

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, October 23, 2007, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, October 23, 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**

An executive session of the Board of Trustees was scheduled for 7:00 p.m. in the Multi-Purpose Room of the Main Library to discuss personnel matters. President Kahn called the meeting to order. Trustee DiCamillo moved and Trustee Cohen seconded for the Board to go into executive session. The Board came out of executive session on a motion by Trustee Cohen and seconded by Trustee DiCamillo. President Kahn convened the open meeting at 8:10 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 September 25, 2007, as presented.

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Trustee DiCamillo pointed out that she was misquoted in the Minutes on page 6, paragraph 2 which begins with "Trustee DiCamillo referenced communications between H2L2 and the Director..."

Secretary Greene did not agree with her corrections as he did not recall her making such a statement.

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 table the Minutes of September 25, 2007, until after Trustee DiCamillo has listened to the recording of the meeting.

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

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

During the month of September 2007, revenue received was \$36,802. Total expenses were \$556,329.

At the close of business, September 30, 2007, total operating fund holdings were \$1,970,808. Of these funds, \$1,968,028 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 a September 30, 2006, balance of \$1,432,319.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,257,507; the Automated Library fund was \$59,112; the Restricted Gift fund was \$372,682; the Branch and Special Services fund was \$107,122. These funds totaled \$1,796,424 on September 30, 2007. The September 30, 2006, total was \$1,416,834.

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 accept the October 23, 2007, Treasurer's Report with the Personnel Changes of September 22, 2007, through October 19, 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,

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**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 22, 2007, through October 19, 2007, Paid Checks numbered 0024639 through 0024643, 0024696 through 0024701, 1194 and 36105 through 36116 and Checks To-Be-Paid numbered 36117 through 36235, the sums set against their respective names, amounting in the aggregate to \$310,087.87.

**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 September 13 and September 23, 2007, which have been reviewed by the Treasurer, in the amounts of \$147,988.05 and \$158,017.48 respectively, for a total of \$306,005.53.

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

## **REPORTS**

### **Interim Director** [Report appended]

Trustee DiCamillo indicated that she would be interested in reviewing the demographics used in making the determination of how many computers are to be given to each branch. These computers are being made available through the Gates Foundation Grant. Interim Director will get the information for her.

*Public Comments: Emanuel Kline*

### **Branch Committee** [Minutes appended]

Trustee Greene, Chair of the Branch Committee, reported on the October 11<sup>th</sup> Branch Committee meeting at the Station Branch Library. Members of the committee were very impressed with the esprit de corps of the Station Branch staff and the public. The Station Branch Library sign on the front of the building has been in disrepair for some time now and this should be addressed.

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Another Branch Committee meeting will be scheduled at the Parkville Branch. Marianna Wohlgemuth, a member of the audience, requested that advance notice be given so that the New Hyde Park residents can be notified via their community newsletter, to which the Branch Chair agreed.

*Public Comments: Marianna Wohlgemuth*

## **NEW BUSINESS**

### **Policy Manual Changes**

#### PRINTING FEES

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library amend its Policy Manual by replacing Section 800-65 – Computer Workstations – with the following revision:

“There is a charge of 10 cents per page for all printouts from the public computer workstations. Charges will be debited to the individual’s account which is linked to his/her library card record.”

*Public Comments: Marianna Wohlgemuth, Stanley Dacher*

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

**MOTION CARRIED UNANIMOUSLY**

#### CORPORATE CREDIT CARD

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 amend its Policy Manual Section 400-21 – Corporate Credit Card – to eliminate the sentence, “The card may also be used for Gift Committee charges to be paid with Gift Committee funds.”

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

**MOTION CARRIED UNANIMOUSLY**

## Records Destruction

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

- Audiotapes, diskettes, stenographer's notes and verbatim minutes used to prepare official Minutes of Board of Trustees meetings, 2006 and earlier;
- Meeting files, background materials and other records used at Board of Trustees meetings, 2005 and earlier.

Trustee DiCamillo objected to destroying those elements of Board meetings. President Kahn suggested that the Policy Committee take this under consideration.

**VOTE:** Yes – 6 (Cohen, Eshaghoff, Greene, Kahn, Rutta, Sokol); No – 1 (DiCamillo)  
*MOTION CARRIED*

## Excess Equipment

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 declare the items listed on the appended schedule excessed and authorize the Interim Director to dispose of same in an appropriate manner.

Trustee DiCamillo requested an updated inventory of computers and audiovisual equipment. Interim Director Weir will supervise the proper disposal of the excessed items.

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

## Snow Removal Contract

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Three proposals required for the awarding of the snow removal contract were not obtained at the time of this meeting. Therefore, this was deferred to the November Board meeting. Should there be a snowfall before then, one of the contractors who submitted proposal could be called on the spot to do snow removal.

## **Directors & Officers Insurance Policy Renewal**

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 approve the renewal of the Directors & Officers liability insurance policy with Philadelphia Indemnity Insurance Company for a one-year term commencing November 28, 2007, at a cost of \$4,403 as proposed by Edwards and Co., to be charged to the Property/Liability Insurance budget line.

Trustee Sokol pointed out that there are professionals in this field who could analyze the Library's D&O insurance policy to make sure that the trustees are properly covered in the event of a lawsuit. He will bring in more information for the next meeting. In the meantime, Business Manager Zitofsky will also look into this.

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

*MOTION CARRIED UNANIMOUSLY*

## **Area Seven Trustee Position**

Trustee Cohen nominated Louise Sobin to be re-elected for another term as Area 7 representative to the Nassau Library System Board of Trustees. Trustee DiCamillo seconded and all were in favor.

## **Computer Consultant**

Business Manager Zitofsky asked that the resolution to award Corstar the contract as Computer Consultant be removed from the agenda for tonight's meeting as he did not have three quotes and would like to look for other consultants apart from Corstar.

## **CORRESPONDENCE**

Rhoda Shapiro read and spoke to her letter of September 19, 2007.

Geoffrey Clain was not present to speak to his letter of October 14, 2007.

## OPEN TIME

Trustee DiCamillo read a statement regarding absentee ballots and an advertisement that appeared in the local newspapers paid for by The Campaign for a 21<sup>st</sup> Century Library. In that advertisement, residents were encouraged to vote 'no' for the proposed amendment that will appear on the ballot of the October 29<sup>th</sup> library election to change from the current practice of voting by proxy to voting by absentee ballot. The Policy Committee had thoroughly researched, supported and brought before the Board the absentee ballot system which the Board unanimously approved. She was disappointed that the Board had failed to educate the public why the Board approved the change from proxies to absentee ballots.

Board discussion followed. It was felt that legal opinion from Counsel should be obtained on whether the Board could legally put out a statement supporting absentee ballots in the form of a letter to the members of the Library since there is the risk of this proposition failing. For this to be done, it would require that the Board meet to discuss the wording of the mailer and there was just not enough time.

Another suggestion was that since the Policy Committee was meeting the next day, October 24<sup>th</sup>, legal opinion and cost of the mailing could be obtained and presented to the Policy Committee to discuss the appropriateness of this and then with a quorum of the Board a decision could be made. Trustees were reminded that no Committee of the Board can take action. The finality of the matter was to consult counsel and a report presented at the November Board meeting. If this proposed amendment is voted down, it will be re-introduced.

*Speaking: Stanley Romaine, Emanuel Kline, Allegra Goldberg*

## ADJOURNMENT

The meeting was adjournment at 9:25 p.m. on motion by Marietta DiCamillo.

Respectfully submitted,

Andrew Greene  
Secretary