

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
OCTOBER 19, 2010, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, October 19, 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  
Janet Eshaghoff – Secretary  
Varda Solomon – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Martin Sokol

Absent with prior notice:           Anna Kaplan – Vice President  
  Josie Pizer – Assistant Treasurer

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

## **CALL TO ORDER**

President Greene called the meeting to order at 7:37 p.m.

## **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 September 21, 2010, as presented.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **TREASURER'S REPORT – PERSONNEL CHANGES**

During the month of September 2010, revenue received was \$17,789. Total expenses were \$626,562. At the close of business, September 30, 2010, total operating fund holdings were \$1,766,342. Of these funds, \$1,214,688 was on deposit at HSBC, \$548,864 was on deposit at Chase Bank, and \$2,790 was on hand in Petty Cash funds at Main and the Branches. This compares to a September 30, 2009, balance of \$2,041,712.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,185,176; the Automated Library fund was \$122,176; the Restricted Gift fund was \$377,988; the Branch and Special Services fund was \$140,044. These funds totaled \$1,825,383 on September 30, 2010. The September 30, 2009 total was \$1,919,082.

**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 October 19, 2010, Treasurer's Report.

*Public Comment: Ralene Adler*

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Kaplan, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

### **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 September 18, 2010, through October 15, 2010, Paid Checks numbered 0028842 through 0028847, 0028880 through 0028886, and 41703 through 41721, and To-Be-Paid Checks numbered 41722 through 41837, the sums set against their respective names, amounting in the aggregate to \$323,510.58.

Trustee Greene motioned and Trustee DiCamillo seconded for the Board of Trustees to table the above resolution to allow the Business Manager to retrieve the supporting documentation for VHB check numbered 41837 in the amount of \$1,740.61 from the Business Office. The Board unanimously voted in favor of this. Upon his return with the documentation, Trustee DiCamillo motioned and Trustee Eshaghoff seconded to take the motion from the table. Treasurer Solomon then reviewed the work that VHB performed. The Board then voted on the warrants.

*Public Comment: Ralene Adler, Shirley Samansky*

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Sokol, Solomon)  
**MOTION CARRIED UNANIMOUSLY**

### **Payroll Warrants**

**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 September 9, 2010 and September 23, 2010, which have been reviewed by the Treasurer, in the amounts of \$162,379.87 and \$169,602.66 respectively, for a total of \$331,982.53.

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Sokol, 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 September 18, 2010, through October 15, 2010.

*Public Comment: Ralene Adler*

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

Trustee DiCamillo, Chair of the Personnel Committee, brought to the attention of the Trustees that she had sent out two requests to get input on the contract for staff negotiations. She has not yet heard from four Trustees, and is therefore extending the deadline for receiving their comments to November 30, 2010.

### **REPORTS**

The reports were not discussed but copies were available for the public. Below is the text of the reports.

#### **Finance Committee**

The Committee met on Thursday, October 14, 2010, at 7:30 p.m. in the Multi-Purpose Room. In Attendance: Varda Solomon, Chair; Marietta DiCamillo, Assistant Treasurer; Jane Marino, Library Director; Laura Weir, Assistant Director; Neil Zitofsky, Business Manager. Trustee Josie Pizer, Assistant Treasurer, was absent with prior notice. The meeting was called to order by Chair Varda Solomon at 7:35 p.m.

Station Branch Update: At the request of Chair Varda Solomon, the Library Director reported that we are almost done at Station Branch and other than the change orders already reported and one additional change order for some minor additional electrical work, all is going according to plan. Ms. Marino further reported that the roof had been fixed and that repair work is the responsibility of the landlord.

Regular Activities: At the request of the Chair, the Business Manager reviewed the check warrant and answered questions from the committee about the nature and purpose of any checks or vendors they did not recognize or on which they required clarification. He further indicated that no taxes were being paid to any vendors listed. In addition, Mrs. Marino indicated that the Building Committee had approved the two VHB bills pending and had signed off on them.

When reviewing the Monthly financial statements, Trustee DiCamillo had questions about the rate of expenditures on several lines in the operating budget, including adult and children's programming; telephone, travel & meetings, membership dues, copy machines, and office equipment rental. Mr. Zitofsky indicated he would do an analysis of these lines.

The Committee also reviewed the overtime and personnel changes and the monthly reconciliation.

There being no further discussion, the committee members signed the checks listed on the warrant. The meeting was adjourned at 8:30 p.m.

## **Building Committee**

The Building Committee met on Wednesday, October 13, 2010, at 7:30 p.m. in the Multi-Purpose Room. In Attendance: Andrew Greene, Board President; Anna Kaplan, Committee Member; Janet Eshaghoff, Committee Member. Committee Chair, Martin Sokol, was absent with prior notice. Also in Attendance were: Jane B. Marino, Library Director; Laura L. Weir, Assistant Director; and Neil Zitofsky, Business Manager.

Notice of Disapproval from the Town of North Hempstead: At the request of the Committee, Director Marino reviewed the Notice of Disapproval from the Town of North Hempstead and outlined the five variances listed and their consequences to the Library. There are four variances: lot coverage (we are at 21% and the zoning requirement is 20%); floor coverage (we are at 41% and the zoning requirement is at 31%); insufficient parking (we are at 92 spaces and the required spaces are calculated to be 165); and on-site retention of rainfall. she explained that our zoning counsel described these variances as a road map for the hearing before the BZA and we will request that we be permitted to build with the variances. She further advised the committee that counsel has filed our application to appear before the BZA but at this date, we do not have an appearance date.

A member of the public asked if the BZA as Lead Agency would complete the "Long form", presumably Part 3 of the EAF. Director Marino indicated she would try and find out and has passed that question along to counsel. Another question about jurisdiction over Udall's Pond was also asked and whether Nassau County had any role. The Library, in conjunction with its hired professionals, is trying to determine that.

Application to the LDC and Appearance Before Their Board: Both Ms. Marino and Trustee Greene advised the committee of their telephone conference call on October 12<sup>th</sup> with Ian Siegel and Louise Fishman from the Town of North Hempstead's Business and Tourism Development Corp., along with Andrew Komaromi from Harris Beach who represents the LDC. The purpose of the call was to review what would take place at the LDC Board Hearing at which the Library is scheduled to make an appearance. That meeting is scheduled for November 16. Both Ms. Marino and Mr. Greene will appear

to represent the Library, with Mr. Greene giving a brief overview of our project. The purpose of the presentation is for the LDC Board to pass a preliminary resolution accepting our application. Our commitment to use the LDC as the conduit to sell our Bonds would not become official until the Library Board passes a corporate resolution to do so. In her conversation with Noah Nadelson, our Financial Advisor who would seek an underwriter for the funding, Director Marino advised the committee that Noah, in his RFP would ask potential candidates to weigh in on the benefits of using a local LDC vs. DASNY.

PR Firms and Discussion of Referendum Date. Ms. Marino once again put forth the two proposals from the PR firms she had contacted to see the services they could offer us in an information campaign about the referendum and building project. The Library Director stated that while the Library does have a programming and publicity department, that a full-scale information campaign such as this, whose goal would be to make the entire community of Great Neck aware of our intentions, would be more effective if done by professionals who have experience in such things. This would not be a campaign for or against the project, since public moneys cannot be spent in that way, but an information campaign. Trustee Eshaghoff agreed, stating that she had heard a great deal of misinformation being repeated by people who, despite the library's efforts, don't have all or sometimes any of the facts. Trustee Greene asked the Library Director to contact both firms and ask them if they would be willing to do a campaign in a shorter time frame than they had originally proposed and if so, would they be willing to come before the board for an interview. She said she would contact them.

New York State Economic Development Assistance Program: The Library Director advised the committee that the application process is continuing in order to receive the grant of \$100,000 which will pay for the RFID Book Security System in the renovated building.

Latest Proposal from VHB: The Library Director advised the committee that after further discussions with Kim Gennaro, the language of the proposal from VHB to represent the Library at BZA and Town Hearings was clarified. Any reference to a "flat fee" was removed and Ms. Marino further indicated that Library Counsel had reviewed the agreement and stated that the fees they were requesting were well within an acceptable range for similar services. After discussion, the committee agreed to recommend to the Board that they agree to and sign this proposal.

## Assistant Director

Station Branch Support: The Bookroom staff has been busy clearing, sorting and storing all returned Station Branch books. We have allotted shelves in Technical Services to hold Children's books, 28 day and 14 day circulating books and we are holding back new books received for Station until they are able to access the circulation system for check-in. We will begin to send Station Branch books back in batches when Kathleen Cotter gives us the go ahead.

Catalog Refinements: Senior cataloger Chris Johnson had been tweaking the online catalog to add bibliographic information of interest to library staff and to our patrons. She has created a new subject heading that allows users to look for Motion Pictures by decade of production date, for example, patrons and librarians can look for movies under the subject heading "Motion Pictures 1941 1950" and "Motion Pictures 1991 2000", etc. This is a global change. The subject headings are not just added to new movies as we receive them. Chris was able to go back through all library records and program her data to find and include all of the Motion Pictures in our collection.

Chris has also added a new cataloging field that automatically loads with our Baker & Taylor order records to identify the publication date of a book. This information is intended to assist staff and patrons when a title has a future release date. Once the title is received and cataloged, the release data will disappear.

Meetings: I have been working with the Technical Services staff to prepare for the Staff Development Day department presentation.

Project Independence: On Friday, October 15 Parkville Branch Librarian Jayne Alexander and I will represent the Great Neck Library in the Project Independence Open House at Clinton G. Martin Park in New Hyde Park. We will bring along Welcome Packets specifically prepared with seniors in mind. We will have multiple copies of the current newsletter, the Great Neck Library calendar of events, flyers announcing upcoming library events, and will push our computer classes and Parkville's "One on One" computer tutorials designed for the senior population. Jayne has been looking for ways to outreach in the community and is very enthusiastic about this event.

## **Library Director**

Station Branch: This has been a busy month with the Station Branch renovation and move taking up a great deal of time and attention for many of our staff members, including the staff of the Station Branch itself. I would particularly like to thank Garry Horodyski, Brian McNamara, and Janet Fine for working so hard to get our telephone and computer connectivity up and running, which required a great many trips back and forth between Main and Station, telephone calls and attention to small details.

Now that we are moved in, it has proven a larger job to get ourselves ready to open than we thought. Despite the excellent job by the movers, including putting the books themselves back on the shelves, the reality of our new space differed slightly from the plans, necessitating last minute changes in shelving and the resulting change in locations for books. We hope to be open by October 25<sup>th</sup>, with a Grand Opening on the 26<sup>th</sup>.

Other Staff News: Our Staff Development Day Committee has worked very hard to produce a productive day for our staff. The theme is breaking down barriers and to that end, each department will stage a mini "open house" during a section of the day, allowing members of other departments to understand how things are done in departments other than their own. Each department is working to produce both a fun, informative and interactive session and the committee is working to ensure the day runs smoothly both from an informational and logistical standpoint.

In addition, our "Authors @ GNL" Committee has lined up some outstanding programs. Each of the first two programs, Susan Isaacs in July and Mary McDonagh Murphy in September, was a big success. Still to come are Oscar Hammerstein III on October 24, Michael Takiff, author of *A Complicated Man, the Life of Bill Clinton as Told by Those Who Know Him* on November 15; Ghita Schwarz, Author of *Displaced Persons* on December 20.

I spent a morning in the Circulation Department, learning about what they do and I was treated to some outstanding training by Jennifer Green, Gabe Kane, Suzanne Fiala and Ian Zitofsky. It was a lot of fun and I learned a lot and got to see first hand what an excellent job the staff does. I want to thank them for their hospitality and training. I hope to spend some time in other departments as well.

Other Items: As an update to two items covered in my September report, the New York State Economic Development Assistance Program grant is still in progress, with two stages of paperwork completed and submitted.

We have been informed by the School District that the classroom directly behind the Parkville Branch they had thought might become available will not in fact be available. We have been advised by John Powell that if we would like to submit a proposal for a build out on the existing building, he would submit it to the State Department of Education. Such a proposal cannot be formulated without input from the Branch Committee and staff from Parkville, so we are not ready to do that at this time.

### **VHB New Proposal**

**Upon motion by Janet Eshaghoff, seconded by Martin Sokol, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck approve the new proposed agreement dated October 6, 2010, between the Great Neck Library and VHB Engineering, Surveying and Landscape Architecture, P.C. for environmental services.

Based on discussions at the last Board meeting when this was put forth, the Director reported that she went back to VHB to try to tighten the language of the proposal in order to clarify what work would be done and the associated costs. She explained that the work addresses each specific variance that is contained in the Denial Letter as laid out by the Statutes of New York State. This work is in preparation for submission to the Board of Zoning Appeals prior to the BZA hearing. [The proposal is attached]. Mrs. Marino had presented the revised proposal to the Building Committee for their approval, who in turn is recommending that the Board vote to approve it.

Trustee DiCamillo pointed out that she did not see very significant changes between this and the previous proposal. The vague language has been removed but the costs are still the same. She still has the same issues as before. She had requested and has not yet received a cataloging of all the researches and written reports done by VHB. The Director apprised her that there is no cataloging of reports but she had put together a lot of the information she had asked for in a file in her office. She also requested a copy of the EAF document that was filled out, as well as, copies of the documents for the work that VHB had done for the DEC which the Library has already paid for.

In answer to her inquiry on what happens if a positive declaration is issued, the Director explained that there are three possible declarations: (1) Negative Declaration which means there is no adverse environmental impact caused by the building project; (2) Conditional Negative Declaration which is provisional on the resolution of a minor condition; (3) Positive Declaration means there is something that would adversely impact the environment at which point the engineer would have to redo the site plan by addressing that particular problem.

*Public Comment: Carol Frank, Ralene Adler*

**VOTE:** Yes – 4 (Eshaghoff, Greene, Sokol, Solomon); No – 1 (DiCamillo)  
**MOTION CARRIED**

## **Whistleblower Protection Policy – Second Reading**

This is the second reading of 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]

## **NEW BUSINESS**

### **Appointment of Acting Secretary for Library Election**

**Upon motion by Marietta DiCamillo and seconded by Martin Sokol and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees appoint Varda Solomon as Acting Secretary for the Annual Meeting/Election of the Great Neck Library on October 25, 2010 and January 25, 2011.

Since the present Secretary of the Board, Janet Eshaghoff, is a candidate for the Board of Trustees in the upcoming election, she cannot act as secretary during the election. Therefore, another Trustee has to be appointed to serve as secretary in her stead only for the election purposes on October 25, 2010 and January 25, 2011. The proxies do appoint the secretary to act on the voter's behalf.

**VOTE:** Yes –5 (DiCamillo, Eshaghoff, Greene, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

### **Excess Equipment**

**Upon motion by Janet Eshaghoff 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 schedules dated October 13, 2010, as excessed and authorize the Director to dispose of same in an appropriate manner.

*Public Comment: Pam Marksheid, Shirley Samansky*

**VOTE:** Yes – 5 (DiCamillo, Eshaghoff, Greene, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **CORRESPONDENCE**

James F. Blake was not present to speak to his letter of September 15, 2010, addressed to the Board of Trustees to which was attached his letter dated September 14, 2010, to the Great Board of Education and copied in to the Library's Board of Trustees.

## **OPEN TIME**

*Speaking: Pam Marksheid, Marianna Wohlgemuth, Shirley Samansky, Ralene Adler, Carol Frank.*

Ms. Marino reported that everything is in place at the Station Branch but it cannot be opened until all the permits have been received. The Landlord and Cablevision did a walkthrough on Monday and it is anticipated that the landlord will sign the cable access agreement to have cable

installed free of charge to all in the shopping center. The Fire Marshall has approved the plans for the sprinkler system and has sent fire plans back for modification which has been done. Once he has reviewed the revised plans, the work will get done and he will have to come back for a physical inspection. Mike Sweeney, Building Inspector, will do a final inspection for occupancy. The Director was hoping to have the branch open to the public on October 25<sup>th</sup>. The old site has been vacated as of October 31<sup>st</sup>.

In response to a question from a member of the public regarding plans for the Parkville Branch, the Director explained that something concrete has to be presented to the Board of Education indicating the build-out size and location. It also requires the approval of the New York State Department of Education. She needs to consult with the Branch Committee and the Branch staff to brainstorm to see what is possible.

## **ADJOURNMENT**

The meeting was adjourned at 8:35 p.m. on motion by Marietta DiCamillo and seconded by Varda Solomon.

Respectfully submitted,

Janet Eshaghoff  
Secretary of the Board of Trustees