

We looked closely at the Main Library and Station Branch, learning what areas could be better utilized; we explored the benefits of putting a new curb cut on Bayview Avenue and received assistance from Nassau County Legislator Bosworth; we recommended a hazmat specialist to the BoT; we defined items for future discussion and further consideration. They are:

- 1) a budget with parameters that our community will support;
- 2) community room improvements – increased size, , fixed or sloped floor auditorium, elevated stage, dropped screens for better viewing;
- 3) relocation of several service areas – children's department to lower level, history collection, business office, other “back room” operations;
- 4) renovation of Levels space for purposes of sharing and storage;
- 5) no prolonged closing of Main – consider phasing;
- 6) parking lot configuration with an emphasis on safety;
- 7) creation of young adult services, and
- 8) Mezzanine (fixed), and repurposing its space.

We discussed committee and community concerns, a library of the future's roles and size of staff, type and size of collection and sought suggestions for new services - services we don't offer today but perhaps would want to tomorrow. Every committee member worked respectfully, patiently and productively toward one common goal – providing ideas for the best building, keeping in mind fiscal

prudence and working toward a library the GNL community would consider an asset. We know we can accomplish those goals.

We adopted a vision statement and time line. Early in the process we realized we would need the GNL BoT to authorize the BAC to work with Dattner Architects in order to complete our charge - present a plan and budget within the current footprint of the library. At the request of Dattner Architects, the BAC selected a smaller group to travel to their New York City offices.

At the end of May, the BAC was advised, by Dattner Architects, that in order to do a full cost analysis of our plan and be in compliance with the Board resolution we would need to have schematics to take to the cost estimator. Upon this recommendation, the BAC requested a proposal for the BoT to review and accept, knowing the BAC could not spend the Public's money; realizing this was the responsibility of the BoT. The amount of the proposal was \$46,000; an amount, as defined by GNL Policy manual, to require a formal Request For Proposal (RFP).

In June, GNL BoT, approved an RFP, developed largely by BAC professional volunteers from our community that yielded nine responses from interested architect firms. The Chairperson led a discussion with the BAC, if they wanted to spend their time looking at presentations and making a three firm recommendation to the BoT. She further explained that ultimately the BoT would make the choice, negotiate the terms of the contract and either accept or reject the BAC's recommendations or to select other architects to interview. The Chairperson also requested that the BAC not focus on the money because the public discussion, adoption, appropriation and financing of the project is the responsibility of the BoT.

In marathon sessions, over a six night period, the BAC watched and critiqued nine presentations. To ensure that this process yielded comparable results, we developed two lists of questions. The firms received one list in advance of their presentation and, the second list contained questions which would be asked during each of the presentations. The BAC was also given an evaluation sheet to score and make comments about each firm. The BAC abided by the ground rules and held to the questions established by the entire committee. At the end of each presentation the BAC members were given an opportunity to ask questions and also answered the presenting firm's questions which were all about an estimated time line. After each presentation, the BAC met to share thoughts and discussed their opinions.

I have attached many of the documents discussed in this summary, they are: the BAC adopted vision statement, the Dattner Executive Summary, the adopted and approved space program; possible architect questions 2012; questions for presentation (revised); and the architect score sheet. The results from the evaluative tools coupled with the presentation, the BAC has chosen the following firms and respectfully submits them to the BoT for their consideration. They are: Beatty, Harvey Coco, KG & D, Gallin Beeler Design Studio and H₂M.

At this time, the BAC is requesting the BoT consider the inclusion of the BAC members into the BoT's deliberative process that might include: interview process, budgetary discussion, contract development, negotiation and subsequent meetings as we move forward in this process. Full participation will assist the BAC in its future deliberations, completing its original charge.

On behalf of the BAC members I thank you for providing this valuable task and opportunity. We look forward to your selection of an architect, the development stage of cost estimation and a continuation of our process for our future library renovation." [End of report]

Chair DiCamillo informed the meeting that the interim report distributed at the tonight's meeting is not the one approved by the Building Advisory Committee. Copies of the correct interim report, which she read, will be made available to members of the public. She thanked Ralene Adler, member of the Building Advisory Committee, for bringing this to her attention. Attachments to this report are appended to these Minutes. Trustee Pizer asked for the Space Program and attachments to be checked to ensure that they are the correct versions. The Director will do this tomorrow and make sure the Trustees have the correct copies.

President Solomon thanked Trustee DiCamillo for her tenacity, perseverance and energy.

Upon motion by Marietta DiCamillo and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Building Advisory Committee Report dated September 20, 2012, as presented.

Public Comment: Karen Rubin, Naomi Feldheim, Ralene Adler, Margery Binder, Amy Levinson, Stu Hochron

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

Extension of Building Advisory Committee Deadline

Upon motion by Marietta DiCamillo and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend the resolution dated November 22, 2011, to extend the deadline from September 1, 2012 for the Building Advisory Committee to the date of the April 2013 Board Meeting, this date being dependent on the selection of an Architect by the Board of Trustees by October, 2012 and the completion of schematics and a proposed budget.

Public Comment: Karen Rubin

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

NEW BUSINESS

Trustee Resignation

President Solomon read aloud Trustee Martin Sokol's resignation letter. Trustee Esagoff commended Trustee Sokol for his years of service and insight he brought to the Board for which he deserves recognition and respect.

Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the resignation of Martin Sokol from the Board of Trustees dated September 16, 2012.

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

Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees direct the Nominating Committee to select and submit to the Board of Trustees within 60 days the names of two members of the Association from which the Board shall elect one Trustee to act until the next Annual Meeting of the Association as required under Article VII(c) of the Bylaws of the Great Neck Library.

Naomi Feldheim, chair of the Nominating Committee who was present at tonight's meeting, asked for clarification on whether it was the sitting Nominating Committee or the in-coming one that should carry out this charge. She was told that it is the sitting Nominating Committee.

Members of the public suggested experimenting with working with a six-member Board for a temporary period and see how that works since the Bylaws do not set timeframe for the Board to elect a replacement.

Trustee Esagoff stated that this could be problematic with a split vote as well as challenging to get a quorum for a meeting at times. A member of the public offered that the quorum requirements could be changed. Reference was made to the time when the Board was comprised of eight members for years and then it was changed to seven.

President Solomon pointed out that a precedent was set two times in the past when Trustees resigned – one was replaced and in the case of the other the seat was eliminated and thus reducing the membership to seven.

A discussing of this will be on the agenda for the next Board meeting.

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

Architect Interviews

As previously stated in the Building Advisory Committee report, four architects were recommended to the Board for interviewing.

When asked about how the structure of the interview will be developed, Committee Chair DiCamillo responded that some of the professionals on the Building Advisory Committee

volunteered to put together a list of more in-depth questions. If anyone has any questions, they were asked to forward them. The Director also asked to be copied in on those proposed questions. Before setting the dates for the interviews, Ms. DiCamillo checked with the professionals present to see whether or not they could have their questions ready for the first interview in October.

Interview dates were set for October 2, October 4 and October 9, 2012 at 7:00 and 8:15 p.m. in executive session. Two interviews will be scheduled for each evening and if possible one of the dates will be eliminated. The Building Advisory Committee was invited to join the Board at these interviews.

Public Comment: Leslie Kahn, Amy Levinson, Margery Binder, Mike Currie, Karen Rubin, Ralene Adler

RFP for Architect for Parkville Branch

Branch Committee Chair, Josie Pizer, explained that the School District is doing a lot of the work to get this new space (1,100 square feet) ready but an architect will be needed to reconfigure both the old and new space.

Upon motion by Josie Pizer and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the Library Director to seek proposals from architects for the Parkville Branch extension project.

Public Comment: Karen Rubin

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

Digital Services Company

Upon motion by Marietta DiCamillo and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the Director to enter into an agreement with Digiscribe for the digitization services as outlined in the September 13, 2012, memo from the Director to the Board with start-up costs, including initial scanning, software licenses, pick-up and delivery and document preparation of \$9,820 and annual costs of maintenance and support and storage of files offsite of \$1,150. These costs will be funded out of the Main Building & Special Services fund.

The last sentence in the resolution was amended to read: *“These costs will be funded out of the Main Building & Special Services fund, and to be funded through the operating budget in future years.”*

Melanie Chong from the Business Office was thanked for her diligent research of vendors. The Board President also thanked the Director for the excellent work she did.

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

Hazmat Testing

Trustee DiCamillo pointed out that it was the Board and not the Building Advisory Committee who asked the Director to send out a Request for Proposal.

Upon motion by Marietta DiCamillo and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the Director to enter into a contract with Insight Environmental for environmental services to include the surveying, testing and identification of any hazardous materials in the Main Building; and further, that the contract be reviewed and approved by the Board of Trustees prior to signing and shall be for an amount not to exceed \$10,500; such money to be taken from the Main Building and Special Services Fund.

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

New Time Sheet & Sign-in Policy (First Reading)

Trustee Marcus read the following proposed policy for this new system which has already been implemented.

“All employees are expected to sign in and out for their respective shifts using the automated system installed in the Library. This system is web-based and available with an employee sign-in and password on all Library Staff terminals.

All employees are expected to establish a password that enables them to sign in and out. That password must be for the employee only and may not be shared with co-workers.

All employees must sign in for themselves only and are not permitted to sign in for anybody else. If an employee signs in for another employee, that will be considered theft of service and will result in the employee’s termination. Signing in using remote access is not permitted.

All employees are expected to report any problems, including cases of suspected misuse of timesheets, to their immediate supervisor.”

After discussion, the consensus was to remove the apostrophe in the second “employee” in the second sentence of the third paragraph to indicate that not one but both employees would be disciplined. The Director also suggested that this policy should be reviewed by counsel. The Board was agreeable to this. The attorney will review after the second reading.

A member of the public suggested that there should be some clarification between signing in and out of one's time and signing in and out of the system. He also stated that the process to be taken before the termination of an employee should be included in the policy. The Director suggested that "clock in and clock out" might be a better choice of words to use for signing in and out and login and logout for accessing the system.

Staff member Nick Camastro also added that there should be an exception in the policy for supervisors who have had at times to log into the system to sign out an employee who had forgotten to clock out before leaving.

The Policy Committee was asked to revisit this and clarify the wording.

Public Comment: Margery Binder, Margery Chodosch, Mike Currie, Nick Camastro, Jonathan Aubrey

Procurement Policy Revision (First Reading)

The Director had brought to the attention of the Finance Committee that each level of procurement should be very specific in its requirements for going out to bid and what needs oral and written quotes. This was not spelled out in the current Procurement Policy. The policy as was proposed by the Finance Committee is attached.

The Director was thanked for amending the current policy to eliminate any inconsistencies in language.

Record Retention (First Reading)

The current retention policy addresses only written and audio material and not materials in a digital format. The proposed change is to amend the first paragraph of the current policy to include: "*further, any records retained in digital format shall adhere to the time limits outlined below.*"

Policy Manual Changes

DISTRIBUTION OF BOARD CORRESPONDENCE

Upon motion by Joel Marcus and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the moving of the policy for the Distribution of Board Correspondence from Section 500-56 to a newly-created Section 200-65 in the Board Policy Manual.

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

AUDIO MATERIALS CIRCULATION

Upon motion by Francine Ferrante Krupski and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend Section 700-65 of the Board Policy Manual to reflect that the maximum number of music audios and spoken word audios be increased from the current number (6) to a new maximum of 12.

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

**Amendment of Addendum to Agreement Between
Library Director and Board of Trustees**

Upon motion by Marietta DiCamillo and seconded by Josie Pizer, and after discussion, it was,

WHEREAS, on December 18, 2008, the above parties entered into an Employment Agreement for Marino to be the Director of the Great Neck Library; and

WHEREAS, the parties desire to make certain modifications to that Agreement;
NOW, THEREFORE, the parties agree that the following modifications shall be made, while all other aspects of the Agreement remain unchanged:

1. The date in the first paragraph of Article 7(B), shall be changed from December 31st to November 15th.
2. The number of days in the second paragraph of Article 7(B) shall be changed from ten (10) to fifteen (15) days.

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

Property Liability Insurance

Upon motion by Josie Pizer and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees renew its property/liability package, automobile and umbrella insurance policies for the period September 1, 2012 through September 2013 with Utica Insurance Companies, as presented by Edwards and Company in their proposal, for a total cost of \$65,807 to be charged to the Property/Liability insurance line of the operating budget.

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

Records Destruction – Director’s Office

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of the records as outlined in the memo dated September 10, 2012, to the Library Director from the Administrative Assistant in accordance with the Record Retention policy 400-30.

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

Library Van Disposal

Upon motion by Janet Esagoff and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the sale or other appropriate disposal of the Library's 2003 Ford E150 cargo van.

The Business Manager added that he had already received two offers for the van. He will do a posting and the van will be sold to the individual with the highest offer.

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

CORRESPONDENCE

Correspondence was received from Zach Dicker, Margery Binder, Carolida Steiner and Harriet Metrick. Margery Binder was present but did not wish to speak to her letter. The other letter writers were not in attendance. The letters and Board President responses are attached to these Minutes.

OPEN TIME

Speaking: Carol Frank, Marianna Wohlgemuth, Margery Binder

ADJOURNMENT

The President thanked all for participating in the meeting. There being no other business, the meeting was adjourned on motion by Marietta DiCamillo at 9:40 p.m.

Respectfully submitted,

Francine Ferrante Krupski
Secretary, Board of Trustees