

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, December 19, 2006 at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 19, 2006, in the Community Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, New York 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

David Kahn – President
Joyce Klein – Vice President
Bette Weidman – Secretary
Norman Rutta – Treasurer
Linda Cohen – Assistant Treasurer
Marietta DiCamillo – Assistant Treasurer
Martin Sokol

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

CALL TO ORDER

The meeting was called to order at 8:08 p.m. by President David Kahn.

MINUTES

Upon motion by Bette Weidman, seconded by Marietta DiCamillo, 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 28, 2006, as presented.

VOTE: Yes – 7 (Cohen, DiCamillo, Kahn, Klein, Rutts, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT - PERSONNEL REPORT

During the month of November 2006, revenue received was \$1,008,606. Total expenses were \$981,047.

At the close of business, November 30, 2006, total operating fund holdings were \$1,370,218. Of these funds, \$1,366,783 was on deposit at HSBC and the Bank of New York, and \$3,435 was on hand in Petty Cash funds at Main and the Branches. This compares to a November 30, 2005, balance of \$1,526,584.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,212,209; the Automated Library fund was \$57,946; the Restricted Gift fund was \$47,500; the Branch and Special Services fund was \$102,757. These funds totaled \$1,420,411 on November 30, 2006. The November 30, 2005 total was \$1,085,324.

- (a) 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 19, 2006, Treasurer's Report with the Personnel Changes of November 25, 2006, through December 15, 2006.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

- (b) 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 25, 2006 through December 15, 2006, Paid Checks numbered 0023310 through 0023314, 0023373 through 0023378, and 34554 through 34606 and To-Be-Paid Checks numbered 34607 through 34731, the sums set against their respective names, amounting in the aggregate to \$244,753.44.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(c) 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 dated November 6 and November 20, 2006, which have been reviewed by the Treasurer, in the amounts of \$164,836.21 and \$160,978.22 respectively, for a total of \$325,814.43.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

REPORTS

INTERIM DIRECTOR

Interim Library Director Laura Weir presented her report which is attached. In her report, she mentioned that Glickman engineering was contacted and she was told that they did not do hydraulic engineering but recommended another firm, Van Duesen. Business Manager Zitofsky contacted them and was told that their fee would be \$1,100 which would also include a recommendation on whether or not any part or parts of the elevator could be scrapped or reused for the projected renovation/expansion of the building.

Elevator

Upon motion by Marietta DiCamillo, seconded by Bette Weidman, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Interim Director and the Business Manager to obtain proposals to conduct an evaluation of the leaking elevator pump not to exceed \$1,100.

Public Comments: Mayor Leonard Samansky, Stu Hochran

VOTE: Yes - 5 (Cohen, DiCamillo, Kahn, Klein, Weidman); No - 2 (Rutta, Sokol)
MOTION CARRIED

POLICY COMMITTEE

Committee Chair, Trustee Weidman, reported that the Policy Committee met on December 12, 2006, to discuss the hiring policy issues resulting from 6/27/06 Board resolution. President Kahn had surveyed a number of libraries on Long Island on their hiring policy that provided some guidelines. These are the recommendations that came out of that committee meeting:

- (i) Each policy change should be aired in public at least three times prior to vote;
- (ii) The Board should be responsible for hiring the Library Director and the Business Manager, who in turn hire all other employees. The Committee was split on whether or not the Assistant Director should be appointed by the Board or by the Director and Business Manager, who appoint Department Heads;
- (iii) Formal minutes should be taken at all committee meetings, except the Personnel Committee;
- (iv) Legal Counsel to be present at Board meetings.

Further discussion of this report continues under Old Business – Hiring Policy.

OLD BUSINESS

HIRING POLICY

The Board as a whole did not agree that all policy changes should be discussed three times in public before approving, and whether the Assistant Director should be appointed by the Director or the Board.

They were in agreement that Minutes should be taken at committee meetings, except Personnel, and made available to the other trustees.

The Interim Director will gather all the paperwork and prepare a packet, which will include what is being proposed, to be distributed to all Trustees. This will be taken up at the next regular Board meeting.

Public Comments: Ralene Adler, Rebecca Sassouni, Mayor Leonard Samansky, Stanley Romaine, Naomi Feldheim, Varda Solomon

ADLER'S FOIL DENIAL APPEAL

Ralene Adler submitted a request withdrawing her appeal so as to give the Board more time to investigate the issue.

NEW BUSINESS

BUDGET REVISION

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 authorize the line-item changes to the 2006 Operating Budget as detailed in the 2006 Budget Revision Analysis dated December 19, 2006, a copy of which is to be appended to the Minutes of this meeting, as well as to the copy of the 2006 Budget maintained on file for the public at Main and the Branches.

Public Comment: Varda Solomon, Rebecca Sassouni, Mayor Leonard Samansky, Marianna Wohlgemuth

The Budget Allocation was revised taking \$8,200 from the Group Health Insurance line to cover the \$8,200 deficit (\$300 Parkville Programming line, \$100 for Audit fees, \$600 for the Insurance Property liability and \$7,200 for Computer Hardware line).

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 line-item changes to the 2006 Operating Budget as detailed in the 2006 Budget Revision Analysis dated December 19, 2006, as amended, a copy of which is to be appended to the Minutes of this meeting, as well as to the copy of the

2006 Budget maintained on file for the public at Main
and the Branches.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

WORKERS' COMPENSATION INSURANCE RENEWAL

Upon motion by Bette Weidman, seconded by Linda Cohen, and after
discussion, it was,

RESOLVED, that the Board of Trustees of the Great
Neck Library authorize the renewal of the Republic
Franklin Insurance Company Workers'
Compensation policy for calendar year 2007 as
proposed by Sterling and Sterling, at a gross premium
of \$40,178 to be charged to the Workers'
Compensation budget line.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY.

LEGAL COUNSEL

Trustee Rutta, who is chair of the Finance Committee, reported that the Finance Committee had discussed the consideration of obtaining proposals from other counsels. The Library has a retainer agreement with William Cullen to provide legal opinion and attendance at Board meetings for which he is paid \$1,000 per quarter. However, he billed the Library separately for legal opinions rendered during the same period covered by his retainer. Upon examining the current retainer, it was noticed that written opinions can be charged separately while the previous contract did not have that clause. Although his retainer agreement called for his presence at Board meetings, Mr. Cullen has not attended any Board meetings. His retainer, which expired in June 2006, was not renewed but he is continuing under the terms of the expired contract. The time was now appropriate to seek proposals from other attorneys.

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 Library Director to obtain proposals from at least three different attorneys specifying their services and fees to represent the Library Board.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

PERSONNEL

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

RESOLVED, that the Board of Trustees of the Great Neck Library appoint Janet Turbyfill Acting Senior Librarian II in the Technical Services Department effective January 1, 2007 for the period that Laura Weir acts as Interim Director. The rate of compensation for the 57 bi-weekly hours assigned to the Technical Services Department shall be adjusted accordingly, adding \$87.69 to her bi-weekly salary.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

EXCESS EQUIPMENT

Upon motion by Joyce Klein, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library declare the items listed on the appended schedule excessed and authorize the Interim Director to dispose of same in an appropriate manner.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

OPEN TIME

Speaking: Michael Zarin, Ralene Adler, Stanley Romaine, Daniel Nachmanoff

ADJOURNMENT

President Kahn wished everyone a very happy holiday season and a prosperous and healthy New Year. He called for the adjournment of the meeting at 9:50 p.m.

Respectfully submitted,

Bette Weidman
Secretary