

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
DECEMBER 17, 2013 AT 7:15 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 17, 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  
Francine Ferrante Krupski – Vice President  
Varda Solomon – Secretary  
Josie Pizer – Treasurer  
Joel Marcus – Assistant Treasurer  
Michael Fuller – Assistant Treasurer  
Janet Nina Esagoff

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

**CALL TO ORDER**

President DiCamillo called the meeting to order at 7:20 p.m.

**RADIO FREQUENCY IDENTIFICATION (RFID)  
PRESENTATION**

President DiCamillo introduced a representative from Envisionware, who provided an overview of RFID as a technology and the services it provides for libraries – circulation, security, self serve, inventory control and automated materials handling.

He brought out how the system frees up staff time so staff can perform more patron-oriented activities and interact with patrons. Below are some of the features of the RFID:

Management Reporting – The system not only sounds an alarm but it alerts staff as to what sets off the alarm so the staff will know what to look for. It also records patron count activity of patrons as they enter through the doors.

Inventory – Items do not have to be removed from the shelves for inventory thus reducing the time for inventory taking.

Self Service – The RFID system is fast and intuitive, checking multiple items in and out simultaneously. The Kiosk Self Check System is ADA compliant and the screen is accessible to patrons in wheelchairs. The RFID Tags can be printed with the Great Neck Library logo.

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He then showed a sample of the RFID reader and what it looks like. It can read a tag that is on the inside of a book without having to open the book. The system scans and transfers all information from the book to the RFID. The Mobile Conversion Cart can tag the items without having to physically remove them from the shelves. The cart can be rented for up to three months or it can be purchased.

Security Gate – it gives off a red glow when the alarm goes off to alert staff. The alarm volume is adjustable.

Patron Counter – is a radar based technology installed in the gates to record patron activity upon entering the library.

There is also a handheld wand, actually a bluetooth wireless recorder, to do inventory without removing items from the shelf.

Material Handling Sorter – it rejects any item on the conveyor belt without a tag or with an unreadable tag. It can sort into 3-253 bins in a very quiet, below-conversation level.

The presentation was followed by questions and answers and a discussion of the costs involved. There is an ongoing cost for the RFID tags ranging from 17 cents a book to 65 cents for AV item.

President DiCamillo asked for his suggestion on how to handle the tagging of books when the library is closed for renovation. His recommendation is to tag either when the books are being boxed or being removed from the boxes.

*Pubic Comment: Karen Rubin, Marianna Wohlgemuth*

## **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 November 25, 2013, as presented.

Trustee Solomon noted a typo. On page 7 under the Interim Director's Report on line 5 – Member Library Director's Meeting at NLS, change November to December.

**Francine Ferrante Krupski moved and Mike Fuller seconded for the Minutes to be amended to incorporate this change.**

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

**MOTION CARRIED UNANIMOUSLY**

## **TREASURER'S REPORT**

**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 following financial reports which have been reviewed by the Treasurer:

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- December 17, 2013, Treasurer's Report;
  - Warrant dated November 9, 2013 through December 6, 2013, paid checks numbered 0031684 through 0031689, 0031714 through 0031718, 1226 through 1267 and 47527 through 47557, and To-Be-Paid Checks numbered 47558 through 47649, the sums set against their respective names, amounting in the aggregate to \$306,161.12;
  - Payroll Warrants for pay dates November 14, 2013, and November 27, 2013, which have been reviewed by the Treasurer, in the amounts of \$156,880.13 and \$157,838.89 respectively, for a total of \$314,719.02;

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

## **PAYROLL CHANGES**

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

**RESOLVED,** that the Great Neck Library Board of Trustees accept the Payroll Changes of November 9, 2013 through December 6, 2013 as presented, and which have been reviewed by the Finance Committee.

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

## **REPORTS**

### **Branch Committee**

Chair Michael Fuller reported that programs are moving nicely at the branches but the main focus is preparing the branches for the relocation of material and programs, as well as the renovation of the Parkville Branch. The reference desk at Station has been moved up to the front, close to the circulation desk. He thanked two of the three branch heads for including program statistics in their reports. The next Branch Committee meeting was announced as January 2, 2014 at Parkville.

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

President DiCamillo reported that the committee will meet with Dominick Calgi on December 19, at 7:00 p.m. at Main. Mr. Calgi is putting together an agenda which she will distribute tomorrow.

### **Outreach**

The committee met on Tuesday, December 3, 2013 at 7:00 p.m. at the Station Branch. Board Members – Josie Pizer (chair), Joel Marcus; Members of the Public – Michael Currie, Amy Levinson, Marianna Wohlgenuth; Library Professional – Christine Johnson, Interim Assistant Library Director

- Next meetings – 1/8/14 and 1/29/14, at 7:00 p.m., Station

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- The Outreach Process will continue until project completion. The committee is planning its first newsletter. Based on the discussion and positive past experience the write up will be sent to all committee members who will have one go around for edits, and the 2nd draft will go to Marietta for her edits/comments and then to Chris for layout and print.
  - Distribution process – each branch and Main will have a small table that will be visible and accessible to patrons coming into each library with signs, poster board on card board easel that indicate a news letter to be taken.
    - The staff will be responsible for seeing that the material is refilled if necessary. The newsletter will be posted on the web site and updated accordingly. As in the past, Chris will continue to see that this is done efficiently.
    - at this point it was thought that once a month will be a good frequency for each new newsletter
  - Format - Marianna, Amy and Joel were instrumental in designing the look of the newsletter – middle fold
    - Front to have the words renovation going down the left side and update horizontally at the top with a large #1 on the front with the date on the bottom.
    - facing page, congratulations, you won with a listing of all the things that we will have won with the passage of the referendum, taken from previous book marks
    - Left-hand page begins to detail the process called, What's Next? First statement will be that there is no closure until sometime in the fall of 2014, identify some of the preparations for the move
    - Last page will list the next meeting, the numbers and web sites to access and the list of future committee meetings with dates that we have now. [End of written report]

Trustee Pizer also added that the committee has finished its first newsletter, which will be put on the website as well as sent to the branches.

### Relocation

Trustee Ferrante Krupski reported that the committee met on December 4, 2013. The acquisition of an alternate site in the vicinity of the Old Village, as well as what would be placed in that location was discussed. Trustee Fuller will look into real estate in the Old Village. The Interim Director was asked to contact the Shelter Rock Public Library to find out what services they had in their storefront while they renovated their building. Laura Weir and Janet Fine were assigned to check out trailers. Ms. Weir was asked to investigate what the Great Neck School District would charge for the library using space at the Saddle Rock School. The next meeting will be January 7, 2014, when the Interim Director will give a full inventory of the things to be stored. The final report of all programs is due January 17, 2014. The deadline for clutter removal is mid-January. Trustee Ferrante Krupski inquired if there was a budget for relocation. President DeCamillo asked Trustee Pizer to look at budget items that could be reallocated to moving costs.

*Public Comment: Karen Rubin*

### Fundraising

President DiCamillo reported that the committee will have its third meeting on December 18, 2013, at 7:00 p.m. at Station. A professional fundraiser who has volunteered her time to provide some guidance will be in attendance. Trustees are invited to attend as members of the public.

### Grants

The Interim Director reported that she received the email regarding the NYS Construction Grant for 2014 and the applications are due in the Spring. She was asked to start working on the application now so she will be ready when the time comes for submission.

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Ms. Johnson stated that she is on the committee for ListServ and she will be on the look out to see what grants are available.

*Public Comment: Ralene Adler*

### **Director Search Committee**

Trustee Ferrante Krupski, committee chair, stated that the last time the committee met, the Interim Director and Interim Assistant Director were charged with identifying a total of twelve directors/assistant directors in Nassau and Suffolk County to whom letters should be sent inviting them to apply for the position of library director. The Interim Director stated that the letters have not yet been sent but as soon as they have come up with a list the letters will be sent out.

*Public Comment: Karen Rubin*

### **Long Range Planning Committee**

Trustee Nina Esagoff stated that the plan has to be updated to address the referendum.

### **Policy & Bylaws Committee**

Trustee Marcus reported that the committee met last night and they are working on policies for two open items – GASB and the approval of procedures for expenditures during the renovation of the building.

### **Interim Assistant Director**

Text of written report from Interim Assistant Director Christine Johnson:

Patron Communications: I continue to monitor the [renovation@greatnecklibrary.org](mailto:renovation@greatnecklibrary.org) email account on a daily basis. A fellow staff member, Kashmira Shah, reported that a patron wanted to submit a suggestion but did not have an email account. I asked Shuqian Zhang, our webmaster, to create a fill-in form that does not require an email account so that patrons can submit questions and suggestions. There is a link to this new form on the main homepage. This form allows patrons to provide either a mailing address or an email address if a response is desired. Since its implementation we have received two inquiries. We are promoting the availability of this resource with signage.

In anticipation of the launch of the fundraising efforts, Janet Fine coordinated the creation of another email account: [fundraising@greatnecklibrary.org](mailto:fundraising@greatnecklibrary.org). Once the fundraising plans are better defined, we will also provide a form that can be linked to this account. We will be announcing the availability of this email address in the Jan./Feb./Mar. 2014 newsletter.

As a member of the BAC Outreach/Publicity subcommittee, we are in the process of finalizing the first of our *Renovation Update* bulletins. In addition, I will be visiting each of the branches over the next week to better define an ongoing “Renovation Information” table that will be available throughout the next two years for patrons to easily find information and to review the renovation plans.

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I continue to add all Building-Related public meetings to our Eventkeeper System and to our BAC website. In addition, our publicity department includes those meetings as part of our weekly schedule that is distributed to the four local papers.

On Wednesday, December 11, I am attending a training session at NLS called “Social Media: Taking it to the Next Level.” I will prepare a report for next month’s meeting sharing any ideas that I think will be useful for our communication plans.

Weeding & De-Cluttering: System and collection-wide, staff has been doing a terrific job with the weeding project. The current Weeding Report for the month of November is attached. I would specifically like to recognize our Branch Librarians, especially Kathleen Cotter at Station, and our Young Adult Librarian, Courtney Greenblatt on their ramped up efforts to clear the shelves of unneeded materials.

We are finalizing the removal of all remaining Audiocassette and VHS items. Our next collections to be targeted are Audiobooks for all levels (Adult, YA and Juvenile), the Reference Collections and a systematic progression through the Adult & YA Non-Fiction collections by Dewey ranges.

In addition, I have asked all Department Heads to remind ALL staff to begin the process of de-cluttering all work spaces. I will be issuing a system-wide memo reiterating this message. As we know, it will be easier to dump excess materials, papers, unusable supplies, etc. over the course of a few months, rather than waiting until we are close to the date of Main’s closure.

I will be working closely with all of the Branches on the effort to clear the clutter at all locations.

Food Pantry Collection: We have refocused our efforts to publicize the Interfaith Food Pantry Collection. Both staff and our patrons have been very generous with their donations. The collection will run until the end of this month, and if it is agreeable to the Board, perhaps to continue into the New Year.

Grants/RFID: Since there has been very little time between our last Board Meeting/Report (when you factor in Thanksgiving and my illness) and today, I have not had much of an opportunity to work on the Grant Initiative other than signing up for the automatic updates that come from the NY Assembly and the Foundation Center. I will be reviewing the entire list of grants provided by the Town of North Hempstead website as well as the NYSERDA grants. I will try to have some additional information to present at the December 17 Board meeting.

Looking forward, I will be working with Laura to prepare paperwork in anticipation of the next round of NYS Public Library Construction Grants that will be awarded via the Nassau Library System. To help us in these efforts, I have signed up for one online and two in-person classes that are offered for free by the Foundation Center:

Grantseeking Basics, a webinar on January 7

Proposal Writing Basics and Proposal Budgeting Basics, two back-to-back classes on January 14.

I have been in touch with two of the four RFID system vendors from which we will be requesting proposals. I now need to review the RFP samples that I have so that we can formally request a proposal on which to base our decision regarding this software.

Thank you for your attention to this report. Please feel free to contact me with any questions. [End of written report]

In addition to her written report, Ms. Johnson reported that the weeding has picked up pace and she will email the final report which included what was added and discarded for the year.

### **Interim Library Director**

Text of written report from Interim Director Laura Weir:

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Staff Development Day Evaluation: I have sent a letter to the Nassau County Police Department of Community Affairs praising Officer Chuchul's performance. I thanked the NCPD for recognizing the need in the community for police personnel to speak to community organizations about matters of safety, and thanked them for reinstating NCPD outreach appearances at local group meetings.

I am also in the process of answering questions that staff raised at the afternoon *GNL Issues and Answers* session with Jon Aubrey and Ethan Mann. As a result of the afternoon walkthrough, I have been asked to hold a series of fire drills at Main and at the Branches. I will coordinate that with the Maintenance Department. Jose Rodriguez is a volunteer firefighter.

Department Head Meeting: Department Heads were advised to examine all materials purchasing carefully as we plan for the closing of the Main Library. Librarians were specifically told to order only essential non-fiction materials that will still be relevant after 2 years in storage. Popular non-fiction, such as biographies, medical information, and cooking, will continue to be ordered as they will be moved to the popular reading collection at the 3 branch locations. Department Heads were urged to continue to weed their collections with vigor, and to examine office space with an eye to spot and discard clutter. Department Heads were reminded to expect written reports that include suggestions on how to implement "best practices" from staff who attend meetings and workshops.

Communication and Interaction with the Great Neck Public Schools: I sent a letter to Dr. Dolan praising his staff for their management of the Public Referendum Vote at the two voting sites. I noted that School Clerk Diana O'Connell was extremely helpful in coaching me through the Referendum process and answered all my telephone queries with patience from the first time I spoke to her August of 2013. I mentioned that Agnes Buckley, the person in charge at the Baker School site was very helpful to me on the day of the vote.

In response to comments from several Parkville Branch patrons, I also sent a letter to Dr. Dolan discussing the school bus schedule at the Parkville school and its effects on the Parkville Branch Library parking lot. I requested an additional handicapped parking space. I also inquired if there might be classroom space in the Annex that the Library might be able use for office space or storage space when the Main Library closes for renovation.

Dr. Dolan has been very helpful in attempting to find a place for Levels to meet when the Main Library is closed for renovation. Last week I went with Ethan, Barry and Kris to tour classroom space at the Saddle Rock School. Principal Erick Nezowitz and Assistant Principle Lucy Brady were very generous with their time as we toured the facility and discussed areas of the building that could accommodate afternoon and evening space for the Levels program.

Ethan and I have an appointment on Monday, December 16 to tour the facilities at Stepping Stone Park to consider for a possible location for the Levels program, or, as a place to move other library functions.

## **Finance Committee**

Written report below of the Finance Committee meeting on Wednesday, November 13, 2013 at 7:30 p.m. at the Main Library:

### **I. Monthly Statement Review**

#### **A. Funds and Balances**

Mr. Zitofsky has held conversations with local banks including HSBC and Capital One regarding interest rates. He will be in touch with Community National Bank.

**B. Warrants:** was reviewed, Treasurer's Report was reviewed. We have not yet received tax revenues from the School. But have received 3 PILOT payments.

#### **C. Overtime Analysis**

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D. Payroll Changes Report

II. New Business

- A. Tax exempt number security: The Business Manager will investigate the use of the Barnes and Noble library account. Mr. Zitofsky to draft new process for issuing tax exempt paper. He will supply a list of house accounts.
- B. Self check expense for branches: Self check at the branches has not been a procedure under review.
- C. Cost of Parkville updates - painting, carpeting, landscaping, return of money from the yard sale? Charlie has the estimates and a recommendation that will be brought before the Library Board. The Library does not charge a fee to vendors to participate in the Parkville yard sale. There was some discussion about Library Policy regarding the yard sale.

III. Old Business

- A. Audit Review: At the Finance Committee's special meeting on November 5, 2013 the Library's auditor, Jill Sanders of Cullen & Danowski, presented the audited financial statements for the year ended June 30, 2013, reporting a general operating fund surplus of \$342,832

- i. Assignment of surplus: It was determined that \$42,800 of the general fund surplus should be transferred to the Automated Library Fund and \$300,000 be transferred to the Main Building and Special Services Fund.

- ii. Review of transfers: Trustee DiCamillo suggested we get our Bank Statements electronically. We can start pulling statements down at the beginning of each month. We would have the statements and the interest information faster that way.

Categories in deficit: Specific categories of Materials and Programs were overspent. Identify and fix. Encore Software was not budgeted. It should be a budgeted item. Mr. Zitofsky will review NLS Direct Access Fees. Why are postage expenses at 42.5%?

There was a discussion of the van maintenance and the need to procure a credit card for buying gas. We used to have a house account but the gas station we have been using is discontinuing that. Trustee DiCamillo requested a list of all house accounts and would like to see the gas bills for the last six months. Mr. Zitofsky will contact John Powell of the GNUFSD about gas tax. Can the Library be exempt?

Modification of budget categories: During the course of the Treasurer's Report there was discussion about Children's Department book buying. LW will talk to Deidre about reducing her book orders as we plan to close the Main Library.

- B. Credit/Debit card fine payments: As this is a new service, we will have to create a policy. The Policy Committee will take it up. Ask Peter Fishbein if we can pass along a convenience fee charge to recoup the bank transaction charges.

- C. Installation of new copier: When?

- D. Business Manager's Report

- i. Real Estate Files

- Measurements and recaptured space: 17 boxes could fit in a large Filing cabinet. LW does not feel these files need to be digitized, however, we are in the process of contacting Digiscribe for an estimate. Cost of scanning - sub contractor and library personnel.

- ii. RFID, preliminary numbers and installation in branches. Chris has pre-registered in the NYS Grants Gateway

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iii. Lines to produce additional revenue: PILOT Funds. \$33,374 payments have been received from GNPS. Need resolution to assign to Main Building and Special Services Fund.

iv. Alarm Report No False Alarms

v. Cost benefit analysis of collection agency vs. returns Yes, we have a 60% return rate of materials and monies collected.

E. Grants list - monthly review

F. Data Base Information: In process

G. Cost and number of new Chinese, Korean and Hindi titles 14 ordered this year , 2 copies each one for Main one for Parkville.

H. Patron counters; pricing for new counters that will establish day and time.

I. Money actualized from the book sales since 1/1/2013 \$4,470.

J. \$100,000.00 grant status: see D2.

### **Secretary**

Trustee Solomon reported that there is a spreadsheet of items that require followup by a trustee or member of the staff. A first draft was sent to President DeCamillo a few weeks ago, and they will continue to refine the format.

### **President's Report**

President DiCamillo complimented staff on the wonderful job done with getting the information out to the media for the referendum. Their attitude was terrific and the successful referendum could not have been accomplished without them. She is thinking about having a luncheon to recognize staff either after the holidays or in January. Expenditure for the luncheon should not exceed \$500. [See New Business - page 13 - for resolution]

## **NEW BUSINESS**

### **Acceptance of Patio Garden Donations**

**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 formally accept a donation of \$100 from Marietta DiCamillo and Marianna Wohlgemuth in memory of Rosalie Ripa, and a matching grant of \$200 from Major League Baseball Players Association Trust towards the Patio Garden Fund.

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

### **Acceptance of PILOT (Payments in Lieu of Taxes)**

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

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**RESOLVED**, that the Great Neck Library Board of Trustees accept the PILOT funds received from the Great Neck Public Schools, and that all such funds be transferred into the Main Building & Special Services fund.

Business Manager Zitofsky explained that initially he received a check for over \$33,000 from the Great Neck School District representing the first half of a PILOT payment for this year which caught his interest. He called John Powell, Superintendent of Business, who did some research and presented the information to the School Board. They voted and approved our share of the PILOT funds amounting to \$251,473 going back 15 years – money we did not know about.

*Public Comment: Karen Rubin*

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

### **Authorization of NYS Special Legislative Grant**

**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 formally accept a NYS Special Legislative Grant in the amount of \$25,000 from Senator Martins.

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

### **Authorization of Expenditure for Scanners**

**Upon motion by Francine Ferrante Krupski and seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the purchase of three (3) Flatbed Bookedge Scanners from CCP Solutions at a total cost of \$15,960 to be charged to the NYS Special Legislative Grant from Senator Martins and to be installed in each of the branches

*Public Comment: Marianna Wohlgemuth*

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

### **Authorization of Expenditure for Floating Collection Module**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the purchase of the Floating Collections Software module from Innovative Interfaces, Inc., at a cost of \$6,750 to be charged to the NYS Special Legislative Grant from

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Senator Martins. Future annual maintenance charges of \$67.50 will be incorporated into the operating budget.

Interim Assistant Director Johnson explained the function of the floating collection. When the Main Building is closed, library material will float from branch to branch without having to be returned to the owning location, and the library will be able to buy fewer copies. This arrangement will also be used for the large type collection.

The Interim Director plans on inviting Senator Martins to the library and have him photographed alongside the scanners.

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

### **Appointment to Building Advisory Committee**

Alice Merwin was appointed to the Building Advisory Committee to fill the vacancy created by the resignation of Stu Hochron.

### **Request for Member Library Support of NLS for 2014**

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

**RESOLVED,** that the Great Neck Library Board of Trustees approve the Nassau Library System's request for financial support for 2014 in the amount of \$46,912 as outlined in their proposal dated October 31, 2013.

President DiCamillo recommended that the Board should not pass this resolution. She attended the Area 7 meeting and listened to the ensued discussion. The fees for Great Neck have doubled over a three-year period and will be increasing for the subsequent fiscal year to about \$55,000.

She stated that she was informed by the attorney that these are voluntary fees for services we do not have to choose to use, such as OverDrive and databases. She suggested that if Great chooses to purchase the databases as a standalone library, we would not have to pay the fees. Jericho is a standalone library and they notified their patrons that they are no longer using NLS Overdrive database. The Interim Director added that Jericho, despite being a standalone library, is not withdrawing from NLS and will be paying the fees. Great Neck would not be withdrawing from NLS but is contemplating not using the voluntary services, e.g. databases, provided through NLS. President DiCamillo is hoping to meet with Jericho in January.

The Interim Director pointed out that the last time around, we had voted 'no' but we continued to use the services NLS provided. Certain services, like interloan, NLS has to provide. They will retrieve the books from the different libraries but they will not deliver them to Great Neck; we would have to pick them up at NLS. Unlike some libraries that depend on NLS for everything, Great Neck does not use a lot of their services and is not a member of ALIS. She stated that she has other things to discuss at a later date.

*Public Comment: Karen Rubin, Ralene Adler*

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**VOTE:** Yes – 0; No – 6 (DiCamillo, Ferrante Krupski, Fuller, Marcus, Nina Esagoff, Pizer);  
Abstention – 1(Solomon) *MOTION DEFEATED*

### **Minimum Wage Increase**

**Upon motion by Joel Marcus and seconded by Michael Fuller, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees authorize the Business Manager to adjust Page I salaries to be in compliance with the new New York State minimum wage of \$8.00 per hour as detailed in the revised November 2013 Payroll Changes Report.

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

### **Cleaning Service Contract**

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

**RESOLVED,** that the Great Neck Library Board of Trustees authorize the engagement of Strike Force cleaning company effective February 1, 2014, in accordance with their proposal dated November 17, 2013 in the amount of \$4,161 per month to be charged to the Cleaning Service budget line.

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

*Mr. Wohlgenuth, Head of Maintenance, will see that they know how our alarm system works.*

### **Bond Counsel**

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

**RESOLVED,** that the Great Neck Library Board of Trustees authorize the Building Advisory Committee to consider in executive session, with all Trustees being invited, and recommend to the Board of Trustees personnel to provide professional services for the building project to include, but not limited to, financial advisor, investment banker, borrower's counsel, cost estimator, public relations (if any), land use and zoning counsel, on the condition that the committee whenever possible obtain three (3) proposals for such services prior to such recommendation.

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

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### **Staff Recognition Luncheon**

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

**RESOLVED**, that in recognition and appreciation of the Great Neck Library staff, the Great Neck Library Board of Trustees wishes to sponsor a staff luncheon to thank them for their cooperation and their tireless efforts regarding the referendum, in an amount not to exceed \$500 to be taken from the Meeting/Conference line of the budget.

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

### **OPEN TIME**

Speaking: Karen Rubin

### **ADJOURNMENT**

The meeting was adjourned at 9:10 p.m. p.m. on motion by Joel Marcus and seconded by Josie Pizer.

Respectfully submitted,

Varda Solomon  
Secretary, Board of Trustees