

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, September 25, 2007, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, September 25, 2007, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

David Kahn – President
Linda Cohen – Vice President
Andrew Greene – Secretary
Norman Rutta – Treasurer
Marietta DiCamillo – Assistant Treasurer
Janet Eshaghoff – Asst. Treasurer
Martin Sokol

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

CALL TO ORDER/EXECUTIVE SESSION

President David Kahn called the meeting to order at 7:05 p.m. Trustee DiCamillo moved and Trustee Cohen seconded for the meeting to go into executive session to discuss personnel matters. At 8:15 p.m. Trustees Cohen and DiCamillo moved and seconded respectively for the meeting to come out of executive session. The President convened the open meeting at 8:25 p.m.

MINUTES

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the Regular Meeting of June 26, 2007, as presented.

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

TREASURER'S REPORT – PERSONNEL REPORT

During the month of June 2007, revenue received was \$991,707. Total expenses were \$544,743. During the month of July 2007, revenue received was \$20,698. Total expenses were \$646,621. During the month of August 2007, revenue received was \$37,023. Total expenses were \$699,869.

At the close of business, August 31, 2007, total operating fund holdings were \$2,490,291. Of these funds, \$2,487,511 was on deposit at HSBC and Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to an August 31, 2006, balance of \$1,964,261.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,237,521, the Automated Library fund was \$59,099; the Restricted Gift fund was \$372,642; the Branch and Special Services fund was \$107,120. These funds totaled \$1,776,382 on August 31, 2007. The August 31, 2006, total was \$1,401,859.

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, I move that the Board of Trustees of the Great Neck Library accept the September 25, 2007, Treasurer's Report with the Personnel Changes of June 22, 2007, through September 21, 2007.

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

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated June 22, 2007, through July 19, 2007, Paid Checks numbered 0024291 through 0024294, 0024350 through 0024354, 35675 through 35680, and Checks To-Be-Paid numbered 35681 through 35819, the sums set against their respective names, amounting in the aggregate to \$251,869.55.

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

Upon motion by Norman Rutta, seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Treasurer, who has reviewed all

checks and supporting documentation, to pay the persons named in the Warrant dated July 20, 2007, through August 17, 2007, Paid Checks numbered 0024407 through 0024410, 0024466 through 0024469; and 35820 through 35831, and Checks To-Be-Paid numbered 35832 through 38951, the sums set against their respective names, amounting in the aggregate to \$277,799.51.

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

Upon motion by Norman Rutta, seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated August 18, 2007, through September 21, 2007, Paid Checks numbered 0024523 through 0024527, 0024579 through 0024584, 1191 through 1193, 35952 through 35989, and Checks To-Be-Paid numbered 35990 through 36104, the sums set against their respective names, amounting in the aggregate to \$255,863.26.

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

Upon motion by Janet Eshaghoff, seconded by Norman Rutta and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants for pay dates June 7 and June 21, 2007, which have been reviewed by the Treasurer, in the amounts of \$166,684.89 and \$154,123.85 respectively, for a total of \$320,808.74.

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

Upon motion by Janet Eshaghoff, seconded by Norman Rutta and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants for pay dates July 5 and July 19, 2007, which have been reviewed by the Treasurer, in the amounts of \$190,859.00 and \$155,146.43 respectively, for a total of \$346,005.43.

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

Upon motion by Janet Eshaghoff, seconded by Norman Rutta and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants for pay dates August 2, August 16 and August 30, 2007, which have been reviewed by the Treasurer, in the amounts of \$153,871.77, \$160,614.82 and \$152,157.02 respectively, for a total of \$466,643.61.

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

REPORTS

INTERIM DIRECTOR [report appended]

The Board expressed appreciation and gratitude to the Lakeville Branch Library staff for keeping things going during the air conditioning failure at that branch during August.

Trustee DiCamillo asked the Interim Director to supply a copy of an attachment referenced in a memo from Janet Fine to Laura Weir dated September 4, 2007, dealing with communication from Corstar, a computer consulting firm, which was sent to the Board.

Trustee DiCamillo pointed out that over the summer, she attended Levels' production of *Tommy* which was excellent but it was difficult to hear the youngsters singing, as the sound was fading out. She suggested that other acoustical sound devices be explored in the interim pending the renovation of the building. In consultation with Ethan Mann, Director of Levels, a proposal should be put together and brought to the Board. The Business Manager was trying to identify someone to assess the situation so he could make recommendations to the Board. It was suggested that the person who set up the sound for the Park District is an AV specialist and the Library may want to contact him or the Park District to see if they had excess equipment that Levels could borrow for their shows.

Trustee DiCamillo commented on the success of the August Indian Party held at the Parkville Branch Library over the summer. She shared Branch Librarian Jayne Alexander's report/photographs with the public.

Public Comments: Karen Rubin, Rebecca Gilliar

SECRETARY

Trustee Greene reported that the Nominating Committee endorsed Allegra Goldberg to fill the seat currently held by David Kahn on the Board of Trustees for a four-year term ending 2012. Anna M. Kaplan is running also for this seat as an Independent Candidate.

Hadassa Legatt was endorsed by the Nominating Committee to fill the seat currently held by Varda Solomon on the Nominating Committee for a three-year term ending 2011. There was no independent nomination received for this seat.

A “Meet the Candidates Night”, moderated by the League of Women’s Voters, is scheduled for Tuesday, October 9, 2007, at 7:30 p.m. at the Main Library.

POLICY COMMITTEE [Minutes appended]

Trustee Cohen, chair of the Policy Committee, read the Minutes of the Policy Committee meeting of July 17th, which are appended.

BUILDING COMMITTEE [Minutes appended]

Trustee Sokol thanked all members of the Committee who gave up their evenings in the summer to attend the Building Committee meetings on July 16th, July 26th and August 7th so the process could move faster. Copies of the Minutes of these meetings were made available for the public. Assuming the resolution under Old Business on the agenda authorizing the negotiating team to negotiate changes to the existing contract was passed, Trustee Sokol listed six major necessary steps to bring library improvements to a conclusion:

- (1) start and complete negotiations between library negotiating team and architects
- (2) obtain Board approval for architect contract
- (3) draw up two schematic plans, one with a second floor and the other without
- (4) engage cost estimator to approximate cost of both schematic plans
- (5) hold community meetings to present and discuss both schematic plans
- (6) Board of Trustees reconvenes to evaluate cost estimates, community input, logistics and then votes for one of the two plans.

The following issues were raised by Trustee Rutta:

- According to legal opinion, H2L2 could still be held to the existing contract. Negotiating a new contract would be writing off \$200,000 already paid the architects with an outstanding debt of \$89,000 that would possibly be built in the new contract.

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- Any new contract should be publicly aired three times and put out to competitive bid.
 - To add a second floor of 4,000 sq ft. just for administrative offices and meeting rooms would require closing the library, relocating, and structural work which would take a lot of time. Also, under the existing contract the architects were already paid for a structural engineering report.
 - The expansion of the building was predicated on acquiring more parking spaces.
 - H2L2 contract should not have been placed on the agenda and that the Library's attorney should have been present at this meeting.

Trustee Cohen, member of the Building Committee, countered that an airing policy was never approved by the Board and further that there had been many public discussions. What was being discussed was a more extensive schematic, one with and one without the second floor. If there were to be a second floor, the roof line would be raised in that area only 5ft. In the existing schematics, space had not been allotted. Another structural engineering work is required because it is a different project. No one ever said the improvement of the building was predicated on additional parking. As soon as the decision has been made on which plan will be developed, then the Town of North Hempstead and the Water Pollution Control District will be engaged in discussions. It was her understanding from letters between H2L2 and the Director, that H2L2 had incurred expenses that were not a part of the agreement and the Library was not paying for them.

Trustee DiCamillo referenced communications between H2L2 and the Director in 2005 wherein ~~H2L2~~ ^{the Director [corrected 11/27/07]} identified a balance of \$89,648 that was still owing to them. She did not recall this outstanding balance discussed publicly or mentioned as a liability in any public document. She was asking for a strong commitment that this old debt is not incorporated into a new contract but be resolved.

Trustee Greene, Building Committee member, pointed out that in the Director's response back to H2L2 in 2005, she rejected that claim of a debt since that payment was contingent and conditional on approval going forward. This did not go forward and nothing was stated after that. The only issue on the table tonight is whether to open negotiations and if there is an outstanding debt, it could readily be dealt with during the negotiation process.

Trustee Eshaghoff encouraged the Board to move forward with the negotiations since the process is not for a brand new contract but to repackage and incorporate the old debt in the new contract.

Public Comments: Rebecca Gilliar, Stanley Romaine, Emanuel Kline, Ralene Adler

OLD BUSINESS

H2L2 CONTRACT

Upon motion by Linda Cohen, seconded by Andrew Greene, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library direct the negotiating team to engage H2L2 in negotiations to arrive at a modified agreement with H2L2. The negotiating team should consist of the Library Director, the Business Manager and the Library's Attorney as recommended by counsel.

Trustee Rutta motioned and Trustee DiCamillo seconded to table this resolution. Trustee Sokol objected to having two motions on the floor at the same time. President Kahn over-rode the objection and a vote was taken for tabling. Yes – 2 (DiCamillo, Rutta); No – 5 (Cohen, Eshaghoff, Greene, Kahn, Sokol). Motion to table failed. The original motion on the table was discussed.

The Business Manager was asked for his feedback as far as the contract was concerned and having an old debt. He did not think it is financially advantageous to settle out but if there is a new contract, it should be put out to bid.

Interim Director Weir had conferred with the attorney and his opinion was that anything from the old contract can be resolved when negotiating the new contract.

Trustee Greene pointed out that the resolution says the Negotiating Team will initiate negotiations and, implicit in that is, they are going to do it under the supervision and reporting back to the Board and the Building Committee. As a member of the Building Committee, he directed the negotiating team to address and resolve this issue in the negotiation process.

Trustee Rutta objected that the Board did not have the benefit of legal counsel at tonight's meeting. President Kahn had spoken to the attorney twice and his opinion was that placing H2L2 contract on the agenda was not a legal issue for him to render an opinion. So there was no point for the attorney to be present at tonight's meeting.

Trustee DiCamillo charged the Building Committee of not keeping the Board informed to which Trustee Greene pointed out that the Building Committee met three times over the summer and there were no Board meetings during that time but there are written emails supporting everything.

Public Comments: Stanley Romaine, Henry Dubrow, Jonathan Kahn, Daniel Nachmanoff, Rebecca Gilliar

VOTE: Yes – 5 (Cohen, Eshaghoff, Greene, Kahn, Sokol); No – 2 (DiCamillo, Rutta)
MOTION CARRIED

PRINT MANAGEMENT SYSTEM – LIBRARICA’S CASSIE

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the purchase of CASSIE Integrated Access Control System at a cost of \$199 for each of the first 10 workstations, and \$99 for each of the next 39 workstations at a total cost of \$5,851 for the first year, with a contract renewal of \$877.65, which is 15% of the original price that will be due one year from the date the contract is signed. This is to be charged to the automated Library Fund.

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

NEW BUSINESS

PROPOSED CONSOLIDATION OF LIBRARIES

Upon motion by David Kahn, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, WHEREAS, the Great Neck Library strives for operational efficiency, which results in our tax burden being among the smallest of major public agencies, and

WHEREAS, this Library cooperates with the other public libraries in the County to achieve cost-effectiveness through membership in the Nassau Library System, and

WHEREAS, we believe that:

- This Library is fundamental to the identity of our community.
- The effectiveness of a library is as important as its efficiency.

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- Libraries are most effective when they are focused on and responsive to community needs.
 - Local control is an essential component of community-based and driven libraries.
 - Library trustees who are community members, by virtue of residence and role in the community, are

best suited to ensure that their library is responsive to their community's needs and priorities, and

~~WHEREAS, we are concerned that the County Executive has made several unsubstantiated and unlikely assertions about the prospect of the consolidation of public libraries into a single county system with trustees appointed by him, particularly in terms of reduction of cost without loss of local facilities, services, and staffing, and~~

WHEREAS, there is a distinction between centralized control and operation of libraries and the achievement of efficiencies and savings via cooperation and collaboration, and

WHEREAS, we are aware that Nassau County has engaged consultants to determine if and how additional savings could be achieved via the creation of a county library system, and

WHEREAS, we hope that this study will be an objective and professional investigation rather than a plan for a pre-determined outcome as suggested by the subtitle of the County news release of 7/30/07 – “Two Firms Selected to Develop Blue Blueprint to Shrink the Insidious Maze of Taxing Government Entities to Ease Property Tax Burden.”

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Great Neck Library stands firm in our belief that the local public library is a strong and efficient model of public service. We believe that efficiencies in library operations are welcome and should be ~~strived~~ **striven** for and we will consider all ~~feasible~~ **reasonable** initiatives that could make us more efficient, provided that they do not sacrifice local control, ~~and or~~ **or** compromise local library identity, ~~diminish existing services, reduce hours or eliminate local facilities.~~

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

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, the motion on the table was amended as follows:

- (1) to eliminate the paragraph that reads: “WHEREAS, we are concerned that the County Executive has made several unsubstantiated and unlikely assertions about the prospect of the consolidation of public libraries into a single county system with trustees appointed by him, particularly in terms of reduction of cost without loss of local facilities, services, and staffing, and.”

Public Comments: Daniel Nachmanoff, Emanuel

VOTE: Yes – 6 (Cohen, DiCamillo, Eshaghoff, Kahn, Rutta, Sokol);
Abstention – 1 (Greene). *MOTION CARRIED*

- (2) to eliminate the last three phrases which read: “diminish existing services, reduce hours or eliminate local facilities”; also to replace the word “and” between words “control and compromise’ with the word “or”.

VOTE: Yes – 5 (Cohen, DiCamillo, Eshaghoff, Kahn, Rutta); Abstention – 2 (Greene; Sokol). *MOTION CARRIED*

Upon motion by David Kahn, seconded by Norman Rutta, and after discussion, the last paragraph was further amended to replace the words “strived” on line 5 by “striven” and “feasible” on line 6 with “reasonable.”

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

VOTE for the proposed consolidation of libraries with all the above amendments:
Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

POLICY MANUAL CHANGES

Upon motion by Linda Cohen [motion was not seconded], and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend its Policy Manual specifically regarding section 700-15 and section 700-40 paragraph (d):

Proposed Amendment to Section 700-15

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1. All adult resident borrowers' cards expire every three years from the year of registration based on the patron's last name. Proper ID must be presented by the borrower to renew his/her card.
 2. All Direct Access/SMAC (State Mandated Access Card) borrowers' cards expire when their privileges expire at their home library. This is determined by the expiration date defined in the ALIS database or in the direct consultation with the patron's home library.
 3. All fee-paying, non-resident employee and student cards expire each year on August 31st. Proper ID must be presented by the borrower to renew his/her library card.
 4. All juvenile cards expire July 1st of the year the child finishes the 6th grade, after which time the library cards will expire every three years based on the patrons' last name. Proper ID must be presented by the borrower to renew his/her library card.

Section 700-40 paragraph (d):

Books and software may be renewed to a maximum of six times if there are no holds. Periodicals and pamphlets are not renewable.

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

NEW YORK LIBRARY ASSOCIATION

Upon motion by Andrew Greene, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the attendance of three members of the professional staff at the New York Library Association Conference to be held in Buffalo, New York, from October 17 – 20, 2007, at a cost not to exceed \$3,615 to be charged to the Travel/Conference line of the operating budget.

Public Comments: Jonathan Aubrey, Emanuel Kline, Jonathan Kahn

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

COMPUTER ROOM AIR CONDITIONING UNIT

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the purchase and installation [by SavMor] of the air conditioning unit for the Computer Room in the amount not to exceed \$9,488 to be charged to the Equipment, Furniture and Fixtures line of the budget. It is expected that a part of this cost will be reimbursed by a grant from the New York State Construction Aid.

The motion was amended by Trustee DiCamillo and seconded by Trustee Cohen to include the vendor (Sav Mor) to whom the contract would be awarded. Trustee Rutta was uncomfortable with Sav Mor who had repaired the cooling tower last summer, after which a considerable amount of water leaked out of the tower and down the drain resulting in a very high water bill. The same problem occurred again this year resulting in another high water bill. At this point, Trustee Rutta called for the tabling of this motion until other vendors could be explored. Trustee DiCamillo seconded.

Before a vote was taken, Trustee DiCamillo pointed out that the building's air condition which is about to be shut down for the winter, is needed to cool the Computer Room and she did not think this should be tabled until the next meeting. She motioned to go into executive session to discuss this. Business Manager Zitosfky offered that he had information that probably would allow the Board to reach a decision this evening rather than tabling. President Kahn suggested the postponing of this until after all the other items on the agenda were discussed at which time the Board could go into executive session if necessary. [continued on page 13]

INSURANCE RENEWAL

Upon motion by Janet Eshaghoff, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library renew its property/liability package, automobile and umbrella insurance policies for the period September 1, 2007 through September 1, 2008 with Utica Insurance Companies, as presented by Edwards and Company in their proposal, for a total cost of \$60,153 to be

charged to the Property/Liability insurance line of the operating budget.

And further,

I move that the Great Neck Library Board of Trustees authorize the purchase of a new Travelers flood insurance policy, as presented by Edwards and Company, at a cost of \$2,300 to be charged to the Property/Liability insurance line.

Public Comments: Carol Frank, Jonathan Kahn

VOTE: Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Kahn, Rutta); Abstention – 1 (Sokol)
MOTION CARRIED

OPEN TIME

Speaking: Myra Altheim, Emanuel Kline, Jonathan Kahn, Henry Dubrow

A member of the audience spoke to the discontinuance of the evening screening of movies due to poor attendance. It was suggested that maybe the movies could be started at 7:00 p.m. and ending when the Library closes at 9:00 p.m. The selection of the movies shown may have contributed to poor attendance. The Board will take these suggestions under consideration.

COMPUTER ROOM AIR CONDITIONING UNIT (continued from page 12)

On motion by Linda Cohen, the Board went into executive session at 10:38 p.m. to discuss the air conditioning unit for the Computer Room. The Board returned to open session at 10:45 p.m.

Trustee DiCamillo withdrew the motion to amend and table the resolution.

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

RESOLVED, that the Board of Trustees of the Great Neck Library amend to resolution for the purchase and installation of the air conditioning unit for the Computer Room in the amount not to exceed \$10,500 to be charged to the Equipment, Furniture and Fixtures line of the budget. It is expected that a part of this cost will be reimbursed by a grant from New York State Construction Aid.

Public Comments: Carol Frank, Jonathan Kahn

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

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjournment at 10:50 p.m. on motion by Linda Cohen, seconded by Marietta DiCamillo.

Respectfully submitted,

Andrew Greene
Secretary