

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, December 18, 2007, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 18, 2007, in the Community Room of the Main Library, 159 Bayview Avenue, Great Neck, NY 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

David Kahn – President
Linda Cohen – Vice President
Norman Rutta – Treasurer
Marietta DiCamillo – Assistant Treasurer
Martin Sokol

Absent: Janet Eshaghoff (with prior notice)
Andrew Greene

Also present: Laura Weir – Interim Library Director
Neil Zitofsky – Business Manager

CALL TO ORDER

President Kahn called the meeting to order at 8:10 p.m.

MINUTES

Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the Regular Meeting of November 27, 2007, as presented.

VOTE: Yes – 5 (Cohen, DiCamillo, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL REPORT

During the month of November 2007, revenue received was \$999,693. Total expenses were \$851,518.

At the close of business, November 30, 2007, total operating fund holdings were \$1,826,910. Of these funds, \$1,824,130 was on deposit at HSBC and Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to a November 30, 2006, balance of \$1,370,218.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,260,901; the Automated Library fund was \$59,139; the Restricted Gift fund was \$372,763; the Branch and Special Services fund was \$107,127. These funds totaled \$1,799,930 on November 30, 2007. The November 30, 2006, total was \$1,420,411.

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the December 18, 2007, Treasurer's Report with the Personnel Changes of November 21, 2007, through December 12, 2007.

Public Comments: Jonathan Kahn

VOTE: Yes – 5 (Cohen, DiCamillo, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated November 21, 2007, through December 12, 2007, Paid Checks numbered 0024877 through 0024881, 0024937 through 0024942, 1196 and 36405 through 36442 and Checks To-Be-Paid numbered 36443 through 36536, the sums set against their respective names, amounting in the aggregate to \$136,875.59.

VOTE: Yes – 5 (Cohen, DiCamillo, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants for pay dates November 8, 2007 and November 21, 2007, which have been reviewed by the Treasurer, in the amounts of \$162,060.68 and \$157,731.21 respectively, for a total of \$319,791.89.

VOTE: Yes – 5 (Cohen, DiCamillo, Eshaghoff, Kahn [amended 2/27/08], Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

INTERIM DIRECTOR'S REPORT [appended]

Donation

Regarding the donations that were being sent in memory of Ruth Tanenbaum, the Interim Director should call Mr. Robert Tanenbaum to see what subject matter was dear to his mother so the monies could be used to purchase book(s) in which a book plate would be affixed in her memory instead of the money just sitting in the regular fund.

As a tax exempt organization, the Library is required by the IRS to send out acknowledgement letters which specify the total amount of contributions received without any goods or services provided in return.

There were two contributions of \$100 each and therefore a formal motion to accept these was required.

Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the contributions of William and Elizabeth Donnelly in the amount of \$100 and Brian and Bonnie Gilman also in the amount of \$100.

VOTE: Yes – 5 (Cohen, DiCamillo, Eshaghoff, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

Library Consolidation

Trustee Cohen attended the NLS Annual Meeting on December 6, 2007. She provided the Interim Director with an information flier on library consolidation she received at that meeting.

The two research teams hired by County Executive Tom Suozzi, charged with investigating library operations, already met with the first half of the Library Directors and will be meeting with the other half on December 19, 2007. Interim Director Weir will be attending this meeting.

Trustee DiCamillo requested of the Interim Director to find out if NLS Director Jackie Thresher had submitted a written report to her Board as referred to in the NLS Board of Trustees Minutes of October 29, 2007. She would also like to see copies of the following items mentioned in those Minutes:

- (i) letter from County Executive to village mayors asking for their cooperation in county consolidation study;
- (ii) online survey about consolidation from Senator Marcelleno's website;
- (iii) article that appeared in the East Meadow Library newsletter;
- (iv) letter that the Syosset Library is sending to their elected county state officials.

Snow Removal

Ms. Weir, who was on vacation during the two snowfalls last week, informed the Board that Melville Snow Contractors did not do a good job in clearing the parking lot which was still very icy. Business Manager Zitofsky reported that after both snowfalls on Thursday and Sunday, the snow removal company came about half an hour before the Library was opened and cars were already parked in the lot. This made it difficult for the lot to have been properly cleared. He had called them and voiced his concern and arrangements were made over the phone with them to pre-salt in advance of a snowfall.

Trustee DiCamillo was very troubled that the handicap spots and other areas of the parking lot and sidewalk were icy and she would consider switching because public safety is involved. She would like to get a price quote on maintaining the sidewalks. The sidewalks are the Library's property and the Business Manager was asked to make sure the maintenance personnel salt and sand them.

According to Trustee Rutta, the company was given bad specification regarding the timing when the lot should be cleared and that the company honored their terms of the contract. If the Board wanted them to come earlier and they are willing to do so and to pre-salt, they should be given another opportunity instead of breaking this contract and

getting another which is three or four times more expensive. He felt that the Board would be irresponsible in throwing away \$6,000 of taxpayer's money because of bad instructions on their part.

Trustee Cohen stated that the snow removal company was given another chance but it was not working out and she understood that someone fell in the icy parking lot.

The query was placed before the Board on whether to continue with Melville Snow Contractors and to ask them to put down more salt or an alternative company should be sought.

Upon motion by Martin Sokol, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library go back with EPG Construction Corp. at the original proposed cost of \$9,435 pro-rated [plus \$220 per sanding of accumulations under two (2) inches, and snow plow charges for accumulation over eight (8) inches to be charged to the Landscaping/Snow Removal budget line.]

Public Comments: Marilyn Bliok, Harry DeMell

Vote: Yes – 3 (Cohen, DiCamillo, Sokol); No – 2 (Kahn, Rutta)

MOTION CARRIED

There was a question on whether the motion of 3/2 carried since it was only a quorum of the Board that voted. There was a brief recess while the Board Policy Manual was consulted. During this recess comments were taken from the public. Article VII, paragraph J of the Bylaws says: *A quorum of the Board shall consist of five members. All actions of the Board shall be taken by a majority vote of those present.* So the motion stood.

Main Building Update

A member of the public asked the Board for an update on the progress on negotiations between H2L2 and the Library.

At this point the Library's attorney has written a second follow-up letter to a response received from the attorney for H2L2, and is now awaiting a written response. Perhaps, Mr. Seaman could be asked to call H2L2's attorney and find out what is happening.

President Kahn had also emailed the Library's attorney regarding the progress of the negotiations as well as his discussions with the Great Neck Water Pollution Control District and he was awaiting a response from Mr. Seaman.

Public Comments: Jonathan Kahn, Stanley Romaine

OLD BUSINESS

AIRING OF POLICY

Each policy change should be aired in public at least three times prior to voting was tabled at the February 27, 2007, meeting. At the November 27, 2007, meeting the Board voted to resurrect this proposition and to place it on the agenda of tonight's meeting. President Kahn apologized for not yet visiting other municipality meetings to see how they handle this and asked for this to be left on the table once more.

Upon motion by Linda Cohen and seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library take from the table the revised resolution to amend Section 200-40 page 2 (paragraph under Policy/Bylaws Committee) of the Board Policy Manual and amend instead Section 200-10 by creating a new paragraph (c) to read: *New or revised policies, except for changes in routine library operations, should be discussed at three separate Board meetings before a formal vote by the Board as a whole.*

VOTE: Yes – 3 (Cohen, DiCamillo, Rutta); No – 2 (Kahn, Sokol)

MOTION CARRIED

Upon motion by Linda Cohen and seconded by Norman Rutta and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend Section 200-10 of the Board Policy Manual by creating a new paragraph (c) to read: *New or revised policies, except for changes in routine library*

operations, should be discussed at three separate Board meetings before a formal vote by the Board as a whole.

Trustee Sokol requested clarification on whether airings at three Board meetings meant three separate or consecutive meetings. The consensus was that the three separate meetings did not have to be consecutive.

Trustee Sokol was not opposed to this policy, but would have preferred the missing trustees to be present to get their input before a vote was taken as this is a very important issue.

Public Comments: Martin Adickman, Marilyn Bliok, Stanley Romaine

VOTE: Yes – 3 (Cohen, DiCamillo, Rutta); No – 1(Kahn); Abstention – 1 (Sokol)
MOTION CARRIED

NEW BUSINESS

BUDGET REVISION

Upon motion by Marietta DiCamillo and seconded by Linda Cohen and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the line-item changes to the 2007 Operating Budget as detailed in the 2007 Budget Re-allocation Analysis dated December 13, 2007, a copy of which is to be appended to the Minutes of this meeting, as well as to the copy of the 2007 Budget maintained on file for the public at Main and the Branches.

There was a brief recess at 9:27 p.m. in order for copies of the recommended budget transfers to be photocopied and distributed to the public. The meeting reconvened at 9:38 p.m. and then a vote was taken.

VOTE: Yes – 5 (Cohen, DiCamillo, ~~Eshaghoff~~ Kahn [amended 2/27/08], Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

WORKERS' COMPENSATION POLICY

Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the issuance of a Liberty Mutual Insurance Company Workers' Compensation policy for the calendar year 2008 as per the proposal dated December 12, 2007, at a premium of \$31,521, to be charged to the Workers' Compensation line of the operating budget.

VOTE: Yes – 5 (Cohen, DiCamillo, Kahn, Rutta, Sokol)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE (attached)

Patricia Sweeney spoke to her letter of November 27, 2007, regarding a problem patron at the Lakeville Branch Library, who she claimed was physically threatening with an anger management problem. The branch staff she alleged, at times, was not aware of what was going on since the computer work station is located in the back of the room. Her suggestion was to relocate the computers to where the magazines are up front.

Interim Director explained to the Board that she was unsure of the name of this person since he did not have a library card. She had drafted a letter which stated that his behavior was abusive and not tolerated. Since every branch librarian knows him, a copy of this letter will be given to each of them to hand to him whenever he acts up.

Trustee Rutta asked for the Interim Director's draft letter to be sent to attorney Kevin Seaman for review of wording. The sixth precinct should be contacted for assistance or counsel on how to handle this situation.

There was also another letter sent to the Board by another resident asking for some action against this individual.

Ms. Sweeney thanked the Board for taking action.

Public Comments: Patricia Sweeney, Lillian Hoffman, Joan Adickman, Jonathan Aubrey, Stanley Romaine

ADJOURNMENT

On motion by Marietta DiCamillo and seconded by Martin Sokol, the meeting was adjourned at 10:00 p.m.

Respectfully submitted,

David Kahn
Secretary Pro Tempore