

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
OCTOBER 18, 2011, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, October 18, 2011, 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:

Janet Nina Esagoff – President
Anna Kaplan – Vice President
Joel Marcus – Secretary
Varda Solomon – Treasurer
Marietta DiCamillo – Assistant Treasurer
Josie Pizer, Assistant Treasurer

Absent with prior notice: Martin Sokol

Also present: Jane B. Marino – Director
 Laura Weir – Assistant Director
 Neil Zitofsky – Business Manager
 Bob Goldberg – Legal Counsel (Farrell Fritz, P.C.)

EXECUTIVE SSESSION

An Executive Session was convened at 7:00 p.m. in Technical Services, to discuss Personnel and Real Estate. No action was taken. The Board came out of Executive Session at 7:45 p.m.

CALL TO ORDER

The public meeting was called to order at 8:03 p.m. by President Esagoff. In a statement, she said that there was a shameful attempt to link her personal life with the Library's referendum. The details of her personal life, she continued, have no merits on the referendum. President Esagoff asked everyone to respect her privacy and that of her family and this is the last statement that she will be making.

MINUTES

Upon motion by Joel Marcus, seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of September 15, 2011, Board meeting as presented.

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

TREASURER'S REPORT

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 following financial reports:

- October 18, 2011, Treasurer's Report;
- Warrant dated September 10, 2011 through October 14, 2011 for Paid checks numbered 0029890 through 0029895, 0029925 through 0029931, 1240, 43593 through 43612 and Checks To-Be-Paid numbered 43613 through 43756, the sums set against their respective names, amounting in the aggregate to \$328,602.71;
- Payroll Warrants for pay dates September 8, 2011 and September 22, 2011, in the amounts of \$167,870.32 and \$172,260.84 respectively for a total of \$340,131.16.

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

MOTION CARRIED UNANIMOUSLY

PERSONNEL CHANGES

The Personnel Changes for September and October will be presented for Board approval at the November Board meeting.

REPORTS

Below is the text of the written reports:

Assistant Director

Downloadable books–Overdrive

The Great Neck Library eBook/eAudiobook collection, available through the Nassau Digital Doorway Overdrive internet account, is now compatible with the Amazon Kindle. Kindle users can now browse the Great Neck Library collection of best selling and classic eBooks and eAudiobooks. Patrons can check out titles using their Great Neck Library cards and download eBooks and eAudiobooks to their Kindle device in addition to all major desktop and mobile devices including the PC, Mac, iPhone, iPad, Android devices, the Nook and Sony eReader.

Employee Manual

At the direction of the Policy Committee I have been working to create an Employee Manual. The manual will incorporate information that is currently contained in the Collective Bargaining Agreement and the Library Board of Trustees Policy Manual into one document that employees can refer to for basic employment information. It will include important Employment Policies, Standards of Conduct, and outline Benefits and Services to staff. The Employees Manual will summarize Library Operations, Public Use of Facilities, procedures for Library Programming and various other rules and regulations that employees need to know when communicating with other staff members and with the public.

Continuing Education

On Wednesday, October 12th, I attended a program sponsored by the Long Island Library Resources Council entitled "Measuring the Soft Stuff." The program was presented by Cynthia Hart of the Virginia Beach Public Library System where she is responsible for managing the resources and services of a virtual library including all virtual resources, services and digital collections as well as social networking sites such as Facebook. Ms. Hart's presentation of a similar program at this year's Computer in Libraries Conference was met with much acclaim. The presentation focused on the social networking aspect of her job, discussing how her library is meshing together social media strategies with web and marketing plans to effectively communicate and connect with patrons. Ms. Hart discussed how we can use the internet and the many social sites available to become more effective in public relations and community outreach. She impressed upon us how important establishing a library brand is for recognition on social networking websites. Included in the program was a handout listing many of the innovative activities libraries have initiated to reach and engaged patrons via the internet and the library website. I found the program to be very exciting and look forward to working with other library staff in creating a social media strategy that would establish a greater library presence on the social network.

Library Director

Personnel

I am pleased to say that two of our part-time staff have distinguished themselves recently. Mary Carol Moore, who works for us part-time both in the A/V Department and in the Children's Room, won a 2011 NCLA Education Grant in the amount of \$500.

Dana Zachary who is part-time both at our Parkville Branch and in the Children's Room at Main was recently profiled on an NBC-TV show called "George to the Rescue." Dana has founded and runs a non-profit organization called The Book Donation Connection that provides books to schools, hospitals, community centers and homeless shelters. To date, the BDC has provided the community with over 30,000 books. Dana's non-profit accomplishes the goal all librarians have: to connect books and people. So it was quite inspiring. This show came in and transformed her unfinished garage space into an office and storage space for her program.

Our Library participated in two street fairs this fall, one in Great Neck Plaza and the other at the Parkwood Pool lot on Arrandale Avenue. I want to thank Jonathan Aubrey, Denise Liggio, Janet Schneider and Kathleen Cotter for their work in these fairs. They displayed information about the Library and its programs and services and had an opportunity to speak to people as they enjoyed the street fairs. They did a great job in participating in these fairs and representing the Library.

Referendum Information

I have led 10 information sessions in the various library locations and visited – sometimes with the help of trustees – 10 villages and civic associations in Great Neck in order for people to be informed about the election. In addition, I've done one postcard mailing to the entire community giving the voting information. The election is one week from today, October 25 from 7 am to 10 pm as I am sure you all know by now.

Site Plan

I have been copied in on the emails to the Planning Office regarding the required changes to the site plan and we have met all requirements. A copy of the site plan is attached, along with the sketch showing the proposed hydrant as well as the elevations of the building that were sent to the Planning Department.

Building

The temporary cooling tower was removed on Saturday, October 15. Due to the necessity that the lot be empty for this process, the tower was removed very early in the morning, before the lot became full with patrons and staff. I once again want to give special thanks to George Malcolm and the rest of the Maintenance Department who managed both the installation and removal of the tower admirably.

Miscellaneous

Elayne P. Bernstein Schwartz, Trustee for the Great Neck Library from 1978 until 2002, died on October 4, 2011. We are saddened by her loss and send our condolences to family, friends and colleagues.

OLD BUSINESS

Furnace

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

RESOLVED, that the Great Neck Library Board of Trustees approve the expenditure of \$9,248.00 for repair of the boiler to be charged to the Main Building and Special Services fund instead of the Repairs and Maintenance line of the operating budget as was approved at the September 15, 2011, Board meeting.

Public Comments: Norman Rutta

The reason for changing the budget line to which this was previously charged is to follow precedent and conform to previous practices of charging the Repairs and Maintenance line of the operating budget for repairs done on the boiler.

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

Cooling Tower Replacement

Upon motion by Joel Marcus and seconded by Anna Kaplan, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the work of Park East Construction Corp. as construction managers on the installation of the cooling tower. Such work to be completed before the beginning of the next cooling season. The overall cost of the project, which is projected to be 4% of the \$500,000 cost of the project, or \$20,000 shall be taken from the Main Building and Special Services Fund.

Trustee Solomon explained that this came before the Finance Committee for review and the Committee's recommendation was to table this.

Upon motion by Varda Solomon and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees table the foregoing motion to authorize Park East Construction as construction manager for the installation of the cooling tower.

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

MOTION CARRIED UNANIMOUSLY

Travel & Reimbursement Policy

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

RESOLVED, that the Great Neck Library Board of Trustees adopt the Conference and Meeting Attendance and Travel Reimbursement policy as presented [attached], and incorporate it in the Board Policy Manual by creating a new section 400-90 entitled "Conference and Meeting Attendance and Travel Reimbursement."

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

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Food for Fines

Upon motion by Varda Solomon and seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the “Food for Fines” program to be implemented during the month of November, 2011, to coincide with the Library’s food drive which will benefit Island Harvest.

As part of the Library’s Food Drive during the month of November, the Circulation Department proposed a “Food for Fines” program to encourage patrons to return overdue items and to participate in the Food Drive program to feed the hungry on Long Island. For each eligible food item donated to the food drive, \$1 in fines will be waived. If less than \$1 is owed in fines, one item of eligible food will erase that fine completely. This proposal applies to fines only and not lost materials and will take place just at the Main Library and available exclusively for Great Neck Library card holders.

This proposal was brought to the Finance Committee and their consensus was for the Board to approve it.

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

MOTION CARRIED UNANIMOUSLY

Long Range Plan

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

RESOLVED, that the Great Neck Library Board of Trustees approve the changes to the Long Range Plan as indicated on the document updated in October, 2011. [attached]

Trustee Pizer, chair of the Long Range Planning Committee, thanked all those who worked with her on this project. Trustee Solomon then thanked and praised Trustee Pizer for her diligence in putting this plan together.

Patron Comments: Ralene Adler

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

MOTION CARRIED UNANIMOUSLY

Excess Equipment

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

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule excessed and authorize the Library Director to dispose of same in an appropriate manner.

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

MOTION CARRIED UNANIMOUSLY

OPEN TIME

Speaking:

Karen Rubin – she attended the Long Island Economic Development Summit. There are some new programs, including solar rebates, offered by LIPA and hydropower by NIPA, and that the Library may want to take advantage of these cost saving programs even before the new building is built. There is an application process and the deadline is coming up soon.

Jean Pierce – Bonnie D. Graham contract

Mischa Schwartz – rebutting advertisement in last week's local newspaper

Norman Rutta – supporting advertisement in last week's local newspaper

President Esagoff encouraged everyone to vote on the facts and not on rumor.

ADJOURNMENT

On motion by Josie Pizer, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Joel Marcus
Secretary of the Board of Trustees