

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
DECEMBER 4, 2012, AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 4, 2012, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

Note: the October 30th and November 20th Board meetings were cancelled due to Hurricane Sandy and a lack of quorum respectively.

The following Trustees were present constituting a quorum:

Varda Solomon – President
Francine Ferrante Krupski – Secretary
Marietta DiCamillo – Treasurer
Joel Marcus – Assistant Treasurer
Janet Nina Esagoff

Absent with prior notice: Josie Pizer – Assistant Treasurer

Also present: Jane B. Marino – Director
 Neil Zitofsky – Business Manager

Absent: Laura Weir – Assistant Director

EXECUTIVE SESSION

The Board went into Executive Session at 7:05 p.m. on motion by Marietta DiCamillo and seconded by Joel Marcus for the purpose of reviewing the Collective Bargaining negotiations and proposals for staff; discussing the search committee for Library Director's position as well as the interim Library Director's appointment, and to review RFPs from architects for the Main Library and Parkville Branch Library. Francine Ferrante Krupski motioned and Marietta DiCamillo seconded for the Board to come out of executive session at 8:00 p.m. All were in favor.

CALL TO ORDER

President Solomon called the public portion of the meeting to order at 8:15 p.m.

MINUTES

Upon motion by Francine Ferrante Krupski, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of September 20, 2012, as presented.

VOTE: Yes – 5 (DiCamillo, Esagoff, Marcus, Ferrante Krupski, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Marietta DiCamillo, seconded by Joel Marcus, and after discussion, it was,

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

- October 31, 2012, and December 4, 2012 Treasurer's Report;
- Warrant dated September 8, 2012 through October 19, 2012, paid checks numbered 0030813 through 0030818, 0030845 through 0030850, 0030876 through 0030880, and 45408 through 45436, and To-Be-Paid Checks numbered 45437 through 45566 the sums set against their respective names, amounting in the aggregate of \$375,834.61.
- Warrant dated October 20, 2012 through November 16, 2012, paid checks numbered 0030904 through 0030909, 0030933 through 0030936, and 45567 through 45587, and To-Be-Paid Checks numbered 45588 through 45779 the sums set against their respective names, amounting in the aggregate to \$1,023,202.68.
- Payroll Warrants for pay dates September 6, 2012 and September 20, 2012, which have been reviewed by the Treasurer, in the amounts of \$152,098.82 and \$154,755.03 respectively, for a total of \$306,853.85.
- Payroll Warrants for pay dates October 4, 2012, and October 18, 2012, which have been reviewed by the Treasurer, in the amounts of \$165,833.22, and \$163,621.77 respectively, for a total of \$329,454.99.

Public Comment: Ralene Adler, Carol Frank

VOTE: Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

Upon motion by Joel Marcus, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Changes for September and October 2012 as presented, and which have been reviewed by the Personnel Committee.

VOTE: Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)

MOTION CARRIED UNANIMOUSLY

REPORTS

Finance Committee

The Finance Committee met November 20 at 7:30 p.m. in the Multi-Purpose Room at the Main Library.

Branch Committee

Below is the written report of the Branch Committee meeting held October 26th at 7:30 p.m. at the Parkville Branch Library.

Committee members in attendance: Josie Pizer, Chair; Francine Ferrante Krupski; Janet Nina Esagoff; Varda Solomon, President. Also in Attendance: Jane Marino, Library Director; Laura Weir, Assistant Director.

Josie Pizer called the meeting to order at 7:35 p.m.

Parkville

The Director briefly described the issues that were discussed during the tours she had with the firms who are bidding on the renovation project. Although the School District is investing time and money in presenting the Library with a space ready for use, it will be up to the Library to decide how best to use that space. One of the issues is the size of the opening between the present Branch and the new space. Currently, it is slated to be 8 feet wide. It is to be located at the rear wall between the utility closet and the study room. The committee discussed the possibility of making it bigger, to improve sightlines, by removing the utility closet and moving the connections elsewhere. Ms. Marino said she would ask staff to investigate the time and cost of such a move and that she would ask the architect if that could be done.

She then took the committee to the new space to show them the ceiling and how it is different than our present branch as well as the new entryway that is being built, the new bathroom and storage room. She advised the committee that paint colors and carpets are being chosen to coordinate with our present branch and enable the library to use the space with a re-configuration of stacks and furniture. The Committee felt that it would be wise and fiscally prudent to use the space as it is finished by the School District and ask whatever architect the Library hires to help the Library with the re-configuration.

The three proposals received by the Library have already been emailed to the Board and the committee members who were present received their hard copies of the proposals, which will be included in Board Packets for the remaining Trustees.

Station

The Director reported that she has had a conversation with the Landlord of the Station Branch who agrees in principal with the idea of the library purchasing the automatic door opener for the Main Entrance to the building where the Branch is located. He has also agreed that a Letter of Agreement should be drawn up regarding the installation and maintenance of the opener. Trustee Solomon will add that item to the agenda.

There being no further business, the meeting was adjourned at 8:45 p.m.

Public Comment: Marianna Wohlgemuth

Long Range Planning Committee

The Long Range Planning Committee met on Wednesday, October 10, 2012, at the Station Branch Library.

Committee members in Attendance: Janet Nina Esagoff, Chair; Joel Marcus, Trustee; Francine Ferrante Krupski, Trustee; Varda Solomon, President. Also in Attendance: Jane Marino, Library Director; Laura Weir, Assistant Director.

The meeting was called to order at 7:35 p.m. by Janet Esagoff.

1. Long Range Plan. Committee chair asked the Director to give a brief overview of the LRP to date. Ms. Marino explained that this was a five year plan which should be reviewed each year for relevance and completed tasks. One of the issues the committee discussed with the Main Library renovation and whether or not an objective for that yet-to-be completed item should be included in the document. It was agreed to add a strategy under the first objective for Goal #1 which is physical space.
2. Mission Statement. The Director gave a brief report on a meeting she had attended called “Lead the Change.” This workshop, which is given in libraries throughout the country, was held at the Darien Library and the majority of the afternoon session concentrated on mission statements for libraries as well as strategic planning and strategic mapping. While Section 500-50 of the policy manual is entitled Mission Statement, it is actually a list of 5 goals rather than one statement. The goals in the GNL policy book correspond to the goal areas in the Long Range Plan, so the Director suggested it might be a good idea for the Plan to start with a Mission Statement. She distributed mission statements used by other libraries and some worksheets she received at the workshop as a place for the committee to start.
3. Ms. Esagoff suggested that the committee review the materials distributed and start thinking about possible mission statements that would encompass in one sentence the goals already stated and embraced by the Library. She suggested that each member come to the next meeting with a suggestion for such a statement.
4. There being no further business, the date for the next meeting was set for Monday, November 12. The meeting was adjourned at 8:35 p.m.

Assistant Director

Parkville Construction

Last week, on October 18, Jayne Alexander and I were told by the head custodian at the Parkville school that the breakthrough of the wall between the library and the new space would take place by the middle of the following week, probably around Thursday, October 25. We scrambled to get the area ready. Librarian Sheila Cursio began weeding the section that Friday when she came to work. Jayne was scheduled to work Saturday and Sunday and spent the time weeding and shifting the collection so books would not be stranded on book trucks for any length of time. In three short days Jayne and Sheila weeded 175 books from the Mystery and Fiction collections, shifting as they went. Technical Services staff, particularly Jeff Nagel, absorbed the extra discard work. Maintenance staff removed the shelving and side panels from walls and we are ready for the construction on our side. We have since been told more work will be done on the unfinished room before they break through the wall.

Parkville Buildings and Grounds

The head custodian at the Parkville School, Glenn Ryder, is very easy to approach with our questions and concerns. In response to our query about the poor condition of the vinyl siding on the building, Glenn told us that the roof and siding on the entire building is slated to be replaced in June 2013. The school has planted dwarf spruce trees in the garden area at each side of the ramp to the building replacing the rhododendrons planted last year that did not survive the winter.

Collection Development: Main Library

Last month I reported that the 800's collection was undergoing a comprehensive examination for discarding of old, obsolete, damaged and duplicate works. In August 1692 volumes and in September 1237 volumes of books, for a total of 2929 items with call numbers in the 800's, were discarded from the Main Library's collection.

Upon further consideration of the collection, the Reference Department, in consultation with Chris Johnson of Technical Services, decided to replace the 811 and 813 call numbers with the words “Poetry” and “Plays” followed by the author’s last name on the spine label. This is the way our fiction, mystery, and short story collections are classified and shelved. Signage for “Poetry” and “Plays” had been affixed to the shelves marked 811 and 813 and newly reclassified books will be interfiled on the shelves with the old for now. All books in the collection will be reclassified over time. It is our hope that this method will make it easier for patrons and staff to locate materials and aid us in a more bookstore-like approach to organizing materials. Going forward these changes will take place in the branches and in the Juvenile collections as well.

Library Director

October Report

Personnel

Our Head of Maintenance, George Malcolm, has formerly notified me of his intention to retire at the end of the year. George has done an admirable job maintaining this building for many years and just one look into any of the mechanical rooms and the impeccable manner in which they are maintained will indicate his attention to every detail in the building. I am sure I speak for the entire staff in saying the Great Neck Library will miss him.

I want to commend Young Adult Librarian Courtney Greenblatt for the writing workshops she has run at the Library. Her series was mentioned as a program worth noting in the VOYA column called “Get with the Program” in its October 2012 issue. Congratulations to Courtney and I am sure the Library will be seeing similar programs for teens offered in the future.

I also want to commend Children’s Librarian Justin Crossfox for being singled out by the American Library Association. They will pay for his conference registration at the upcoming Midwinter Conference and he will have the opportunity of being introduced at an ALA membership meeting during the conference in January.

Deidre Goode, Department Head of Children’s Services is finishing up her year as President of the Children’s Services Division of the Nassau County Library Association. Congratulations to her on taking on this job, which will enrich her and her staff with opportunities for networking, programming ideas and new initiatives for serving children in libraries.

For the remainder of the year, I plan on taking the day after Thanksgiving and the day after Christmas as my remaining two vacation days and a day in December for the remaining Comp Holiday but I don’t have a date set for that yet.

Meetings and Programs

In September, I attended a workshop entitled “Lead the Change” which was sponsored by Library Journal in Partnership with the B.A. David Company, a Library consulting firm. The purpose of the workshop was two-fold. In the morning, the focus was on change itself and how one, whether you are a Director, a Librarian, or a Trustee, can be a change agent. The leader challenged us to identify one thing in our library and how we would propose to change it.

The afternoon focused on strategic planning and strategic mapping. The leader proposed that an assessment of one’s community using four factors: political, economic, social & cultural and technological. It’s important to know what a patron wants or needs before the library can meet those needs. There were many comparisons made to the corporate world and a great deal of discussion about the importance of a mission statement, an idea I brought back to the Long Range Planning committee,

since Great Neck Library's mission statement is not a statement but rather a list of 5 goals. It was an interesting workshop and I was glad to attend.

The second annual Street Fair at Parkville was a huge success with a great turnout by both vendors and buyers. Jayne Alexander and Jonathan Aubrey were on hand for it and they were happy with a very hectic and busy day.

The Authors @ GNL Committee are lining up their programs for 2013 and have a lineup for the fall, including Robert Goolrich, who appeared on October 8th and Yona Zeldis McDonough, author of *A Wedding in Great Neck* on October 21st. The final program for 2012 will be Leslie Maitland, author of *Crossing the Borders of Time* on Monday, December 3rd at 2 p.m. The Committee is hard at work planning events for 2013.

The Nassau Library System will be holding a series of workshops concerning autism and how best to serve children with autism. There are a total of four workshops and various children's librarians plan to attend. I am sure it will be worthwhile for all.

We have begun a new program for adults with learning disabilities called "Lit Chat, Chit Chat" which is midway through its first session and is already a big success. Both Jackie Shenkman, a patron of the Library and Councilwoman Anna Kaplan, were very interested in seeing this program become a reality and were very instrumental in getting it off the ground. I also want to thank Laura Weir for her oversight and administration of this program.

Main Building and Branches

Our patrons are still getting used to the new configuration in the front of the building, with the info/reference desk more towards the center of the space. We have had comments both negative and positive but I think more patrons like it than do not. They especially appreciate the opened walkway to the back of the floor.

At Parkville, although we have gotten notification from the School District that they will charge us the higher rent beginning in November, the space is not finished and we have not been notified when that will happen.

November Report

Personnel

Many members of our staff endured power and heat loss during the recent storm but all managed to come for work when scheduled. The 12 days during which our Main Library was closed was difficult for us all and our maintenance staff did an excellent job in securing the building, ensuring that books were collected and brought inside and that all was safe. Many staff members were relocated to other branches where the main goal was to provide heat, light, electrical connections and access to the internet. Beyond that we provided a place to go for many people whose only alternative was a cold, dark house. A more detailed report was emailed to the Board immediately after Main was re-opened and that report is attached to this document.

Building

Once again, I would like to ask the Board to consider the purchase of a generator for the computer room server at Main. I believe it is something that can be of major assistance to us during storms such as this and all indications are that we will have more major storms. According the minutes of the February, 2012 meeting, "the Board voted to table this item since it is not known at this time where things will be located in the renovated building and once the generator is installed, it should not be moved to another location. There were also permits and possible Village or Town ordinances that have to be looked into." For a cost

of \$24,000 we would have been able to provide our patrons access to our collection, access to our databases and access to the Internet other than the wireless access we did provide. It is my opinion that this would be money well spent and a new generator such as this can be relocated, if necessary, and re-used in a renovated building. According to the specs in the quote attached, it is very compact.

We are here, first and foremost, to provide service to our community and while we did that to the best of our ability during this most recent storm, we could have been a better source for our community with more information at our finger tips. The cost of permits, in my experience, has only amounted to a few hundred dollars for both the temporary and permanent cooling towers and the Town of North Hempstead has always been helpful and accommodating. I am attaching the original proposal and price quotes for your consideration. [End of written report]

- Trustee DiCamillo inquired about the process that the Great Neck School District uses for verifying residency. The Director will find out and pass the information on to her. She also asked the Director to get prices for an iPad that the roving librarians could use while performing this function of their job.
- President Solomon asked if the elevator at Station has been fixed to which the Director replied that it has been fixed.
- The Director thanked the staff, especially the Assistant Director and the head of circulation, for the remarkable work they did during Hurricane Sandy.

Public Comment: Ralene Adler

NEW BUSINESS

Appointment of Library Director Search Committee

Upon motion by Janet Esagoff and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the formation of a Library Director Search Committee comprised of the following members: the entire Board, three members of the public, three members of the staff of the Library (Department Head, Union representative and a representative of the part-time staff), the Assistant Director and the Business Manager.

Public Comment: Ralene Adler, Dan Gluan

VOTE: Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)

MOTION CARRIED UNANIMOUSLY

Appointment of Architect for Main Building

Upon motion by Marietta DiCamillo and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the Director to draft a contract with the firm of Kaeyer, Garment and Davidson so that it can be reviewed by legal counsel and approved by the Board in order that design work to begin on a plan for the Main Building renovation along with a cost estimate for that renovation, in accordance with the resolution passed on September 20, 2012.

Trustee DiCamillo asked that the supporting memo in the Board Packet be amended to change the *Building Advisory Committee* to *Board of Trustees* as soliciting proposals and viewing presentations from the nine firms.

The Director asked the Board for direction to proceed from this point. She was instructed to contact the other two firms they are not in contention and thanked them. She was also asked to contact KG&D and legal counsel. The committee will be meeting to discuss its next steps.

Public Comment: Ralene Adler, member of the Building Advisory Committee, stated that the committee had several questions regarding some options that might be included in the architect's contract. She suggested that the committee should have some input in the contract before it is signed. Trustee DiCamillo promised to forward the questions to the Director to be distributed to the Board for the December 11th Building Advisory Committee meeting.

Public Comment: Leslie Kahn, also a member of the Building Advisory Committee, asked the Board to consider the idea of doing away with a project manager. There should be a discussion with the architectural firm before the contract is signed to find out what they are going to offer prior to the Board making a decision. These questions/suggestions will be forwarded to the Library Director.

VOTE: Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)
MOTION CARRIED UNANIMOUSLY

Election of Vice President

Upon motion by Joel Marcus and seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees elect Francine Krupski as Vice President of the Board of Trustees from now through January 2013, to fill the balance of the office vacated by the resignation of Martin Sokol.

VOTE: Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)
MOTION CARRIED UNANIMOUSLY

The foregoing motion had to be rescinded as Trustee Ferrante Krupski already holds the office as Secretary.

Upon motion by Marietta DiCamillo and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees rescind the election of Vice President Francine Krupski to fill the balance of the office vacated by the resignation of Martin Sokol.

VOTE: Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)
MOTION CARRIED UNANIMOUSLY

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

RESOLVED, that the Great Neck Library Board of Trustees elect Janet Esagoff as Vice President of the Board of Trustees from now through January 2013, to fill the balance of the office vacated by the resignation of Martin Sokol.

VOTE: Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)
MOTION CARRIED UNANIMOUSLY

General Counsel

Upon motion by Marietta DiCamillo and seconded by Francine Ferrante Krupski, and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the firm of Bee Ready Fishbein to represent the Library as its general counsel in all pertinent matters.

The Library will no longer be using the firm of Farrell Fritz for negotiations. Bee Ready Fishbein will be the Library's general counsel at the same rate contracted at \$225 per hour.

VOTE: Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)
MOTION CARRIED UNANIMOUSLY

Board Committee Assignment

With the resignation of Trustee Martin Sokol in September, the President appointed the following Trustees to the various Library Board committees:

BRANCH

Josie Pizer, Chair
Janet Esagoff
Francine Ferrante Krupski
Varda Solomon

BUILDING ADVISORY

Marietta DiCamillo, Chair
Josie Pizer
Joel Marcus
Varda Solomon

FINANCE

Marietta DiCamillo, Chair
Josie Pizer
Joel Marcus
Varda Solomon

LONG RANGLE PLANNING

Janet Esagoff, Chair
Joel Marcus
Francine Ferrante Krupski
Varda Solomon

PERSONNEL

Marietta DiCamillo, Chair
Josie Pizer
Janet Esagoff
Varda Solomon

POLICY/BYLAWS

Joel Marcus, Chair
Janet Esagoff
Francine Ferrante Krupski
Varda Solomon

NLS REPRESENTATIVE

Janet Esagoff

Snow Removal Contract

Upon motion by Janet Esagoff and seconded by Marietta DiCamillo, 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, 2012 through April 30, 2013 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 Landscaping/Snow Removal budget line.

Public Comment: Carol Frank

VOTE: Yes – 5 (DiCamillo, Esagoff, Ferrante Krupski, Marcus, Solomon)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE (attached)

Mr. & Mrs. Peter Rand were not present to speak to their letter of September 2, 2012. Mrs. Marianna Wohlgemuth spoke to her letter.

OPEN TIME

Speaking: Ralene Adler, Dan Glaun

ADJOURNMENT

The meeting was adjourned at 9:30 p.m. on motion by Marietta DiCamillo and seconded by Francine Ferrante Krupski.

Respectfully submitted,

Francine Ferrante Krupski
Secretary, Board of Trustees