

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
NOVEMBER 22, 2011, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, November 22, 2011, in the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, NY 11040. [Agenda attached]

The following Trustees were present constituting a quorum:

Janet Nina Esagoff – President
Anna Kaplan – Vice President
Joel Marcus – Secretary
Varda Solomon – Treasurer
Marietta DiCamillo – Assistant Treasurer
Josie Pizer, Assistant Treasurer

Absent with prior notice: Martin Sokol

Also present: Jane B. Marino – Director
 Laura Weir – Assistant Director
 Bob Goldberg – Legal Counsel (Farrell Fritz, P.C.)

EXECUTIVE SESSION

An Executive Session was convened at 7:00 p.m. to discuss staff Collective Bargaining Agreement, bids from construction managers for the cooling tower, as well as the engagement of a new auditing firm and the renewal of the Director’s Contract. No action was taken. The Board came out of Executive Session at 8:20 p.m.

CALL TO ORDER

President Esagoff called the public meeting to order at 8:25 p.m.

MINUTES

Upon motion by Joel Marcus, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of October 18 and November 1, 2011, as presented.

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

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 following financial reports:

- November 22, 2011, Treasurer's Report;
- Warrant dated October 15, 2011 through November 18, 2011 for Paid checks numbered 0029959 through 0029963, 0029993 through 0029998, 0030027 through 0030031, 1241 through 1244, and 43757 through 43776 and Checks To-Be-Paid numbered 43777 through 43953, the sums set against their respective names, amounting in the aggregate to \$976,899.85;
- Payroll Warrants for pay dates October 6, 2011 and October 20, 2011, in the amounts of \$174,302.87 and \$177,534.38 respectively for a total of \$351,837.25.

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

PERSONNEL CHANGES

Upon motion by Marietta DiCamillo, seconded by Josie Pizer, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Personnel Changes of September and October 2011, as presented.

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

REPORTS

Below is the text of the written reports:

Finance Committee

Finance Committee meeting was held on Thursday, November 17, 2011, 7:30 p.m. in the Multi-purpose Room.

In Attendance: Chair Varda Solomon, Assistant Treasurer Marietta DiCamillo; Absent with Notice: Assistant Treasurer Josie Pizer and Janet Nina Esagoff, Library Board President. Also in Attendance: Jane Marino, Library Director; Laura Weir, Library Assistant Director.

Call to Order: Treasurer Solomon called the meeting to order at 7:35 p.m.

Old Business

Auditor Proposals: The Director asked the committee for questions regarding the proposals they received the previous month. Trustee DiCamillo asked some questions about the candidates' billing, some of which Ms. Marino will find the answer for the Board Meeting.

Cooling Tower Construction Manager Proposals: Ms. Marino indicated that there will be three proposals regarding construction manager services for the cooling tower construction project.

New Business: There was no new business to discuss.

Regular Activities: Warrant was reviewed and questions were asked about various vendors which the Director answered. The personnel report, which has been moved to the Personnel Committee, will be included in the Board Packet. Checks were signed by the committee.

Adjournment: There being no further business, the meeting was adjourned at 8:40 p.m.

Secretary (Joel Marcus)

REFERENDUM

Yes	1,288
No	2,936

ELECTION

Board of Trustees

Francine Ferrante Krupski	197 votes
Write-Ins	9 votes

Nominating Committee

Ian Lustbader	194 votes
Diane Sandler	200 votes

Congratulations to everyone! We welcome Francine Ferrante Krupski to the Board and we look forward to working with her. We would also like to welcome both Ian Lustbader and Diane Sandler to the Nominating Committee.

Assistant Director (Laura Weir)

Staff Development Day

Staff Development day was held last Friday, November 11, 2011. Committee members, who spent many sessions planning the day's program, included staff members from all departments. This year's program was entirely staff driven with committee members and other staff volunteers contributing information (and themselves) for each session.

The Conflict Resolution session involved three scenarios with Great Neck Library staff interacting with members of the public in difficult situations. Staff members played the roles in each situation and improvised as the conflict developed. After the skit, the audience offered their thoughts as to what was done right by the library employee or suggested ideas on how the staffer's exchange with the patron could have been handled differently for a better outcome.

The *Branch Heads Panel* included a discussion about the uniqueness of the individual branches. In as much as they follow the same policy and procedures, and offer many of the same materials such as books, periodicals, music, audio books, movies, etc., each branch possesses its own unique personality, influenced by the patrons who use that particular facility, and by the staff who work there.

The *Digital Downloads* session was a hands-on demonstration on how to download e-books in the OverDrive collection to various mobile devices including the Kindle, the Nook, the Sony Reader, iPhone, iPad, and Android devices.

Great Neck Library Issues and Answers was an open session where staff generated questions and concerns were addressed by the Director and the Assistant Director. Staff was given the ability to pose these questions in advance with the *GNL Issues and Answers* questionnaire located in the Staff Room or could ask questions as they arose during the session. Jane and I will follow up on ideas, comments and suggestions presented by the staff at the session.

Weeding the collections

With shelf space always at a premium, librarians are constantly examining the collection to weed out books that are no longer relevant to the collection. We discard books that contain outdated information, books with subjects that are no longer of interest to the general public, books that are in bad condition, and books that contain information that is now readily available online. In an ongoing project, the collection of non-fiction books beginning with Dewey number 000 up through 499 has been recently weeded. On the mezzanine, the periodicals librarian has been working to eliminate periodicals that are now available online. Recently 1,125 bound volumes and 2,592 individual issues of periodicals were discarded. Many valuable back issue periodicals remain; they will be moved into storage in the bookroom where they can be retrieved upon request. We plan to move the Mystery collection, which is now squeezed into too small a space into this area. I have been weeding the biographies on the mezzanine and am about halfway through the alphabet. I have managed to free up two aisles of book stacks into which the Yong Adult collection can expand.

Children's Books

The Technical Services Department is working with the Children's Department to establish a separate Children's Historical Collection of classics in Juvenile Literature. Library bibliographic records for these old titles were created years ago and are often rather skimpy. The Librarian Cataloger examines each

book, downloads a new bibliographic record from OCLC, and revises it as needed. She then adds notes to the item record that the book is part of the Children's Historical Collection and that it does not circulate.

Branch Reports:

Many of the water damaged ceiling tiles at Station Branch have been replaced. The ceiling in the Reading Room looks very good. However, the branch continues to have issues with leaks to the ceiling. In replacing some tiles near the reference desk last Monday, November 14, the facilities manager employed by the landlord noted that the water in this area was coming from a leaking water pipe. A plumber fixed that leak on Wednesday, November 16; he noted however, that other stains are roof related because there are no water pipes in that part of the ceiling. New tiles have been installed where the pipe leaked. The landlord promises to send a roofer to find the cause of the roof leak.

Library Director (Jane B. Marino)

Personnel

As detailed in the Assistant Director's report, our Staff Development day was held on November 11, 2011. I'd like to thank the committee who put this day together. They are Laura Weir, Kathleen Cotter, Pam Levin, Ethan Mann, Janet Schneider, Justin Fuchs, Michael Cruz, Denise Liggio and Maureen McKenna. They did an outstanding job and we had positive responses from the staff members on the program. One of the more interesting programs was digital downloads and that, we all agreed, was just a starting point for more and continued staff training. As part of that session, an interesting document, compiled by Michael Cruz, entitled "A Brief History of E-Books," is attached to Laura's report. I think you will find it interesting. A new Technology committee is being formed, at the suggestion of Justin Fuchs and Michael Cruz, to explore ways to doing that, along with exploring ways for the library to not only stay current, but ahead of the technology curve.

Denise Liggio from the Children's Department attended the annual New York Library Association (NYLA) conference and her report is attached. She will discuss her conference attendance at the next general staff meeting.

Building Plans

At the request of some trustees, I have also surveyed the building for areas and issues that are important to address and reviewed the engineer's report submitted as part of the Dattner Concept Report. The first several points listed below are taken from that engineer's report, dated June 12, 2009. In the intervening 2½ years, all of these problems listed below have only become more pronounced.

Mechanical and Electrical

- The boiler, which would have a few more years of useful life, contains inherent problems, because of a poor installation which has lead to cracked sections and gasket leaks. In the last two years, we have paid significant amounts to repair leaks in the boiler.
- The HVAC system, as we know, has a tower that is no longer viable, reheat coils that are at the end of their useful life expectancy, and ventilation fans that are old and in need of replacement.
- The electrical service and power distribution system, as described in the report, had yet to be tested to ascertain whether their condition is adequate. However, the numerous power supply problems in 2011 alone indicate that the library does not have an electrical system that is adequate. Our electrician has made nine service calls to repair problems ranging from new

circuitry to replacing defective and inefficient light fixtures. In addition, all exit lighting is of the original installation.

- Fire Alarm System: This system is of the original installation and is nearing the end of its useful life, according to the engineer's report. From personal experience, during the fire drill that was run at Main it took much longer to reset the system due to its age. The pull boxes in Main are original and much smaller and harder to use than newer installations.
- Roof and storm water systems: Storm water is currently collected on flat roofs and drained through two 8-inch and one 10-inch storm leader which terminate on the lower level of the building discharging directly into Udall's Pond. All exposed piping appears to be in "fair" condition.
- The roof appears to be in fair to poor condition and the roof drains should be replaced when the building is re-roofed. The roof under the cooling tower is not properly pitched and ponding occurs. We have had numerous leaks in various places throughout the building which are repaired and sometimes re-occur in the same spots. I have no reason to expect the storms we've experienced in the last two years will diminish.
- Domestic water systems: Currently there is no backflow preventer provided on the domestic water service. The insulation on the fittings needs to be examined to determine if hazardous materials have been used.
- Plumbing fixtures: All plumbing fixtures appear to be in "fair" operational condition, but they are original and do not comply with the ADA requirements for the handicapped.
- Fire protection: Currently the building is not provided with an automatic sprinkler system.
- Elevator: our elevator has had numerous problems with power breakdowns and the door not opening and closing properly. Many staff members refuse to ride in it, sending the book trucks up in the elevator and taking the stairs.
- Front doors: The front doors have had their motor replaced in an attempt to make the mechanism work more smoothly. It is old, slow and unpredictable and has been known to nip people in the leg when they close unexpectedly on patrons as they exit the building.

Other Areas of Concern

- Community Room: Bulging panels speak to the age of the room, along with a Control Room that has an aging sound system, no capability of recording or broadcasting through our local cable station.
- Parts of the exterior stone façade have separated from the building and are being held together by wood supports. Another section of the façade near levels has begun to separate in a similar fashion.
- Levels is not ADA compliant.
- The mezzanine is also not ADA compliant and built directly onto the book stacks below, leaving no room for adaptability and change.
- Children's Room: The collection has outgrown its size, with many stacks too high for young children to reach.
- The reference area has, in effect, two spots for patrons to seek help, resulting in an inefficient use of staff and confusion for the patrons on where to go for help. There is also a great deal of space being taken up with microfilm cabinets, a near-obsolete technology.
- The History Room has a growing collection and will soon run out of room.
- As many reference books are replaced on online resources, shelving can be reduced in the reference area, which would then beg for a redesign of the area.
- The A/V department should not be on the ground floor.

- The library needs a Young Adult room or area, with shelving, seating and computers.

Building Renovation Committee [Building Advisory Committee]

At the last Board Meeting, there was a discussion by the Board of fashioning an ad hoc committee of trustees, staff and public to plan a path forward for the main building. As should be clear from the preceding pages, this building has some really serious problems that must be addressed. To that end, I have solicited names from the public and now have a list of 20 names. In addition, I have attached, at his request, a plan for several concurrent committees as submitted by one of those volunteers. I have also received feedback, based on the survey sent out 10 years ago, on questions and issues to cover in a new survey, should the decision be made to go forward with that.

Trustee DiCamillo had two questions on the report that the Director put together:

(1) Microfilm cabinets – whether or not any of that material can be obtained digitally. *Converting some of the material from microfilm to digital format is in progress. Some of them cannot be done but some of the older papers can be purchased.*

(2) What types of things are going in the History Room and where are they coming from. *Many of them are donations of personal journals and personal photographs from families in Great Neck.*

Public Comment: Ralene Adler, Carol Frank, Mike Currie, Norman Rutta

OLD BUSINESS

NLS Funding

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

RESOLVED, that the Great Neck Library Board of Trustees approve Nassau Library System's request for financial support for 2012 in the amount of \$33,127 and for 2013 in the amount of 46,912.

The Director provided a recap of NLS proposal for an increase in funding. Their original proposal to member libraries was a three-year funding. After a series of meetings with Area Trustees, they came back with a two-year funding proposal with a slightly lower amount across the board. The numbers were put together by NLS based on their cost for delivery and other services provided to the member libraries. These are valuable services that would be more costly if the library purchased on its own. For example, NLS negotiates the prices for numerous databases for all 54 libraries as a consortium. Although Great Neck is being asked to pay higher than the other libraries, based on population and operating cost, it would have cost significantly more if we had to do it on our own. Secondly, NLS pays a setup fee for all 54 libraries to allow patrons to download ebooks. We have access to all ebooks owned by any of the member library

in the consortium. Great Neck is the largest library in the system and we should recognize the value of the cooperative system.

Another benefit as a member of NLS is that State Aid, including the Construction Grant, to libraries is funneled through the system.

The Director stated that even if the Board voted down this motion, they would still be getting a bill from NLS and the Board will have to wait to see what sanctions, if any, would be imposed by NLS in light of the fact that Under State law NLS is mandated to provide services.

Public Comments: Ralene Adler, Norman Rutta, Karen Rubin, Carol Frank, Mike Currie

VOTE: Yes – 0; No – 5 (DiCamillo, Esagoff, Kaplan, Pizer, Solomon); Abstain – 1 (Marcus)
MOTION FAILED

The Board's vote was not to withdraw from the system but to disapprove the increase in funding NLS is requesting because the increase is not divided fairly among the participating libraries – Great Neck paying the highest because of its budget, three Branches and population. The Board, however, will continue to pay NLS what was approved in the Great Neck Library's 2012 operating budget.

Cooling Tower Replacement

Action on this was deferred to the December Board meeting.

NEW BUSINESS

Formation of [Building]Advisory Committee

The Director reported that 28 people have volunteered, since the writing of her report, to be on the advisory committee. She asked the Board to direct her on how to proceed.

Some Trustees were in favor of having a survey committee to gather information from the public. This option would require hiring a professional to conduct it. Some Trustees felt this was not the way to go because the Board already is in possession of information gathered from public surveys in the past. Trustee DiCamillo then proposed the structuring of an advisory committee which would consist of a total of 15 volunteers – two staff members and the Library Director, four members of the public, four professionals who are involved in some form of construction and four Trustees.

The Director was given the task of forming this committee from the list of volunteers. All those who volunteered were thanked and the Board moved ahead to form a motion for the formation of an advisory committee.

Upon motion by Marietta DiCamillo and seconded by Varda Solomon, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to establish an advisory building committee consisting of 15 members comprised of two staff members, four members of the public, four professional volunteers, four trustees, and the Director to be selected by the President and the Director and the Board is to be presented with a plan and budget on or before July 1, 2012.

Public Comment: Norman Rutta, Dana Epifan, Karen Rubin, Michael Currie, JoAnn Farley, Ralene Adler

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Library Director's Contract

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

RESOLVED, that the Great Neck Library Board of Trustees hereby authorize the extension of its agreement with Jane B. Marino originally dated December 18, 2008, for an additional period of one year, upon the same terms and conditions as set forth in said agreement with the exception that during the additional year, Ms. Marino shall be reimbursed for expenses up to \$2,000 of travel expenses actually incurred per year;

and be it further **RESOLVED**, that Janet Esagoff, as President of the Board of Trustees of the Great Neck Library be, and she hereby is, authorized, empowered and directed, by and on behalf of the Board of Trustees of the Great Neck Library, to negotiate, execute and deliver an amendment to the agreement with Jane B. Marino originally dated December 18, 2008, providing for the extension of the term thereof on such terms and conditions as set forth in the preceding resolution, in such form as Ms. Esagoff may approve, which approval will be conclusively evidenced by the execution of such amendment.

Public Comment: Norman Rutta

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Engagement of Auditor

The Board had not completed its discussion in Executive Session on this item. So upon motion by Varda Solomon and seconded by Josie Pizer, the Board again went into Executive Session at 9:40 p.m. to discuss the engagement of an auditing firm. The Board returned to public meeting at 9:45 p.m.

Upon motion by Varda Solomon and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to sign the letter of engagement with Cullen & Danowski, LLP, as submitted on September 14, 2011, for the performance of a certified audit of the Library's financial statements for the year ending December 31, 2011, at a cost not to exceed \$12,900 to be charged to the Audit Fees line of the operating budget.

VOTE: Yes – 6 (DiCamillo, Esagoff, Kaplan, Marcus, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Rita Silverstein was not present to speak to her November 2, 2011, letter which is attached to these minutes.

ADJOURNMENT

On motion by Josie Pizer, the meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Joel Marcus
Secretary of the Board of Trustees