

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
OCTOBER 29, 2013 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, October 29, 2013, 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:

Marietta DiCamillo – President  
Varda Solomon – Secretary  
Josie Pizer – Treasurer  
Joel Marcus – Assistant Treasurer  
Michael Fuller – Assistant Treasurer  
Janet Nina Esagoff

Absent with Prior Notice: Francine Ferrante Krupski – Vice President

Also present: Laura Weir – Interim Director  
Christine Johnson – Temporary Acting Assistant Director  
Neil Zitofsky – Business Manager

## **CALL TO ORDER**

President DiCamillo called the meeting to order at 7:35 p.m.

## **MINUTES**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Minutes of September 24, 2013 meeting as presented.

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## **TREASURER'S REPORT**

Treasurer Pizer stated that there will be a special Finance Committee meeting at the end of the month to discuss the 2013 audit.

**Upon motion by Josie Pizer, seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the following financial reports which have been reviewed by the Treasurer:

- October 29, 2013, Treasurer's Report;
- Warrant dated September 14, 2013 through October 11, 2013, paid checks numbered 0031577 through 0031581, 0031603 through 0031608, 1265 and

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47235 through 47252, and To-Be-Paid Checks numbered 47253 through 47349, the sums set against their respective names, amounting in the aggregate to \$316,346.70;

- Payroll Warrants for pay dates September 5, 2013, and September 19, 2013, and which have been reviewed by the Treasurer, in the amounts of \$148,924.95 and \$150,957.33 respectively, for a total of \$299,882.28.

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

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

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Payroll Changes of September 14, 2013 through October 11, 2013, as presented, and which have been reviewed by the Finance Committee.

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## **AMENDMENTS TO THE AGENDA**

Two items were removed from tonight's agenda: Calgi Contract under Old Business, which is still in the process of being reviewed by the attorney and will require input from the Board, the Building Advisory Committee and staff. The second item is the Audit Engagement under New Business, which requires further discussion by the Finance Committee.

## **REPORTS**

### **Branch Committee**

Committee Chair Fuller reported that the weeding of the collection at the branches to make room for when Main will be closed is ongoing. He asked that attendance for programs be added in the branch reports to the Board in the future.

Trustee Fuller inquired about the estimates for the carpeting at Parkville to which the Interim Director replied that they are being worked on. One company said we needed to choose the carpeting before it could provide a quote. Trustee Pizer suggested that pricing be obtained on different carpet grading. She asked that the estimates be ready for the Finance Committee meeting in two weeks.

There was a problem accessing the bookdrop when the Station Branch was closed. Arrangements were made with the landlord and the lobby is now being opened earlier in the morning and patrons have been dropping off their library materials during that time.

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Trustee Marcus inquired about wheelchair accessibility at the Station Branch. The Interim Director stated that she had a call from the Town of North Hempstead regarding a lady who was concerned about wheelchair accessibility to the Station Branch. The lady was given the direct telephone number of the Station Branch for her to call from her cell phone and someone would come down and open the door. Trustee Fuller asked for the matter to be discussed with the landlord and whether some of the grant money could be used for this purpose. Trustee Nina Esagoff explained that if improvements are made to a property that the Library does not own, there are liability issues involved.

The Village of Great Neck Plaza's Building Department has already said that the doors are ADA compliant, and within the code and there is no violation although not wheelchair accessible.

Trustee Solomon stated that if the lady in the wheelchair is willing to write a letter to the Library Board, it could be taken to the Village and/or the landlord to reinforce the need to install automatic door openers for those confined to wheelchairs. The Board will continue to pursue the issue of wheelchair accessibility again with the Village.

Trustee Nina Esagoff suggested that the Board make an appearance at the Great Neck Plaza Village meeting and bring it up on their agenda for discussion. The Board President suggested the Minutes be reviewed to see what the past process is up to this point so as not to repeat what was already done.

Trustee Marcus brought out that the other branches have the same situation – no automatic door opener. President DiCamillo suggested that the School District, which has been very cooperative in making the entrance doors to the Parkville Branch wheelchair accessible, should be approached.

*Public Comment: Karen Rubin.*

### **Building Advisory Committee (BAC)**

President DiCamillo, Chair of the Committee, reported that the BAC will be meeting this Thursday at 7:30 p.m. at the Main Library and all are welcome to attend. The committee has been busy doing outreach programs and making presentations at Village meetings. There was a mix up in dates for the presentation at the Village of Lake Success. This has since been rectified and the Library will be making a presentation on November 12. Tomorrow night's presentation will be at the GNVOA meeting. There will also be a presentation at Temple Beth El on November 10<sup>th</sup>.

*Public Comment: Karen Rubin*

### **Outreach**

Trustee Pizer added that for a small committee, they did a tremendous amount of work in preparing the 12 bookmarks. She expressed special thanks to Christine Johnson, Joel Marcus, ~~Francine Ferrante Krupski~~ Amy Levinson, Mike Currie and Marianna Wohlgenuth. The information is being distributed at all library locations and published in the local papers as well as fliers are everywhere. President DiCamillo endorsed this and she offered kudos to all on the committee.

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Trustee Fuller is somewhat concerned about some of the negative views of people in the community who are not informed of what is going on, and he is unsure how to reach that sector of the community. President DiCamillo asked if it would help to go out collectively and ring doorbells. Trustee Fuller proposed an informational meeting at the Mashadi Synagogue on Steamboat Road. The Tehrani Synagogue should also be contacted to set up a date for a presentation. Trustee Fuller promised to see what he could do.

#### Relocation

Trustee Marcus also reported that Levels has been working with the schools and is making a positive inroad with them.

#### Fundraising

President DiCamillo reported that the committee met for the first time and another meeting is set for next week. Trustee Fuller added that the committee has a couple of people in mind who are professional fundraisers, and they will be reaching out to them for guidance on how to structure the campaign, and what type of level of giving makes sense.

President DiCamillo stated that she would like to use signs and banners for the overhead pass like the ones used to publicize the public community meetings. Trustee Fuller asked if it is possible to get a banner similar to one used for the Auto Fest that goes across Middle Neck Road as it is more effective. [See New Business on page 12 for resolution]

President DiCamillo also proposed having an additional public community meeting prior to the referendum either on the Saturday or Sunday at the Main Library. Trustee Fuller wanted to secure a date with the Mashadi Synagogue before scheduling one at the Main Library. If that does not work, then one could be scheduled at the Main Library for November 17. Trustee Nina Esagoff offered some suggestions on how to approach this and she will try to arrange a meeting between the Mashadi leadership and the Library.

Also on November 17, there will be a music program at the Main Library. The consensus was to do a five-minute speech on the referendum and distribute fliers listing the location and time of the vote as well as what the issue is to those attending the program. Mr. Zitofsky proposed the setting up of a table in the lobby manned by members of the BAC to answer questions during the intermission. Cookies will also be provided. Trustee Solomon suggested that not only for the music program but for any program at the Library for the next two weeks a five-minute presentation should be given.

President DiCamillo asked the Board to consider inviting architect Russell Davidson to do a formal presentation at Temple Beth-El in view of all the publicity done by the temple which is really appreciated. Trustee Fuller asked if any consideration was given to inviting any of the local council members and elected officials to this presentation to which he was told it was a good idea.

*Public Comment: Karen Rubin, Maxine Marcus*

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## **Grants**

The Interim Director reported on this. [See Interim Director’s Report on page 8].

## **Director Search Committee**

The Interim Director stated that she and the Interim Assistant Director had planned on coming up with a list of people and to draft a letter to be sent to those in the Long Island library community.

The chair of the committee was absent, so in her stead President DiCamillo reported that several applications were received in response to the second round of advertisement but the applicants are either too far away or without the experience needed for the Great Neck Library. She believes that once the referendum is successful, the Building program will attract much attention and will bring in the type of personnel we are looking for. It is not critical at the moment, and we are functioning very well. The staff currently in positions of management and leadership is doing a very fine job and the Board is very receptive in giving whatever assistance they can and help out where needed.

*Public Comment: Karen Rubin*

## **Long Range Planning Committee**

Nothing to report.

## **Policy & Bylaws Committee**

President DiCamillo stated that there are three items – dress code, email and rules and regulations for use of the Library – that will be struck from the agenda as they require review by the Library’s attorney.

Trustee Marcus, chair of this committee, reported that there was concern at the Relocation Committee meeting that the branches will experience a great influx of new people and they wanted to make sure that Great Neck residents are not overwhelmed by non residents. So the Policy Committee has to work on a policy for use of computers.

## **Secretary**

Trustee Solomon reported on the results of the Library Election which took place yesterday. Marietta DiCamillo was re-elected to the Board with 100 votes and Michael Fuller with 110 votes. Michael Katz was elected to the Nominating Committee with 112 votes.

## **Staff Reports**

The Trustees were asked to direct any questions they may have concerning the staff reports to the Interim Director.

## **Acting Assistant Director**

Text of written report as submitted by Christine Johnson:

My first seven weeks as Interim Assistant Director has mostly consisted of Weeding, Meeting, Writing and Counting.

### Weeding

I conducted Weeding Meetings with the Reference Department, Children’s Department head and each of the Branch Library heads to discuss the need to weed. I explained that the goals of the weeding project are three-fold:

- (1) Much of our collection has never been fully weeded – so now is the time to do it
- (2) With the anticipated renovation and closure of Main, we will be forced to put items into storage at a cost. The goal is to not store any materials that will not be relevant or necessary two years from now in Summer/Fall 2015 – the anticipated re-opening date of Main.

I explained that the Board would prefer to use the materials funds to purchase new materials prior to re-opening rather than storing old, unneeded items.

- (3) The Library has received a NYS grant for an RFID project. RFID is a circulation/security system where-in all items are tagged and their location can be tracked within the building. It is used as a security measure, a circulation method and can assist in inventory projects. There is a cost for these tags and we do not want to spend funds on tagging items that should be discarded.

My mantra is “if in doubt – throw it out.” We are off to a good start. Here is the weeding summary for September 2013:

	Main	Station	Parkville	Lakeville	Totals
<b>Adult Books</b>	<b>1440</b>	<b>202</b>	<b>643</b>	<b>649</b>	<b>2934</b>
<b>YA Books</b>	<b>114</b>	<b>35</b>	<b>38</b>	<b>5</b>	<b>192</b>
<b>Juvenile Books</b>	<b>2737</b>	<b>69</b>	<b>307</b>	<b>367</b>	<b>3480</b>
<b>Adult A/V</b>	<b>1589</b>	<b>5</b>	<b>296</b>	<b>109</b>	<b>1999</b>
<b>YA A/V</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>
<b>Juvenile A/V</b>	<b>17</b>	<b>3</b>	<b>51</b>	<b>36</b>	<b>107</b>
<b>Totals:</b>	<b>5897</b>	<b>314</b>	<b>1343</b>	<b>1166</b>	<b>8720</b>

To date, in October, an additional 7,151 items have been discarded. Based on an insurance report that I compiled for Neil in August, system-wide, we had 323,161 live items (not including Billed, Damaged or Lost & Paid items). If you combine the 2 month totals of discards: 8720+7151=15871 – it equals just about 5% of the overall August material totals, as we push forward, the numbers will increase.

Our next big sections to target for weeding are the Young Adult Collections and Station’s collection. These efforts must be combined with a focus on reducing the number of new, incoming items, wherever possible.

### Building Advisory Committee (BAC)

In the months of August, September and October, as part of the Outreach Subcommittee, I along with the other five committee members, gave brief presentations and distributed information packets at the following Village Meetings:

- Thursday, August 22 at the Village of Saddle Rock
- Tuesday, September 3 at the Village of Great Neck

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Wednesday, October 2 at the Village of Great Neck Plaza  
Wednesday, October 16 at the Village of Kensington  
Monday, October 21 at the Village of Thomaston

Upcoming meetings include the Great Neck Village Officials Association meeting on October 30 and the public meeting at Temple Beth-El on November 10. At these meetings, we will be providing a slide presentation followed by a question and answer session.

Working as the liaison between the BAC Publicity Subcommittee and our Programming Department, consisting of Grace Ferrara and Debbie Feldman, I have edited, reformatted and finalized publicity materials and maintained supplies as needed for distribution. With the assistance of our library webmaster, Shuqian Zhang, we are updating the webpage more frequently with building plan information, meeting & tour dates, and voting details for the November 19 Referendum. In the current weeks, I will work to continue to utilize the Email Distribution list set-up by Janet Fine to judiciously distribute important information to our subscribers.

Starting tomorrow, October 23, we will be offering “behind-the-scenes” tours to interested library patrons. Charles Wohlgemuth, our Head of Maintenance, and I will be leading afternoon tours at 1 pm on the next four Wednesdays, 10/23, 10/30, 11/6 and 11/13.

These tours are in addition to the two week-end tours to be led by Trustee Joel Marcus and community member, Alice Merwin, on Sunday, October 27 at 3:30 pm and Saturday, November 16 at 11 a.m.

#### Radio Frequency Identification (RFID)

In my new role, I will be managing the implementation of the RFID system using the seed money provided by the DASNY grant obtained by Jane Marino. As mentioned above in the Weeding section, RFID is a circulation/security system where in all items are tagged and their location can be tracked within the building. It is used as a security measure, a circulation method and can assist in inventory projects I have completed the prequalification paperwork at the [www.GrantsGateway.ny.gov](http://www.GrantsGateway.ny.gov) website. This is required before any funds are released.

As the start of my investigation process, I reached out to other local libraries already using RFID technology via the NCLA list-serv. On October 2nd, I had a lengthy phone meeting with Joe Latini, the Director at South Huntington. He was part of the Suffolk County committee that included South Huntington, Middle Country, Sachem and Suffolk County Library System that investigated RFID companies for the county back in 2010. This group hired a special consultant to write their RFP. (I have located a number of RFID RFPs posted online that we can use as a starting point to develop our RFP).

After reviewing proposals from Biblioteka, Envisionware and 3M, Suffolk County chose Envisionware. The group felt that Envisionware offered the best support and cost. SCLS has invited us to buy into their discounted contract at a cost of \$10,000. Joe provided useful background details on how his library completed the project of tagging 231,000 items in approximately 3 months for a total project cost of \$181,000.

On October 9, I visited the Peninsula Library in Lawrence. The director, Karen Porcella and her staff, including librarian Jim Tiberg, demonstrated how the RFID system works for security and circulation. I was able to observe how the tags are applied and linked to the barcodes in the technical service process. They provided a list of pros and cons that they encountered during the project which they completed last year. They are using Nassau County’s preferred vendor, Biblioteka. Brenda Giovanneillo, the ALIS Consortium Director, has advised that Great Neck will not be entitled to the ALIS discount for Biblioteka. However, when we contact them via our RFP, I think we should just ask Biblioteka if they would extend the discount to us directly.

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This morning, I met with the Merrick Library Director, Ellen Firer. Merrick has been using RFID with Bibliotecha since 2005. Overall, she has been very satisfied with the benefits of faster circulation whether staff-assisted, or via self-check, as well its use for loss prevention. Since they were the first library in the county to go with RFID, they have already needed to upgrade their gates, and some of the software as is usually the case with computer hardware/software.

Merrick instituted RFID in a similar situation as we expect to, i.e., while renovating their library (in their case, the old building was demolished and built new). While the library was closed they used a satellite location – LIRR had an empty station office that their local representative was able to have donated for use by the library during the closure. They processed all of their new incoming items added the RFID tags and put them into storage. For the existing stored items, they tagged them in the new building before returning the items to shelf and prior to the building re-opening to the public.

Ellen Firer suggests that we really consider the RFID/Self-Check process in our building design as we move forward. She now wishes that she had reduced the size of her circulation desk to allow a larger area for patron self-service holds pick-up and checkout. In hindsight, she also would have provided the space needed for the automated sorting system. There is also an option for automated return hardware set-ups. For this RFID project, my next steps are to work with Laura and Janet to refine an RFP. I will ask Joe Latini and Ellen Firer if they can review the document and of course, as needed, there will be legal review before we are ready to solicit quotations.

From a ballpark perspective, looking at South Huntington's numbers from 2011 – I would guess-timate that if we tag a similar collection size of 250,000 items, our costs will be somewhere approaching \$225,000+. The grant will cover about half of this cost. Once we have quotes, the Board can then decide how best to proceed.

#### LILINK INN-Reach Resource Sharing System

In 2011, ALIS and SCLS created an island-wide union catalog that allows patrons of participating libraries to place automated hold requests directly on items located in the database. LILINK ([www.lilink.org](http://www.lilink.org)) is currently available as a link from our Encore discovery interface, but Great Neck patrons are not able to place automated holds on items unless we participate as a member.

The annual fee through ALIS for this service is \$2,500. There are additional fees that will need to be paid to Innovative (our ILS vendor). Janet Fine is working with our Innovative Customer Sales Consultant to obtain pricing for these services. If Great Neck commits before the end of the year, Innovative can reduce the licensing fee by 50% but requires a three- year commitment.

This service would be a very useful one for our library to consider especially if our Main building will be closing for 10 months. Patrons would be able to place inter-library loan requests, unmediated, 24/7 for items that we most like will be putting into storage. I realize that this service is tied to the NLS commitment, but feel that, depending on the quotes from Innovative, is one that should be thoroughly evaluated.

### Interim Library Director

Text of written report as submitted by Laura Weir:

#### Senator Martins' "Bullet Aid Grant:

After hearing that NLS had received the Bullet Aid Grant check from Albany, and would soon distribute it to individual libraries, I called Senator Martins' office and spoke to his Chief of Staff about how I intended to spend the \$25,000 grant. I had spoken with Senator Martins several weeks ago and he liked

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the idea of equipping the branch libraries with Book Scan Centers. Three new scanning stations and an upgrade of the scanning center we currently have at the Main library will cost about \$15,500. With an eye toward more effective resource sharing of books, audiovisual and other materials, I described to Mr. Ehrlich the “Floating Collection” software module that will allow better distribution of library materials among the four Great Neck Library locations. Mr. Ehrlich responded the next day that Senator Martins had approved of our technology purchases. In the “Floating Collection” design, materials will remain at the branch to which they are returned, immediately ready for circulation from that location. Within hours after having the conversation with Mr. Ehrlich, I received a request from Senator Martins’ Albany staff for a quote for a press release that would include a short description of how the grant will be used.

#### Great Neck Plaza Autofest and Street Fair

On Sunday, September 29, Jon Aubrey and I staffed the Great Neck Library Information and Children’s Craft tables at the Great Neck Plaza Autofest and Street Fair. We came equipped with 100 information packets assembled with design plans, bookmarks, flyers and a Q&A brochure. We included information about voting for the Referendum. We brought the newly printed Newsletter for October, November and December to hand out. It was a lovely bright, breezy day and we had many people stop by the table, many had questions about the renovation. We had parents with children stop by to draw, paste and fold autumn craft projects. I took the opportunity to describe the new, much enlarged Children’s Room to each and every parent who stopped by. Trustee Pizer came along and volunteered her time, handing out information packets and discussing the building plans from her Building Advisory Committee perspective. The Great Neck Library presence at the Street Fair evolved several years ago at the suggestion of librarian Jon Aubrey and he has run the project ever since. I appreciate his creativity and enthusiasm for volunteering in both internal Library Committees, such as participating in the planning of Staff Development Day and in Library promotional activities such as the Street Fair.

### President’s Report

President DiCamillo stated that she is pleased to serve on the Board for another four years.

## **OLD BUSINESS**

### Policy Manual Changes (Second Reading)

#### LIBRARY DIRECTOR EVALUATION TIMETABLE

	<u>Completed By</u>
1. The first step would be for each Board member independently to answer the questions on the evaluation form selected by the Board.	April 25
2. Submit the completed questionnaire by mail directly to the Personnel Committee (envelopes to be provided)	May 15
3. The Personnel Committee will meet and prepare a summary.	May 31
4. The Board will meet in Executive Session, without the Director, to review and discuss the summary and reach consensus on how the ratings should be communicated.	June 10
5. A meeting in Executive Session with the Director to review and discuss.	June 20

6. One or more follow-up meetings with the Director to discuss those issues that required action. September 30

## **NEW BUSINESS**

### **Acceptance of Donation for Patio Garden**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept a donation of \$200 from Joel and Maxine Marcus to the Patio Garden Fund.

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **Snow Removal Contract**

**Upon motion by Michael Fuller and seconded by Varda Solomon, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the renewal of the snow removal contract for the season November 1, 2013 through April 30, 2014 with EPG Construction Corp at a base price of \$9,998 plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulation over eight (8) inches, to be charged to the Snow Removal budget line.

Discussion: Trustee Pizer and Marietta DiCamillo discussed not following the usual procedure of having three bids. The Business Manager said that the quality of work was a major consideration in awarding the bid for snow removal.

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **Photocopier for Staff Use**

**Upon motion by Janet Nina Esagoff and seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the Interim Director to enter into an agreement to initiate a 60-month lease of a new color copier BH C754 from Konica Minolta Business Solutions in replacement of the current machine at a monthly rate of \$283.89 and additional service costs of approximately \$290 per month. Such fees are to be charged against the Office Equipment Rent and Repair line of the operating budget.

Trustee Solomon complimented Janet Fine, Head of Circulation and Computer Services, for her thoroughness in her research on the information for the photocopier.

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

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## **E-Commerce OPAC Module**

**Upon motion by Josie Pizer and seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the purchase of the Innovative Interfaces E-Commerce module at an initial cost of \$8,500 charged to the Computer Software budget line, plus subsequent annual maintenance charges of \$85 to be charged to the OPAC Computer Equipment Maintenance budget line.

I further move that the Great Neck Library Board of Trustees authorize the execution of the Merchant Application between the Great Neck Library and Global Payment and HSBC Bank.

This item came before the Finance Committee last year as well as the Board on a recommendation from staff to institute a charge card system for payment of fines and lost books. Almost all other libraries have this system. This system has the ability for out of district residents to pay for their membership fee as well as patrons to make gifts in honor or memory of individuals, if the Library wants to include these options. The appropriation was made in the library's budget last year and is now being implemented.

The Library's attorney will be consulted regarding who pays the convenient fee for this service in response to a question from a member of the public.

*Public Comment: Marianna Wohlgemuth, Karen Rubin*

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)

**MOTION CARRIED UNANIMOUSLY**

## **Food Drive**

Interim Assistant Director Johnson informed the Board that there was a request from the St. Aloysius Outreach asking if the Library would be willing to sponsor a food drive on behalf of a non denominational interfaith food pantry. The food pantry which is being operated out of St Aloysius is open to all Great Neck residents, and is currently serving 50 families and open every other Saturday. They asked if the Library would help support their cause by having a drive at all four library locations on their behalf. The Great Neck Library has done a similar drive in the past for Island Harvest which is more an island-wide organization. This one is more specific to Great Neck residents. It would entail setting up a bin at each location and the Library's Maintenance staff would pick up at the library locations during their regular delivery days and drop off at St. Aloysius.

Mr. Zitofsky provided another alternative for pick up and drop off. He stated that since St. Aloysius Food Pantry is an Island Harvest Pantry he could find out from Island Harvest if they would be willing to use their truck for pickup. The Board was agreeable to this.

*Public Comment: Karen Rubin*

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## **Referendum Publicity Printing**

**Upon motion by Janet Nina Esagoff and seconded by Varda Solomon, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees hereby authorize the printing of a banner and posters, or other such promotional materials, for purposes of generating local awareness of the upcoming Library Referendum scheduled for November 19, 2013. These monies will be taken from the Publicity and Printing line of the operating budget, at a cost not to exceed \$3,500.

President DiCamillo said she liked the idea brought up earlier by Trustee Fuller to have a banner across Middle Neck Road. There were also suggestions on where the posters could be placed.

Trustee Fuller asked if permission could be obtained from the Fire Department and the Great Neck Schools to use their electronic signs to advertise the referendum vote. The possibility of using high school students as well as those in Levels to distribute fliers will be looked into.

Karen Rubin, member of the public, added that Sign Depot can do 100 signs, double sided, 18x24 inches for \$400.

**VOTE:** Yes – 6 (DiCamillo, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## **CORRESPONDENCE** (Copies are attached to these Minutes)

Correspondence was received from Jennifer Brett (North Shore Towers) dated August 6, 2013. The letter writer was not present to speak to her letter.

## **OPEN TIME**

Speaking: Karen Rubin

## **ADJOURNMENT**

The meeting was adjourned at 9:20 p.m. on motion by Joel Marcus and seconded by Josie Pizer.

Respectfully submitted,

Varda Solomon  
Secretary, Board of Trustees