

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
SEPTEMBER 21, 2010, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, September 21, 2010, 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:

Andrew Greene – President
Anna Kaplan – Vice President
Janet Eshaghoff – Secretary
Varda Solomon – Treasurer
Marietta DiCamillo – Assistant Treasurer
Josie Pizer – Assistant Treasurer

Absent with prior notice: Martin Sokol

Also present: Jane B. Marino – Director
Neil Zitofsky – Business Manager

Absent with prior notice: Laura Weir – Assistant Director

CALL TO ORDER

President Greene called the meeting to order at 7:42 p.m. and stated that Trustee Sokol was unable to be at the meeting due to family illness.

MINUTES

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 approve the Minutes of the regular meeting of June 15, 2010, and the special meetings of July 1, August 16, and August 24, 2010, as presented.

Public Comment: Ralene Adler

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL CHANGES

During the month of June 2010, revenue received was \$996,129. Total expenses were \$481,770 during the month of July 2010, revenue received was -\$6,743 (consisting of \$15,394.70 receipts less a \$22,138 prior period adjustment for the Gates Grant). Total expenses were \$1,012,007. During the month of August 2010, total revenue received was \$11,805. Total expenses were \$559,876.

At the close of business, August 31, 2010, total operating fund holdings were \$2,495,155. Of these funds, \$1,943,635 was on deposit at HSBC, \$548,729 was on deposit at Chase Bank, and \$2,790 was on hand in Petty Cash funds at Main and the Branches. This compares to an August 31, 2009, balance of \$2,953,408.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,184,699; the Automated Library fund was \$122,161; the Restricted Gift fund was \$377,820; the Branch and Special Services fund was \$140,026. These funds totaled \$1,824,706 on August 31, 2010. The August 31, 2009 total was \$1,684,584.

Upon motion by Varda Solomon, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the September 21, 2010, Treasurer's Report.

Public Comment: Ralene Adler

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Warrants

(a) **Upon motion by Varda Solomon, 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 June 11, 2010 through July 19, 2010, Checks numbered 0028567 through 0028659, 1234 and 41180 through 41203, and To-Be-Paid Checks numbered 41204 through 41342, the sums set against their respective names, amounting in the aggregate to \$389,517.04.

Public Comment: Ralene Adler, Carol Frank

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

(b) **Upon motion by Varda Solomon, 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 July 20, 2010 through August 19, 2010, Checks numbered 0028691 through 0028696, 0028728 through 0028732 and 41343 through 41365, and To-Be-Paid Checks numbered 41366 through 41524, the sums set against their respective names, amounting in the aggregate to \$342,826.76.

Public Comment: Ralene Adler, Carol Frank

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

(c) **Upon motion by Varda Solomon, 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 August 20, 2010 through September 17, 2010, Checks numbered 0028765 through 0028770, 0028803 through 0028809 and 41525 through 41547, and To-Be-Paid Checks numbered 41548 through 41702, the sums set against their respective names, amounting in the aggregate to \$354,054.36.

This Warrant included two checks for VHB and Harras Bloom that the Finance Committee did not sign. Although the Building Committee approved the payment of these two bills, the Finance Committee felt that the documentation submitted by VHB was insufficient.

President Greene asked the Finance Committee members to individually state the issues they had with not signing these checks:

As Chair of the Finance Committee, Trustee Solomon stated that the Finance Committee felt that the Building Committee should approve these bills before they come to the Finance Committee. At the time the Finance Committee met, there was nothing in writing from the Building Committee and so these two bills were held out. Subsequently, the Finance Committee received the documentation, and after receiving the approval from the Building Committee, she has no problem recommending that these checks be paid forthwith. Regarding the VHB bills, she

expressed her disappointment with the clarity and lack of specific enumeration of tasks and that they should submit bills that are up to the standard of acceptability.

Assistant Treasurer, Trustee Pizer, stated that this practice has been going on for a long time and the Finance Committee has no idea exactly what these people did, and it is unfortunate that the Board is paying for “reviews,” to which President Greene brought out that it is common practice in the legal field to charge to “review” documents. She has seen improvement in the documentation of VHB’s bill as a result of the Director’s energy but she would like to see a written protocol in place to inform all the vendors that if they need to get paid, their bills would have to be in conformity with the procedures. Trustee DiCamillo reported that the Finance Committee is working on these procedures. Trustee Pizer has no issue with the payment of the Harras Bloom bill.

Assistant Treasurer, Trustee DiCamillo, agreed with Trustee Solomon. The Finance Committee is not able to make a determination whether the Library is being double billed for the same or similar work. She did not feel comfortable certifying VHB bills for payment as they need to be specific. She has no issue with Harras Bloom bill, except as discussed at the Finance Committee meeting, that if new names appear on the invoices, there should be some notation made indicating who these people are and for whom they are working. She also asked that someone go over the actual invoices and tie out the numbers on the spreadsheet analysis prepared by the Director against bills from VHB since she is not able to reconcile those numbers.

Director Marino stated that she understood the concerns of the Finance Committee but VHB has improved in the level of details on their bills. She went over the bills and compared them with her emails, records, and documentation to ascertain that the work has been done and it is patently unfair not to pay these bills. She will carefully go over the next bill, which has already come in, and she will get whatever level of details the Committee wants.

Trustee Kaplan, member of the Building Committee, pointed out that when the bills were first discussed, the Committee did not talk about the specificity of the bills. Instead, they talked about check-marking the bills when received. Based on what the Director said, VHB has met the criteria. If more details are needed, they should be asked for and not penalized for not having it as specific as the committee wanted.

The consensus of the Board was to carve out VHB check numbered 41690 from the Warrant.

Upon motion by Varda Solomon, 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 August 20, 2010 through September 17, 2010, Checks numbered 0028765 through 0028770, 0028803 through 0028809 and 41525 through 41547, and To-Be-Paid Checks numbered 41548 through 41702, with the exception of

check numbered 41690 in the amount of \$1,905.61, the sums set against their respective names, amounting in the aggregate to \$354,054.36 [total includes VHB check].

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Payroll Warrants

(a) **Upon motion by Varda Solomon, 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 June 3, 2010 and June 17, 2010, which have been reviewed by the Treasurer, in the amounts of \$174,407.09 and \$173,486.74 respectively, for a total of \$347,893.83.

Public Comment: Ralene Adler

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

(b) **Upon motion by Varda Solomon, 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 July 1, 2010, July 15, 2010 and July 29, 2010, which have been reviewed by the Treasurer, in the amounts of \$218,624.54, \$216,279.82 and \$163,413.63 respectively, for a total of \$598,317.99.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

(c) **Upon motion by Varda Solomon, 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 August 12, 2010 and August 26, 2010, which have been reviewed by the Treasurer, in the amounts of \$166,103.87 and \$164,250.61 respectively, for a total of \$330,354.48.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Personnel Changes

Upon motion by Varda Solomon, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Personnel Changes of June 11, 2010, through September 17, 2010.

Public Comment: Ralene Adler

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

REPORTS

The reports were not read but copies were available for the public. Below is the text of the written reports, as presented.

Finance Committee

Reports from Trustee Solomon, Chair of the Finance Committee:

The Finance Committee met on Tuesday, August 3 at 7:30 p.m. in the Multi-Purpose Room and Thursday, September 16, 2010 at 7:30 p.m. at the Parkville Branch.

August 3rd Meeting

In Attendance: Varda Solomon, (VS), Chair; Marietta DiCamillo, (MD) Trustee; Josie Pizer, (JP), Trustee; Jane Marino, Library Director; Laura Weir, Library Assistant Director; Neil Zitofsky, Business Manager. Absent with Notice: Andrew Greene, Library Board President

Old Business

VS asked JM for an update on VHB, since their role in the building project has changed. JM stated that she had not received a revised proposal but that essentially, since the traffic study was completed, VHB's role had been completed and they would only be available on an advisory basis. One bill had been received and was in the warrant and one more is expected. VS further asked JM for an update on Station. JM stated that no bills had been received to date.

New Business

VS asked JM for an update on costs related to damage sustained by the Library in the Storm on June 24th. JM stated that there were overtime costs for the 4 days the Library was closed as well as costs to remove the trees on the property. The tree removal work had been done by the Public Works Dept of the Town of

North Hempstead and the Library will be charged for that work, but since no bill has been received, no amount can be stated for that expense.

When the issue of overtime was raised by a member of the public, the committee discussed it and said the matter would be referred to the Personnel committee and discussed at greater length in that venue.

Regular Activities

VS asked NZ to review the check warrants, although most of the checks had already been signed by VS at a previous date. MD asked that in the future, only time-sensitive checks should be signed without review by the Committee, such as utility bills and all others can and should be held until the committee has had a chance to review both the bills and accompanying documentation. After both operating and payroll warrants were reviewed, VS asked NZ to review the monthly financial statements which he did. The few remaining unsigned checks were signed.

Next Meeting

The next Finance Committee meeting is scheduled for August 19, 2010. There being no further business, the meeting was adjourned at 10:00 p.m.

September 16th meeting

The Library Director, with the Chair's permission, moved the location of the Finance Committee meeting to the Parkville Branch, due to the power outage at the Main Building. In Attendance: Varda Solomon (VS), Chair; Josie Pizer (JP), member; (Marietta DiCamillo (MD), member. Also in Attendance: Jane B. Marino, Library Director; (JM) Neil Zitofsky, Library Business Manager (NZ).

As Chair, VS called the meeting to order at 7:35 p.m. VS then asked JM for an update on the Station Branch construction. JM did so, outlining the work that had been done to date and the three change orders that had been authorized so far. JM reported that the construction will be completed on time and further reported that the work is approximately 80% done.

VS then reported that in future staff negotiations she would provide any financial information to the Personnel Committee they might need. NZ also reported that he had already begun to prepare financial addenda that may be needed for the CBA.

JP brought up the idea of pooling whatever monies may be in vacant personnel lines so that the Director would have greater flexibility in filling and/or creating positions she might need. NZ noted that the practice is already done in that fashion, with each position being evaluated before being filled, left vacant or eliminated. There was some further discussion on this point and it will be further evaluated.

The check warrants were then reviewed. The Finance committee expressed reluctance to sign off on the VHB bill or the Harras Bloom Archer bill until receiving some sort of approval from the Building Committee which the Director had not received up to that point. The Director told the committee she would obtain that approval.

The overtime was reviewed both for the most recent period and year-to-date and the Director noted that the overtime was significantly less recently with the recent institution of new guidelines and oversight.

The monthly reconciliations and personnel changes were also reviewed. There being no further discussion, the committee signed the checks and the meeting was adjourned at 9:30 p.m.

Branch Committee

Report from Trustee Eshaghoff, Chair of the Branch Committee:

The Branch Committee met on Tuesday, July 20, in the Multi-purpose Room. In Attendance: Janet Eshaghoff, (JE) Chair; Josie Pizer (JP), Trustee; Varda Solomon (VS), Trustee; Jane Marino (JM), Library Director; Laura Weir (LW), Library Assistant Director; Neil Zitofsky (NZ), Library Business Manager. Absent with Notice: Andrew Greene, Board President.

Meeting was called to order at 7:35 p.m. by Chair, Janet Eshaghoff.

Construction Update – Station

The Chair then asked the Director to update the Committee on the Station Branch construction. JM reported that demolition began on 7/27/10 and that progress had been made in the first 2 days. She stated that she planned to visit the site on 8/4/10 and JE agreed to join her. JM further stated that she had a conversation with Rick Luciano of 631 Construction and he advised her that all permits have been acquired and the contractor will begin framing the interior walls within the next week.

Soft Costs for Construction

JM then went on to list the soft costs associated with the renovation. They are: moving, furniture and shelving, outside sign, outside bookdrop, and computer wiring. These items should total approximately \$35,000-\$40,000 and NZ went through the items and showed the committee that there was enough anticipated savings within the operating budget to cover these costs.

Construction Grant for Station Branch project

LW stated that she was in the process of completing the application for a New York State Construction grant. Such grants are available every year, with the money coming from New York State and awarded by the Nassau Library System on the basis of certain criteria, including the library's project; the library's ability to match the amount they are requesting in the grant; and the project's timing. This project meets all these criteria. She then asked the committee's recommendation to refer the matter to the entire board for approval. Such approval is needed before the application may be submitted. The application is due on August 24, 2010.

Lakeville and Parkville – update on facilities

JM stated that Lakeville had been experiencing some connectivity problems with their telephone and computers. Upon investigation, JM determined from the Computer Department that it was a problem with a Verizon line that has been fixed. The Computer Department will continue to monitor the problem.

JM further reported that the Library has not yet heard back from the School District regarding the legal ramifications of building onto the existing building at Parkville. NZ stated he would put in a call to John Powell's office so he would have an answer for the committee by its September meeting, which will take place at Parkville. He will also obtain carpeting and painting quotes for the Branch.

Adjournment and Schedule of dates for future meetings

JE discussed with the committee whether or not it was necessary to meet prior to the previously scheduled date of September 13th at Parkville. The Committee decided that no other meetings were necessary at this time. There being no further business, the meeting was adjourned at 9:00 p.m.

Building Committee

Report from Trustee Sokol, Chair of the Building Committee:

The Building Committee met on Thursday, August 5, 2010, 8:05 p.m., in the Multi-Purpose Room. In Attendance: Martin Sokol, (MS) Chair; Janet Eshaghoff, (JE) Trustee; Anna Kaplan, (AK) Trustee; Andrew Greene, (AG) Board President. Also in Attendance: Jane B. Marino, (JM) Library Director; Laura Weir, (LW) Library Assistant Director; Neil Zitofsky, (NZ) Library Business Manager.

Lead Agency Issue

MS asked JM to bring the committee up to date on this issue. JM stated that the Town of North Hempstead's Board of Zoning appeals had received an agency coordination letter from VHB, the Library's Environmental Consultant, acting on the Library's behalf. They responded to that letter, stating their intent to act as Lead Agency on the building project, since it is their belief that they have the resources to act in this role and that it is "customary" for the BZA to assume this role in such projects. Since the Library's only recourse would be to appeal this to the New York State DEC, at great expense, the Library has decided not to challenge their request to assume that role.

AK asked what the implications for the library would be. JM stated that she had been informed as Lead Agency, the BZA controls the timing. Other than that our costs for environmental work should be less, since VHB no longer has to do parts II and III of the EAF. AK asked if the Library would have to bear any of the costs of the BZA's environmental work. JM stated that she did not know the answer but would try to find out. After further discussion, AG agreed to call Jon Kaiman to see if he could obtain an answer.

Discussion and Recommendation to approve Application Fee for Town of North Hempstead Business and Tourism Development Corporation

MS, along with JM and AG, advised the Committee of the meeting all three attended with Ian Siegel and Louise Fishman from the Town of North Hempstead Business & Tourism Development Corporation. This entity was recently revamped to become a bonding agency for local projects, especially not-for-profits. They approached the Library to see if we would be interested in working with them on this project. Through their financial advisor they would sell the bonds on our behalf to finance this project. Their major selling points are that this would be a faster, easier and cheaper way to go than DASNY and that any money that the LDC makes on this project would be re-invested back into the community. The committee's consensus was to recommend that the Board approve the payment of the fee for this application. We have been advised both by Mr. Siegel and Noah Nadelson that this application represents no commitment on our part. It is something we can walk away from at any time.

Role of VHB

JM explained that since the Traffic Study is complete, VHB's role is essentially done, except for any consultation or advisory role, especially in hearings or meetings that the Library might require. The

Building Committee was asked by the Finance Committee to review the latest bill, which they did and took comments from a member of the Finance Committee that the bill was not as detailed as they would like it to be. The Building Committee felt the bill should be paid and could find no reason not to do so. There was a general discussion of oversight of future bills as the building project goes forward in order to ensure that the Library is comfortable with all building project related payments.

There being no further business, the meeting was adjourned at 8:20 p.m.

Board Secretary

Below is Trustee Eshaghoff's report:

The Library election will be held on Monday, October 25, 2010, from 10 a.m. to 10 p.m. Residents living north of Northern Boulevard will vote at the Main Library and residents south of Northern Boulevard will vote at the Parkville Branch Library.

The Nominating Committee met, deliberated and decided on the following candidates to fill expiring positions on the Board of Trustees and Nominating Committee.

For the Board of Trustees, they endorsed incumbent Janet Eshaghoff for a four-year term to fill her seat, and Joel Marcus to fill the seat currently encumbered by Andrew Greene for a four-year term.

For the Nominating Committee, they endorsed Joan Adickman for a three-year term to fill the seat currently held by Hadassa Legatt, and Naomi Feldheim to fill the balance of a three-year term currently encumbered by Linda Cohen for one year. There were no independent petitions received for any of these seats.

Meet the Candidates Night, which will take place in an informal setting since it is an uncontested election, will be Tuesday, October 12th at 7:30 p.m. at the Main Library. Biographical information for all the candidates can be found on the Library's website at www.greatnecklibrary.org and at all four library locations.

Assistant Director

Book Ordering

I held two successful meetings this spring to talk about ordering procedures, ordering philosophies and collection development with the librarians who read reviews and do the book ordering. I met first with the librarians who order books for the Main Library collection and later met with the Branch Heads who order mostly non-fiction for their own collections. Everyone involved with the meetings agreed that the information exchanged was very useful and that we should meet in a more regular basis. The Adult Services Librarians and I met again on Monday, August 30. Some of the issues discussed included distribution procedures for multiple copies of popular books, an examination of reserve policies and a discussion concerning the continuing development of a weeding policy. Chris Johnson, Senior cataloger and Technical Services librarian joined the Branch Heads and me on September 9 to discuss ordering philosophies and the more mundane process of building and sending book carts to TS for ordering.

Staff Policy Manual

At the direction of the Personnel Committee, I have been working with librarians Margery Chodosch of the Reference Department and Lisa Stowe of the Children's Department to separate out of the Library Board of Trustees Policy Manual those policies that are staff or department related rather than those specific to the Library Board of Trustees. The results of our efforts, two separate manuals, will be given to Jane Marino, Library Director for her examination within the next few days.

Book Sales and Collections

Nick Camastro reports that as of Saturday, September 11 the Great Neck Library has submitted \$41,683.31 in delinquent accounts to Unique Management Collections and has realized \$20,217.63 in returned materials and monies. This is a 49 % return. Since the beginning of the year 2010 the Great Neck Library has received \$700.79 in commission from library discards sent to Better World Books for resale. Our nonprofit literacy partner Worldfund, supporting educational initiatives in Latin America, has received \$233.76 in commissions for the year.

In house sales of fiction and non-fiction books and of feature films on video cassettes totaled \$1,401.35 for the summer months. In June we held a half price sale, designed to clean out the boxes of books stored in the garage from our last yearly book sale, so the dollar sales amount of \$446.50 represents twice the volume of sales normally seen in the month. In July we raised \$462.55 and in August \$492.30. This compares to \$1,582.57 in the summer months of 2009, June \$430.32, July \$639.40, and August \$512.85.

Library Director

Grants

As you know, we have submitted our paperwork for the construction grant which is administered through the Nassau Library System and I will inform the Board as soon as the awards are announced. I have also been in touch with Senator Johnson's office and DASNY to try and get the \$100,000 grant which I am told is still in the pipeline for us and hopefully I can work my way through the bureaucracy to get it for the Library. We recently received a report from the Gates Foundation. "Impact Report 2010 Opportunity Online Hardware Grant." There is an original of this report located in my office but pertinent pages are attached, including a quote from Janet Fine, which is highlighted, a picture taken in our Station Branch and the list of libraries who received grants in Nassau County.

Meetings

I attended the ALA Annual Conference from June 25-29, 2010. As Chair of ALSC Nominating Committee I worked to gather names of members willing to run on the 2011 ballot for positions on ALSC Board and various award committees. I was also able to attend several programs, including ALSC Leadership which focused on online mentoring; a program sponsored by LLAMA (Library Leadership and Management Association) entitled, "Where Did the Money Go? Understanding Hidden Expenses the Derail Small Scale Renovations" which focused more on academic settings than public libraries. It covered a lot of what we've already learned, but it was interesting to hear about other people's experiences. I also heard some speakers, among them Will Shortz, crossword puzzle editor for the New York Times, as well as some children's and adult authors. I also visited the exhibits area and looked at the self-check options that vendors presented, since it is something I want to have at the new Station Branch. In addition, Maureen McKenna and Courtney Greenblatt attended ALA and submitted their own reports which are included in your packet. On September 24, 2010 I will be attending the Annual Legislators' Breakfast which is to be held this year at the Nassau Library System.

Construction Updates

As you know, the Station Branch is nearly complete and we hope to open the new branch mid-October. All the necessary furnishings have been ordered, and the technology is in place. I would like to thank the Board for their support of this project, as well as the Village officials of Great Neck Plaza. It's exciting to see Ron Zachary's design become a reality and be able to provide a wonderful new branch to the shopping center.

We have had discussions with the Great Neck School District regarding the possibility of extending Parkville's space into the classroom that is directly behind the branch. I will keep you apprised of the progress of those plans.

The application to the LDC has been completed and submitted, along with accompanying documentation and the Library is on the agenda for the meeting of the Board, which is October 5th at 7 pm. Andy and I will attend that meeting to represent the Library.

Staff Notes

Congratulations once again to the Children's Department on a very successful Summer Reading game which showed a significant jump in participation this year, both here at Main and at all the Branches.

Congratulations, also, to Ethan Mann and the Levels staff and kids for a terrific presentation of *Into the Woods* in August, attended by SRO crowds each night. Levels' contributions to the community don't end with their summer show, however, as a letter from one of our patrons can attest. This patron was the host for the summer for a student from Italy who ended up spending quite a bit of his time in Levels and enjoyed himself immensely, benefitting from the creativity and the camaraderie so prevalent in Levels.

Congratulations and thanks to Michael Cruz from the Circulation Department and Michael Meehan from Levels, as well as various Circulation staff, who participated on the instructional video that is now on our website, which is a user's guide to the Compact Magnifier that we now circulate to our patrons. The video was written and narrated by Michael Cruz and filmed and edited by Mike Meehan. Both did a terrific job and produced a very professional product. I urge you to take a look. There's a link on the homepage of our website.

In addition to her written report, Director Marino congratulated Astelle Schatzman, Station Branch staff member, on her being nominated and receiving the Great Neck Plaza Star Performers awards [on July 16].

Mrs. Marino also reported that she spoke to Rick Luciano of 631 Construction and he was confident that the building will be ready for moving in during the week of October 4th. She went on to describe how beautiful the space looked. Tentative opening date of the new branch is set for October 18th and she hoped to have a ribbon-cutting ceremony. The bookdrop has already been delivered. There will be a pull-in space where patrons can get out of their vehicles to use the bookdrop located in the lobby on the ground floor. The bookdrop will be open all day for those who do not wish to go upstairs. The Director was asked by a member of the public to check to ensure that patrons can actually get out of their vehicle while in the pull-in spot. She promised to have this clarified.

If the Branch re-opens in October as anticipated, the Library will have saved three months of free rent from November to January. In addition, the Library has applied for and was approved for a NYS Construction Grant in the amount of a little under \$64,000 which is 45% of the amount applied for.

Trustee Kaplan thanked everyone, especially the Library Director, for the outstanding job done in connection with the Station Branch.

Public Comment: Emanuel Kline, Ralene Adler

OLD BUSINESS

VHB New Proposal

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

RESOLVED, that the Board of Trustees of the Great Neck take from the table the resolution to approve the new proposed agreement dated August 9, 2010, between the Great Neck Library and VHB Engineering, Surveying and Landscape Architecture, P.C. for environmental services.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Upon motion by Anna Kaplan, seconded by Janet Eshaghoff, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the attached new proposed agreement dated August 9, 2010, between the Great Neck Library and VHB Engineering, Surveying and Landscape Architecture, P.C. for environmental services.

There were two issues with page two of the proposal:

- *The cost quoted for attendance at each hearing is a fixed rate of \$3,500 which should assume internal preparation for the hearing, and four hours for the hearing which include one hour for traveling. One representative will address environmental and planning impacts and the other traffic and parking issues. The Board needed clarification on whether or not the Library will be billed for additional charges if the hearing should go beyond the four hours. The Director had expressed that concern to Kim Gennaro in August and her response was that they can bill at a straight hourly rate rather than a pre-set fixed rate for internal preparation and attendance at hearings.*

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- *The role of VHB since the Library is no longer the Lead Agency, and whether or not the environmental consultant is needed at the preliminary hearing since she has already provided written reports on environmental issues to the BZA.* Director Marino explained that variances need approval and if there are any engineering questions, an expert on hand would be needed to answer those questions. Moreover, the Library's zoning counsel, Paul Bloom, thinks she should be there. One Trustee suggested calling the BZA to find out if they need the environmental consultant to be present at the preliminary hearing and, if so, what is the length of their calendar for the hearing date.

The Director provided a breakdown of the hourly rate of the experts: Kim Gennaro - \$165, David Wortman - \$95 and Harold Lutz - \$205. She also asked the Board for some kind of direction to which President Greene appointed two Trustees to email the details to the Director and copy in to the entire Board as soon as possible. Trustee Solomon will provide the kind of details the Finance Committee wants in the bills from VHB, and Trustee DiCamillo was assigned to supply the specific details to be changed in the proposal.

The Director then recommended that the Board vote to oppose rather than table the resolution so another new proposal can be brought before them, which they did.

VOTE: Yes – 0; No – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION FAILED

Re-imbusement of Expenditures

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the resolution to approve the reimbursement of expenditures for the Main Library Renovation/Expansion project.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

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

WHEREAS, The Great Neck Library (the "**Institution**") has an intent to finance the Project (as defined in Section 2 of this Resolution); and

WHEREAS, the Internal Revenue Code and applicable regulations require the Institution to take this action in connection with the payment of certain expenses in connection with the Project prior to the issuance of tax-exempt bonds in order to allow the Institution to be reimbursed for such expenditures;

NOW THEREFORE BE IT RESOLVED THAT:

1. The statements contained in this Resolution with respect to the reimbursement of the expenditures described in this Resolution are intended to be statements of official intent as required by, and in conformance with, the provisions of Treasury Regulation Section 1.150-2(e).
2. The expenditures to be reimbursed pursuant to this Resolution have been incurred within 60 days prior to the date hereof or will be incurred after the date hereof in connection with the expansion and renovation of the Main Library (the "**Project**").
3. The maximum principal amount of debt expected to be issued for the Project is \$22.5 million.
4. The Institution reasonably expects to reimburse the expenditures set forth in this Resolution with the proceeds of tax-exempt debt (to be issued by the Town of North Hempstead Business and Tourism Development Corporation]) and to be incurred by the Institution subsequent to the date hereof; this Resolution does not constitute a binding obligation of the Institution to borrow the proceeds of such debt nor does it obligate the issuer to issue such debt.
5. This Resolution shall take effect immediately.

The Director was instructed to find out from the bond counsel: (1) If the Board can make a resolution whenever there is a draw-down on the money, (2) What is the procedure for releasing money and (3) Is there a pre-pay penalty.

Public Comment: Ralene Adler, Carol Frank

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Email Vendor

At the May 25th Board meeting this was tabled because of the unavailability then of the cost of the new service although it was comparable to what the Library was paying for email service at that time. At the June Board meeting, Trustee DiCamillo followed up with an inquiry about this and was told that it should not have been on the agenda in the first instance as the expenditure was below the amount required for Board approval - thus the following resolution to withdraw the original motion.

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the resolution to retain Rackspace as the Library's new email vendor and Icontact as the Library's new vendor for email blasts.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Upon motion by Varda Solomon and seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees withdraw the resolution to retain Rackspace as the Library's new email vendor and Icontact as the Library's new vendor for email blasts.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Location for October Board of Trustees Meeting

The location of the October 19th Board of Trustees meeting at the Station Branch will not be changed. If necessary, chairs will be brought from the Main Library for seating.

NEW BUSINESS

Property Liability Insurance Renewal

(a) **Upon motion by Janet Eshaghoff 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, 2010 through September 1, 2011 with Utica Insurance Companies, as presented by Edwards and Company in their proposal, for a total cost of \$56,899 to be charged to the Property/Liability Insurance line of the operating budget.

In answer to Trustee Eshaghoff's inquiry on whether or not this increase included the new Station Branch, the Business Manager indicated that the insurance agent is aware of this and at some point there may be some adjustment during the coverage year. The last time the contents of the

Library was valued was about five years ago. Mr. Zitofsky was asked to take a look at the policy to make sure the Library has enough property coverage.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Whistleblower Protection Policy – 1st Reading

Below is the proposed policy:

The Great Neck Library requires trustees and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Great Neck Library, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. As a part of that commitment to ethical conduct, the Great Neck Library encourages employees and trustees to report any observed illegal, unethical or improper behavior. As long as such reports are made in good faith, no retaliatory action of any kind will be taken or permitted. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Employees should report such conduct to their supervising Department Head. However, if you are not comfortable speaking with your Department Head or you are not satisfied with your Department Head's response, you are encouraged to direct your concerns to the Director of the Great Neck Library or his/her Assistant. Department Heads and Branch Heads are required to report suspected illegal, unethical or improper activity to the Library Director in writing. If it would be inappropriate to make the report to the Library Director, a report may be filed with any member of the Great Neck Library Board Trustees.

An appropriate investigation will be undertaken and a report summarizing the findings will be provided to the person who initially reported the violation. Steps will be taken to deal with the issue, and if warranted, law enforcement personnel will be contacted. The identity of the complainant will, to the extent legally possible, be kept confidential. Complaints made recklessly, maliciously or with knowledge of their falsity may, however, subject the employee to discipline or other legal consequences. [Possibly Section 500-90]

Public Comment: Ralene Adler

Policy Manual Changes

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

RESOLVED, that the Great Neck Library Board of Trustees approve the changes to Section 700-45 and Section 700-60 of the Board Policy Manual as set forth [below]:

Add the replacement costs for “Hooked on Phonics” to Section 700-45 and delete from Section 700-60 of the Board Policy Manual the limit on the number of dvd and video items that can be borrowed.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Records Destruction

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 destruction of the following records in accordance with the Record Retention policy Section 400-30:

- Audiotapes and stenographer’s notes used to prepare official Minutes of Board of Trustees meetings, January 2007 to December 2009;
- Meeting files, background materials and other records used at Board of Trustees meetings, 2006 through 2008.
- FOIL requests applications 2008 and earlier.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Excess Equipment

Upon motion by Varda Solomon and seconded by Anna Kaplan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the appended schedules dated September 10 and September 13, 2010, as excess and authorize the Director to dispose of same in an appropriate manner.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Purchase of Self-Check Software

Upon motion by Janet Eshaghoff and seconded by Anna Kaplan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the purchase of 310M Express Lane Self Checkout software and an additional license for a total cost of \$12,200 and two touch screen monitors for a total cost of \$1,190 to be charged to the Automated Library fund.

The Director explained how the Self-check works. It will checkout any Great Neck Library item with a barcode, except audiovisual items that are on reserve and inter-library loans. Reserve books will be held on a reserve shelf displaying only the patron's name and not the title of the book. If a patron should take another patron's book from the reserve shelf, the system will not allow self-check for that item. If there are any problems with library cards, the system will not checkout the item but a message will appear on the screen directing the patron to the circulation desk, which will be staffed at all times.

Trustee DiCamillo shared her concerns after having spoken to staff at another library which uses self-check service:

- (1) There was no holding area for patrons to put their books down when checking out;
- (2) Security was an issue;
- (3) Patrons who do not speak English;
- (4) Height challenge could be problematic when a patron is short in stature.

The Director assured her that staff will be properly trained and should another language function be needed in the software, it is available. There will be space at the self-check where patrons can place their books. The height of the self-check is the standard height of the circulation desk. There will be problems but it will take some time to iron out any glitches. She explained that this service will not take away the interaction with staff but it is an option for those patrons who are in a rush to get out faster. It is a good service to offer the community as more and more libraries will be implementing this. On the subject of security, there is always the risk of people not checking out an item with or without a self-check system in place.

The Board decided to amend the resolution to purchase the software and one monitor for the Station Branch as a pilot site. The Director will report back to the Board for evaluation before purchasing the second license for the Main Library. The Board consented to amend the motion without a formal vote.

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the purchase of the 310M Express Lane Self Checkout software for a total cost \$9,000 and one touch

screen monitor for a cost of \$595 to be charged to the Automated Library fund, as amended.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

OPEN TIME

Speaking: Carol Frank, Ralene Adler

In response to a question on evaluating the Museum Passes, the Director promised to take a look at its usage, staff time involved, and cost. She will meet with the staff involved with this on a daily basis and report back to the Board

ADJOURNMENT

The meeting was adjourned at 10:10 p.m. on motion by Trustee DiCamillo and seconded by Trustee Kaplan.

Respectfully submitted,

Janet Eshaghoff
Secretary of the Board of Trustees