

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Thursday, October 23, 2008, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Thursday, October 23, 2008, in the Community Room of the Main Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

Martin Sokol – President  
Andrew Greene – Vice President  
Linda Cohen – Secretary  
Marietta DiCamillo – Treasurer  
Janet Eshaghoff – Assistant Treasurer [arrived at 8:40 p.m.]  
Anna Kaplan – Assistant Treasurer  
Norman Rutta

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

**CALL TO ORDER**

President Sokol called the meeting to order at 8:05 p.m. and he thanked everyone for taking the time and effort in coming.

**MINUTES**

**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 Minutes of the Regular Meeting of June 24, 2008, and the Special Meeting of September 15, 2008, as presented.

Trustee DiCamillo queried how the Minutes for the September 23, 2008, meeting, which was adjourned due to a lack of quorum, should be handled. She asked that the Interim Director obtain legal opinion from Kevin Seaman, the Library's attorney.

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Marjorie Malcolm, Secretary to the Board of Trustees, indicated that she had written up a notation for the official Minutes Book that indicated that the Board meeting did not take place because of a lack of quorum.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Greene, Kaplan, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

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

### **September Treasurer's Report**

During the month of June 2008, revenue received was \$989,240. Total expenses were \$565,530. During the month of July 2008, revenue received was \$20,186. Total expenses were \$818,939. During the month of August 2008, revenue received was \$14,430. Total expenses were \$552,156.

At the close of business, August 31, 2008, total operating fund holdings were \$2,398,481. Of these funds, \$2,395,701 was on deposit at HSBC and the Bank of New York, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to an August 31, 2007, balance of \$2,490,291.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,553,428; the Automated Library fund was \$160,563; the Restricted Gift fund was \$388,029; the Branch and Special Services fund was \$162,337. These funds totaled \$2,264,357 on August 31, 2008. The August 31, 2007, total was \$1,776,382.

**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 accept the September 23, 2008, Treasurer's Report with the Personnel Changes of June 21, 2008, through September 19, 2008.

*Public Comments: Varda Solomon*

**VOTE:** Yes – 6 (Cohen, DiCamillo, Greene, Kaplan, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

**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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated June 21, 2008, through July 18, 2008, Paid Checks

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numbered 0025801 through 0025807, 0025867 through 0025872, 0025923 through 0025928, 1215, 37468 through 37477 and To-Be-Paid Checks numbered 37478 through 37603, the sums set against their respective names, amounting in the aggregate to \$344,954.53.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

**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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated July 19, 2008, through August 19, 2008, Paid Checks numbered 0025981 through 0025987, 0026039 through 0026044, and 37604 through 37622 and To-Be-Paid Checks numbered 37623 through 37756, the sums set against their respective names, amounting in the aggregate to \$276,745.88.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

**Upon motion by Marietta DiCamillo, seconded by Andrew Greene, 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, 2008, through September 19, 2008, Paid Checks numbered 0026097 through 0026103, 0026156 through 0026163, 37757 through 37770 and To-Be-Paid Checks numbered 37771 through 37895, the sums set against their respective names, amounting in the aggregate to \$300,563.90.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Greene, Kaplan, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

### **October Treasurer's Report**

During the month of September 2008, revenue received was \$38,440. Total expenses were \$616,785.

At the close of business, September 30, 2008, total operating fund holdings were \$1,817,556. Of these funds, \$1,814,776 was on deposit at HSBC and Chase Bank, and \$2,780 was on hand in

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Petty Cash funds at Main and the Branches. This compares to a September 30, 2007, balance of \$1, 970,808.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,553,506; the Automated Library fund was \$160,590; the Restricted Gift fund was \$388,051; the Branch and Special Services fund was \$162,629. These funds totaled \$2,264,776 on September 30, 2008. The September 30, 2007, total was \$1,796,424.

**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 accept the October 23, 2008, Treasurer's Report with the Personnel Changes of September 20, 2008, through October 17, 2008.

*Public Comments: Ralene Adler, Carol Frank, Dan Nachmanoff*

**VOTE:** Yes – 6 (Cohen, DiCamillo, Greene, Kaplan, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

**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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated September 20, 2008, through October 17, 2008, Paid Checks numbered 0026214 through 0026220, 0026273 through 0026280, 1216 through 1217 and 37896 through 37904 and To-Be-Paid Checks numbered 37905 through 38029 the sums set against their respective names, amounting in the aggregate to \$180,153.30.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Greene, Kaplan, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

**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 accept the Payroll Warrants for pay dates September 11 and September 25, 2008, which have been reviewed by the Treasurer, in the amounts of \$157,829.19 and \$169,118.91 respectively, for a total of \$343,810.47.

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**VOTE:** Yes – 6 (Cohen, DiCamillo, Greene, Kaplan, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

## **REPORTS**

### **Branch Committee**

Trustee Rutta, Chair of the Branch Committee, reported on the Committee's meeting of August 7, 2008, at the Station Branch Library. Kathleen Cotter, Branch Librarian, informed the committee that the Station Branch is the busiest Branch, doing 25-30% checkin/checkout [per square footage] when compared to circulation statistics at the Main Library. She talked about the strong reading population with a literary bent. The Branch is currently hosting two book discussion groups and a morning session will be starting since the evening session is full. She informed the Committee that the Public Access computers are in constant use and that the new networked printing system is working smoothly with better accountability for printing and patron charges. Many patrons with laptops stop in to use the wireless internet on a daily basis. Part of the discussion was maximizing use of the present space and possibly the empty basement space beneath the branch. The Committee, along with Kathleen, took a tour of the basement space. It was not clear if this was a part of the existing lease. The Interim Director was to inquire of the landlord about what part of the space belongs to the Branch and what was available. Kathleen expressed the desire for some minor cosmetic changes to the existing space which could be undertaken by the Interim Director and Business Manager without the need for Board approval. The Committee was in favor of accommodating the Branch Head's request. Trustee Rutta reminded the Interim Director to contact the landlord regarding the basement space.

Trustee DiCamillo inquired if the lease for the Parkville Branch, which will be expiring at the end of October, was squared away. The Interim Director responded that she had been in contact with the School District and is waiting to hear from them. Trustee DiCamillo suggested that a member of the Board, possibly the Library Board President, should contact the School Board President.

*Public Comments: Carol Frank, JoAnn Farley, Varda Solomon*

### **Building Committee**

Trustee Greene, Chair of the Building Committee, informed the meeting that the Building Committee had been quite busy in executive session as approved by the Board. Two architects were selected as finalists. Site visits to different buildings designed by these two architects were done and another site visit was scheduled for October 29<sup>th</sup>. The Building Committee will be meeting on November 6, 2008. When the Committee makes a decision, it will then be brought to the full Board for a discussion. If approved, the Board will authorize someone to pursue a discussion of terms – percentage, fees etc., with the architect. Both architects indicated some

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flexibility in terms of their actual final fees. Another agenda item to be discussed by the Committee is the extent to which the architect selection process can be made public. Legal opinion was obtained in the form of a lengthy email which the committee will review.

Trustee DiCamillo added that last evening she attended a Nassau County Planning Federation Annual Training Conference specifically for Green Building Codes and LEED Certification workshop, held at NYIT de Seversky Center. The instructor for the class was Michelle Depew, building inspector for the city of New York. The workshop included a powerpoint presentation to demonstrate how buildings can become “Green” in construction, design, and energy and resource efficiency, as well as other areas. She discussed some of the programs available, such as, LIPA’s free test for Leed Certification. The speaker also identified other agencies that have grants, information and other related material. Trustee DiCamillo suggested that the Interim Director contact Ms. Depew to obtain a copy of the powerpoint presentation. Alan Mendel, who was also present at that meeting, is a wealth of information and is building another hotel using solar panels. He would be glad to offer information.

Trustee Greene added that the Committee is actively pursuing “Green” and Leed Certification which 5-10 years from now will undoubtedly be the standard and will pay for itself overtime.

According to Karen Rubin of the Great Neck News, the Town is moving ahead with new building standards for residential buildings and they are also going to impose new building standards for commercial and institutional buildings as early as mid 2009, and they are going to mandate “green building” code.

When asked about the Library’s eligibility for bonding through the Environmental Facilities Corporation of New York State (entity that does environmental projects through which the Sewer District will be bonding), Trustee Greene promised to look into it.

*Public Comments: Josie Pizer, Karen Rubin, Barbara Zeller, Dan Nachmanoff, Robert Mendelson, Carol Frank, Varda Solomon*

## **Director Search**

President Sokol reported that the search was a national one and a substantial number of applications were received. The Search Committee, consisting of all seven trustees and six staff members, met on September 26, 2008, to review the applications. Another meeting of the committee took place on October 16, 2008, when the top five candidates were chosen. These candidates will be interviewed on October 29 and 30, 2008. Following this, two or three candidates will be selected for final interviews. Candidates will be reimbursed for reasonable and necessary traveling expenses in connection with their travel and expenses should be supported by receipts. Subsequently, a resolution was formulated to reimburse the traveling expenses of these candidates as follows:

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

**RESOLVED**, that prospective candidates will be reimbursed for reasonable and necessary expenses associated with their travel for the interviewing of the Director Search not to exceed \$2,000 in total.

*Public Comments: Karen Rubin, Josie Pizer*

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

### **Interim Director**

The following is the Interim Director's report:

#### *Buildings and Grounds*

There was a power outage at the Main Library on Monday, August 11, 2008. Power went out at approximately 11:30 a.m. The Library closed at 4 p.m. when the Library's emergency power started to fade. The electricity came back on at about 9 p.m. that evening.

#### *Library Charter*

On July 15, 2008 a letter was received from the State Education Department, Division of Library Development, stating that the Great Neck Library did not have a Regents Charter and that the record of incorporation did not define the official service area. Apparently, the Great Neck Library "Certificate of Registration" dated January 28, 1921, thought to be a Charter with the NYS Board of Regents, incorporated the Library with the Secretary of State. In her letter, Lisa Areford, Library Development Specialist, suggested that it would behoove the library to apply for a Regents absolute charter and define the library's service area. There are two documents to complete – a "Petition for Charter in the First Instance" has been completed and revised by Ms. Areford and "Absolute Library Charter in the First Instance and Admission to the University" is being worked on. This will be brought to the next Board meeting for a Board resolution.

#### *CPR Training at Parkville*

In order to have as many staff employees trained in CPR/AED techniques as possible, Jayne Alexander, Branch Head of the Parkville Branch, arranged for Dr. Christopher Byron to hold a five hour course at the Parkville Branch. On Wednesday, July 21 thirteen staff members from various branches attended the training session.

#### *Legislative Breakfast*

On Friday, September 26<sup>th</sup>, Interim Director Weir attended the Nassau County Legislative Breakfast held at the East Meadow Public Library. State legislators from both the Senate and Assembly were invited to come and hear the Library community's request for more state funding

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of Library Services. Generally, there was plenty of support for Library services by the officials present. However, the legislators were not optimistic about state funding in this economy.

#### *Staff Association Negotiations*

A preliminary negotiation session with the Staff Association negotiating team, Staff Association Representative Angela Pace, Library attorney Kevin Seaman and Ms. Weir was held on September 22. The Business Manager and the Interim Director will be meeting with Kevin Seaman, to examine Staff Association proposals on Wednesday, October 22.

#### *Meet the Candidates Night, Tuesday, October 7<sup>th</sup>*

As there are no contested seats up this year, the Library election Meet the Candidates Night opened informally. Candidates Josie Pizer and Varda Salomon, running for Library Trustee positions, and Stacey Bernstein and Julius Mendel running for seats on the Nominating Committee opened by sharing their thoughts and plans for the Library, its future and the Library expansion/renovation. They then took questions from the audience. In the end, the meeting took on the easy feel of roundtable discussion group with the candidates and the audience exchanging personal library anecdotes and experiences, expressing their hopes and expectations for the Library's future.

*Levels News* – See attached Memo form AV Librarian Pam Levin

#### *Donation of Optelec machine to Parkville Branch*

In September, library patrons Arlene and Jack Cazes donated an Optelec Clearview reading machine, valued about \$1,900, to the Parkville Branch library. This machine allows people with low vision to read books, newspapers, complete crossword puzzles, write checks and view photos with one touch of a button. Branch Head Jayne Alexander was very pleased to accept the gift.

#### *Meetings Attended*

ALA Conference, Anaheim, California June 27-30

Nassau Library System Member Library Director's meetings: Wednesday, July 16, August 20, September 17 and October 15

Change, Innovation and Leadership - Thursday, October 2 at NLS

Creating and Selling Your Budget - Monday, October 6 at NLS

#### *Upcoming Meetings*

Annual Meeting/ Election – Monday, October 27

Director's Search Committee – Wednesday, October 29 and Thursday, October 30 at 6 p.m.

Personnel Committee – Monday, November 3 at 7:30 p.m.

Building Committee – Thursday, November 6 at 8 p.m.

Finance Committee – Thursday, November 20 at 7:30 p.m.

Library Board meeting – Tuesday, November 25 at 8 p.m. at the Parkville Branch Library

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## **NEW BUSINESS**

### **Upgrading Cablevision Connection to Branches**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the establishment of a paid monthly cable connection to the Station, Parkville and Lakeville Branch Libraries, the cost of which would include a one-time set up fee of \$140.85 and monthly fees that currently cost \$244.70 for all three branches, to be charged to the Internet Service Provider line of the operating budget.

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

### **Excess Equipment**

**Upon motion by Andrew Greene, 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 dated October 15, 2008, excessed and authorize the Interim Director to dispose of same in an appropriate manner.

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

### **Personnel**

A personnel issue will be discussed at the next Personnel Committee meeting.

## **CORRESPONDENCE**

Ralene Adler spoke to her letter of August 20, 2008, which is attached to these Minutes along with the Library's response.

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## OPEN TIME

The following items were discussed during ‘Open Time:’

- (a) The need for the Board to disseminate accurate information regarding the location of the parking spaces that the Great Neck Water Pollution Control District intends to make available to the Great Neck Library.
- (b) Library closing early on the Eve of Yom Kippur and open on the day of Yom Kippur. This is a Staff Contractual Agreement and requires negotiation with the Staff Association. Presently, the Staff Association and the Library are in the negotiation process. This was referred to the Personnel Committee.
- (c) Conflict of Interest Policy (tabled at the 11/27/07 Board meeting) and Ethics Code [unanimously approved at the 11/27/07 Board meeting] need to be revisited and put in place before an architect is hired.
- (d) The genesis of the rule that members of the public may speak for no more than three minutes.

*Speaking: Dan Nachmanoff, Barbara Zeller, Farla Frumkin, Ralene Adler, Josie Pizer, JoAnn Farley, Karen Rubin, Varda Solomon*

## ADJOURNMENT

On motion by Marietta DiCamillo, seconded by Linda Cohen, the meeting adjourned at 9:40 p.m.

Respectfully submitted,

Linda Cohen  
Secretary