

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
NOVEMBER 18, 2014 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an Executive Session, was held on Tuesday, November 18, 2014, in the Station Branch of the Great Neck Library, 26 Great Neck Road, Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President
Francine Ferrante Krupski – Vice President
Varda Solomon – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Michael Fuller – Assistant Treasurer
Janet Nina Esagoff [Arrived at 7:55 p.m.]

Also present:

Laura Weir – Interim Director
Christine Johnson – Interim Assistant Director
Neil Zitofsky – Business Manager

EXECUTIVE SESSION

On a motion by Josie Pizer and seconded by Varda Solomon, the Board went into Executive Session at 7:00 p.m. to discuss matters related to personnel. The Board came out of Executive Session at 7:30 p.m. on a motion by Josie Pizer and seconded by Joel Marcus.

CALL TO ORDER

President DiCamillo called the meeting to order at 7:33 p.m.

MINUTES

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Minutes of the regular meeting of October 21, 2014, and the special meeting of November 12, 2014, as presented.

VOTE: Yes – 6 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

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:

- November 17, 2014, Treasurer's Report;

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- Warrant dated October 11, 2014 through November 14, 2014, Payroll Account checks numbered 0032290 through 0032292, 0032319 through 0032322, and 0032339 through 0032343, Director's Account checks numbered 1278 through 1280, Vendor Account paid checks numbered 48906 through 48931, and Vendor Account checks to-be-paid numbered 48932 through 49050, the sums set against their respective names, amounting in the aggregate to \$1,145,580.45;
 - Payroll Warrants for pay dates October 2, 2014, October 16, and October 31, 2014, which have been reviewed by the Treasurer, in the amounts of \$170,623.55, \$225,472.92 and \$146,439.30 respectively, for a total of \$542,535.77.

VOTE: Yes – 6 (DiCamillo, Ferrante Krupski, Fuller, Marcus, 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 October 9, 2014 through November 14, 2014, as presented, and which have been reviewed by the Finance Committee.

VOTE: Yes – 6 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Fuller reported that the move to the Branches went well and everybody seemed to be happy. The Parkville renovation, including the doors to the new area, was completed on time for the relocation. The weeding was successful. There were no new projects on the horizon.

The Interim Director added that the doors have also been installed at Parkville.

Building Advisory Committee (BAC)

President DiCamillo reported that the bid documents are due back on November 20th and a meeting of the BAC will be called as soon as the bids have been received. The bonds will close on December 11. She then handed over to the Business Manager to provide an update on the pre-pricing teleconference held this afternoon. He stated that due to the soundness of the Great Neck Library with a "triple A" rating from Moody's, the expectation is that the bonds will sell at a higher premium than originally thought. If everything goes well tomorrow, a yield of under 3% is anticipated, which means that the annual debt service payment will be \$734,000, a savings of \$25,000 per year, or half a million dollars over the course of the years.

Trustee Solomon inquired when the CUSIP (Committee on Uniform Securities Identification Procedures) numbers will be assigned. That information is not yet available.

OUTREACH COMMITTEE

The committee is not yet dissolved as was stated at the last meeting. Another meeting will be scheduled.

RELOCATION COMMITTEE

Topics at the last meeting dealt with permits for a bookdrop at the Main Library to be situated on the same cement foundation where the police booth was once located, and additional opening hours for the Lakeville Branch. Trustee Ferrante Krupski felt that it was premature to have a resolution on tonight's agenda to open the Lakeville Branch on Friday evenings since it was not thoroughly discussed at committee level [see page 7 for resolution]. Trustee Solomon proposed amending the resolution to include pending recommendation from the Relocation Committee instead of removing it from the agenda. Trustee Ferrante Krupski also declared that the committee fulfilled the task it was assigned.

BRIT

Interim Assistant Director Johnson commended everyone for the tremendous job they did in getting the items out of the Main Building. The silent auction has been concluded but there were few items left over. Everything will be cleared out of the Building before the trailer is on site.

President DiCamillo, on behalf of the Board, thanked Ms. Johnson and her team for an incredible job in meeting all the goals and objectives of the Board.

FUNDRAISING

The next meeting is set for December 8.

Grants

Ms. Weir informed the Board that the NYS Grant application was sent to Albany via the Nassau Library System in late September. She has also spoken to the Head of Maintenance who informed her that the LIPA grant information is in the hands of the Construction Manager Dominick Calgi. She was asked to follow up on this.

Director Search Committee

The Director Search Committee will be meeting tomorrow to finalize the questions for interviewing the three headhunter firms. Interview dates have been set for November 24 and 25.

Policy/Bylaws Committee

Trustee Marcus reported that the Committee will have an agenda item to discuss at a future meeting.

Staff Reports

Trustee Ferrante Krupski inquired why the attendance for many of the programs was not available. The Interim Director explained that it is the responsibility of the staff member doing the program to provide the Programming Office with the attendance numbers but because of the

moving, everyone did not get around to submitting their information. The Business Manager stated that he received fees from 29 persons for SAT classes which would suggest that 29 persons attended that program for which no attendance was available.

Interim Assistant Director's Report

Text of written report below:

Weeding: In October the total number of items weeded was 4,743. The year-to-date total number of items weeded is 85,776 when combined with the 2013 total of 51,306 items; the grand two-year total is 137,082. In October, the book sale receipts totaled \$1,854.75 bringing the year-to-date total to \$9,735.71. These receipts included the Silent Auction and the BOGO Sale at Main. BOGO is continuing at Parkville until the end of this month.

Institutional Donations & Public Auction: Many Long Island libraries are very grateful for the Microfilm, Reference Books and Shelving that we have been able to donate to their organizations.

We received 10 bids of various amounts on our Silent Auction items that were offered to the public. Buyers are still coming in to claim their items, but in total, we expect receipts of \$883.00.

We have been contacted by two non-profit organizations, *Materials for the Arts, NYC Department of Cultural Affairs* and *Build It Green! NYC* who would be interested in taking any remaining furnishings and/or shelving for re-use by non-profit organizations in New York City.

The Move! As you know, the Main Library was closed to the public effective Wednesday, October 29.

Overall, the movement of materials, furnishings and staff into the branches has gone smoothly. It has taken the combined, orchestrated efforts of many staff, system-wide, to provide a relatively seamless transition for our patrons. Lakeville's move was quick and easy and completed on October 22nd. Branch head, Ruth Klement, has reported that patrons are quite pleased with the new selections of materials as well as the replacement of the clover leaf tables and chairs with the worn, but more comfortable, furnishings from Main's silent study room.

Parkville's move was more complicated in that it involved two supply and technology-heavy departments – Interlibrary Loan/Reserves and Technical Services. However, since most of the work was being done in non-public areas, patron services continued without interruption. Staff has been settling into their new location since the initial move to Parkville began on Saturday, October 25. Nearly all of the technology has been installed at Parkville. Both Wanda Lei and I have remained at the Main Library to finish the coordination of the ongoing packing of materials for storage by our movers, as well as the auction and pick-up. Jill Balk also stayed at Main up through November 10 to complete the remainder of the discarding that needed to occur. I am remaining at Main until the Construction Bids are delivered and opened on Thursday, November 20 and coordinating the final movement of a few remaining items from Main to the Branches on Saturday, November 22.

Without question, the Station move had the most impact on the public. As many materials needed to be moved both out of and into the Branch, we were forced to keep the branch closed for three service days, October 30, 31 and November 1. We opened a very busy, and not fully unpacked Station Branch, on Sunday, November 2. As I write this report on November 17, I am pleased to report that the back offices, are nearly fully functional and the public spaces are meeting the anticipated needs of our patrons by offering a wide selection of Audiovisual, Children's, Young Adult and popular Adult materials. Patrons are pleased with the additional public computers as well as the group study room that was created in the Literature room. We are still tweaking some of the spaces and processes as we see changes that are needed.

At each branch, public has reported that they are very happy to see familiar staff faces assisting them in new locations.

Permits: The largest remaining issue for the completion of the move out of Main continues to be the permits needed to order delivery of the trailers. I visited the Town of North Hempstead on the morning of November 10 with the completed construction permit application and the check and was promptly advised that additional permit applications for the various heating and plumbing components are needed. KGD is working on completing the additional paperwork and gathering the information that is needed from our previous surveys. I am hopeful that this issue will be resolved before Thanksgiving. [End of written report]

Ms. Johnson also added that the computer staff is still working out of the Main Building, and the telephones at main, except for the ones in the computer and maintenance departments and at the switchboard, have been switched over. Verizon has begun their work at the Main Building.

Public Comment: Norman Rutta

Interim Director's Report

Text of written report below:

Moving Out of the Main Building: Preparations for the move out of the Main Library Building have been going on for two year, beginning with the massive Weeding Project which identified what books and AV materials to keep, what to store and what to discard. Staff had been packing up offices and applying the same selection, storing and discarding process with regards to furniture, files and supplies. When the Main Library Building closed to the public on Wednesday, October 29 the removal of active books, materials, furniture and staff to the Station, Lakeville and Parkville began. At the destination's end the staff began the process of unpacking and setting up desks and departmental materials. Each day sees a closer return to order and a new normalcy. One Branch Head called the move in process "wonderful chaos," as she meets and works with new people, sees different ways of doing things and confronts change. Another Branch Head noted that the staff coming over from the Main possess a greater range of abilities and a depth of knowledge than staff whose experience is limited to branch operations.

Staff Development Day: Staff Development day provides an opportunity for staff to come together on a collegial manner to exchange ideas and learn new procedures. This year, in preparation for a yearlong mixing up of staff working in different locations, I decided that staff would tour each branch location, and learn the skills necessary to function in the different situations. We met at the Parkville Branch where staff was broken up into two groups. Led by Senior Clerk Nick Camastro, staff unfamiliar with circulation procedures spent 45 minutes in training using multiple computers set up in the Reserve and Interloan area at that back of the Library. Nick asked the group what specific tasks they felt unsure of and walked them through the process. The other half of the group toured the library with Branch Head Jayne Alexander, who, among many other things, discussed the alarm system, the location of the AED device, the location of various collections and the arrangement at the Circulation, Reference and Children's Department desks. Then the groups switched places. At the Lakeville Branch we had a lengthy question and answer period wherein Neil, Christine and I answered questions about the Main Library Renovation Project including the bonding process, the issuance of permits, the furniture auction, and more. The Station branch tour included talk about the new AV Department by Pam Levin. Kathleen Cotter discussed the Circulation Desk operations, including a discussion of newspaper etiquette and placement within the branch, e.g., where the Sunday sections of the NYT are housed, etc. Irina Zaients discussed how she selected the assortment of magazine titles to keep and the branch location to which each title would go. At the end of the day, Staff expressed the general opinion that everyone had learned a great deal about branch operations and how their work will be impacted by the branch experience.

Music Advisory Committee Concert at Temple Emanuel (Sunday, November 9): Rabbi Widom was very gracious to host this concert at Temple Emanuel of Great Neck. One hundred eight-five people attended the recital to hear the music of Great Neck natives Bart Feller, flutist, Rena Feller, clarinetist,

and Linda Mark, pianist. They performed a program that included solos with piano, chamber music and works by composers: Brahms, Saint-Saens, Quantz, Poulenc, and a new work by noted composer (and Rena's husband) Stanley Friedman. The setting was beautiful, and many of our regular patrons as well as new attendees enjoyed the afternoon. The Temple served refreshments after the concert. [End of written report]

[Trustee Nina Esagoff entered at this point at 7:55 p.m.]

With respects to security at the branches, President DiCamillo asked that an inventory be kept of all staff members who received keys and they should sign for them upon receipt.

OLD BUSINESS

Policy Manual Changes

NON-RESIDENT USE OF COMPUTERS (600-10[g])

Upon motion by Joel Marcus, seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend its Policy 600-10 (g) by changing the time limit for non-residents to use the Library's public computers from 30 to 60 minutes to bring this into conformity with the Nassau Library System Resource Sharing Code and Procedures.

Public Comment: Naomi Penner

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Excess Library Equipment & Furniture

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 declare the HP Laser Jet 8000 N printer, Model # C4086A, Serial # USGH019199 from the Programming Office excessed and authorize the Interim Director to dispose of same in an appropriate manner.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Additional Moving Expenses

Upon motion by Francine Ferrante Krupski and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the additional moving expenses for the disassembly and on-site storage of the library's under-mezzanine

and oversized art book size shelving. Upon completion of the Main Building renovations, this shelving will be cleaned and re-installed. The additional fees to be paid to American Library and School Services are \$13,180. The fees for the installation of two 40' x 8' storage trailers from Cassone Leasing for a period of 12 months is \$3,800 plus \$300 in permit fees to the Town of North Hempstead. The total of these additional moving expenses is \$17,280 to be charged to the Main Building and Special Services fund.

Additional Information: After the architects informed us that they plan to reuse the under-mezzanine shelving, the movers were asked to give a quote for these additional services.

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Lakeville Branch Library Friday Evening Hours

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Opening of the Lakeville Branch on Friday nights from 6-9 p.m. beginning Friday, November 28, 2014 [to June 30, 2015] at an additional cost not to exceed \$9,500 from the appropriate salary lines.

Public Comment: Norman Rutta, Naomi Penner

After discussion, the resolution was then amended since all the pieces – telephone access, appropriate selection of staff and a plan of service – are not yet in place.

Upon motion by Michael Fuller and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the Opening of the Lakeville Branch on Friday nights from 6-9 p.m. beginning Friday, November 28, 2014 [to June 30, 2015] at an additional cost not to exceed \$9,500 from the appropriate salary lines **based upon the findings and recommendations of the Relocation Committee.**

VOTE: Yes – 7 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE (Attached)

Joan Wheeler was not present to speak to her letter of October 19, 2014.
Norman Rutta read and spoke to his letter of November 4, 2014.
Zach Dicker was not present to speak to his letter of November 7, 2014.

OPEN TIME

Speaking: Naomi Penner and Naomi Reese

Trustee Nina Esagoff – she passes the Main Building daily and does not see any signage showing that the Library is closed for renovation, and additionally, the building has no lighting and looks abandoned.

ADJOURNMENT

The meeting was adjourned at 8:34 p.m. on motion by Varda Solomon and seconded by Josie Pizer.

Respectfully submitted,

Varda Solomon
Secretary, Board of Trustees