

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
DECEMBER 21, 2010, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 21, 2010, 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:

Andrew Greene – President
Anna Kaplan – Vice President
Janet Eshaghoff – Secretary
Varda Solomon – Treasurer
Marietta DiCamillo – Assistant Treasurer
Josie Pizer – Assistant Treasurer

Absent: Martin Sokol

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

CALL TO ORDER

President Greene called the meeting to order at 7:00 p.m. in the Multi-Purpose Room for the purpose of going into executive session to discuss the Library Director's performance review. Trustee DiCamillo made the motion to go into executive session and it was seconded by Trustee Pizer. The Board went into the Multi-Purpose Room for this part of the meeting. The public meeting was convened at 8:00 p.m.

MINUTES

Upon motion by Janet Eshaghoff, 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 23, 2010, as presented.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL CHANGES

During the month of November 2010, revenue received was \$1,021,675. Total expenses were \$1,083,672. At the close of business, November 30, 2010, total operating fund holdings were

\$1,476,274. Of these funds, \$924,547 was on deposit at HSBC, \$548,936 was on deposit at Chase Bank, and \$2,790 was on hand in Petty Cash funds at Main and the Branches. This compares to a November 30, 2009, balance of \$1,951,221.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,186,121; the Automated Library fund was \$122,207; the Restricted Gift fund was \$378,332; the Branch and Special Services fund was \$140,079. These funds totaled \$1,826,740 on November 30, 2010. The November 30, 2009 total was \$1,819,454.

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 December 21, 2010, Treasurer's Report.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Trustee Pizer asked that the reading of the Treasurer's report be discontinued since it was already discussed at the Finance Committee meeting. The Trustees had no objections as long as this was not in violation of the Bylaws. The Director will check and if not addressed in the Board Policy Manual, this will be implemented. [There is nothing in the Board Policy Manual to address this issue directly, only that the Treasurer's Report be accepted by a majority vote of the Board.]

The Director, in response to a query from the public, promised to have the report on the telephone bill overage available for the January Finance Committee meeting.

Warrant

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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated November 20, 2010, through December 17, 2010, Paid Checks numbered 0029053 through 0029059, 0029094 through 0029098, and 42062 through 42073, and To-Be-Paid Checks numbered 42074 through 42182, 42184 through 42202, the sums set against their respective names, amounting in the aggregate to \$218,927.38.

Check number 42183 in the amount of \$2,784.40 was removed from the warrant as the Finance Committee would like to review this and the next bill together.

The Director, in response to a question from a member of the public concerning free rent for the Station Branch, clarified that the rent on the demised space will be paid up until February 2011.

The free rent promised by the landlord is on the new location upstairs for eight months from June 2010 to February 2011.

President Greene further explained that it was not the intention of the Board to misinform the public that rent for the old space would end once the branch moved out. There was some misunderstanding with the ad-on, a proportional amount of the taxes and other expenses, based on the explanation provided by the Library's attorney. The landlord has given some concessions and it is hoped that further concessions will be provided. The Board has had discussions regarding this in executive session.

Public Comment: Marianna Wohlgemuth, Norman Rutta, Ralene Adler, Stanley Dacher, Carol Frank

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Payroll Warrants

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 Payroll Warrants for pay dates November 4, 2010 and November 18, 2010, which have been reviewed by the Treasurer, in the amounts of \$168,157.44 and \$171,165.51 respectively, for a total of \$339,322.95.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Personnel Changes

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 Personnel Changes of November 20, 2010, through December 17, 2010.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

REPORTS

Below is the text of the written reports:

Special Finance Committee Meeting

The meeting was called to order at 7:35 p.m. on December 7, 2010, at 7:30 p.m. in the Multi-purpose Room by Treasurer Varda Solomon. In attendance: Varda Solomon, Treasurer; Marietta DiCamillo, Assistant Treasurer; Josie Pizer, Assistant Treasurer; Jane B. Marino, Library Director; Laura Weir, Library Assistant Director; Neil Zitofsky, Library Business Manager.

Ms. Solomon went on to explain that the purpose of this meeting was to establish a set of Financial Guidelines for the Library that would be approved by the Board and become part of the procedure to be used whenever a contract, letter of agreement or signed proposal was entered into by the Library with a Vendor.

The focus of these guidelines was for building related vendors and the guidelines suggested for inclusion were:

1. A definition of the scope of work that should be included in the contract.
2. A set of deliverables, such as written reports, that should be defined in the contract.
3. The establishment of milestones for the duration of the contract that will enable the library to track the work being done.
4. The manner and timetable for submission of invoices, including what information needs to be detailed on the invoice.

This draft document will be reviewed by the Finance Committee for any additions or changes before it is submitted to the Policy Committee and the Board for approval.

Branch Committee

The Branch Committee met on Monday, December 13, 2010, 8:00 p.m. in the Multi-Purpose Room. In Attendance: Janet Eshaghoff, Chair; Josie Pizer, Trustee; Varda Solomon, Trustee; Andrew Greene, Board President; Jane B. Marino, Library Director; Laura Weir Library Assistant Director.

The meeting was called to order at 8:05 pm by Committee Chair, Janet Eshaghoff.

At the request of the Chair, the Director distributed an updated overview of circulation as well as lease and rent information about each branch. She went on to explain that although Station Branch was closed for six weeks in October and November, it still had the highest percentage and portion of the circulation for the branches.

The Committee asked about Parkville Branch and its circulation and although its circulation is at about 35% of the branches' total circulation, its numbers are down slightly from the previous year. Ms. Marino went on to state that she had discussed this issue with the Branch Head who is aware of the numbers and is constantly thinking of both programs and services that will boost them.

Trustee Eshaghoff then asked the Director for an update of the options for renovation or expansion at Parkville. The Director stated that she had met with architect Ron Zakary to explore what the Library's options are regarding branch expansion. Since no expansion can take place without the permission of the School Board and the New York State Department of Education, she met with Mr. Zakary to solicit a proposal for a preliminary plan that would be necessary in order to get the necessary permissions.

The meeting with the architect and the Branch Head produced a few ideas, but the conclusion was that the Branch's meeting space is woefully inadequate and that is what would be the focus of any expansion. The Director went on to explain that such an expansion might be a long time coming, with the permissions that need to be obtained before any real construction could be done. Another option would be to renovate the existing space, replacing carpeting, painting and replacing the HVAC system. She has obtained some quotes. The committee asked her to continue to seek additional quotes so they might come to a consensus about next steps.

As far as updates on facilities of Station and Lakeville, other than inoperable door counters, which the library is looking to replace, all seems to be operating well. The Internet is now available in Station and the patrons are happy with the new space.

A new date for a future meeting will be set once the Director has gathered the information sought by the committee, including more circulation and program attendance at Parkville as well as additional quotes for painting and HVAC repair.

Assistant Director

Station Branch

I made frequent visits with the Director to the Station Branch Library in preparation for the Grand opening event On Sunday, December 5th. I supervised the removal by the Maintenance staff of various materials, odd pieces of shelving, furniture and other book display paraphernalia. Kathleen needed a desk for the non-public Technical Services area in the back of the space. We were able to locate and free one up from the Main Library and send it over to her before the Grand Opening.

Staff Manual: At the direction of the Personnel Committee, I have begun working with the current president of the Staff Association to identify and separate out of the Collective Bargaining Agreement information that is not contractual or negotiable but informational in nature that belongs in an employee staff manual. We have already made good progress in separating library, staff and departmental rules and procedures from the Library Board Policy Manual to place in the same staff manual.

Book Ordering Workshop: Katy White, our representative from Baker and Taylor, returned to give a workshop on using the Title Source 3 website to librarians and clerks who could not make the first workshop given last month. Those who attended found the workshop relevant and agreed that they had all learned new search tools and techniques to use for successful book searches, subject searches, book reviews and collection development. Katy will return again to work with the audiovisual staff.

Trustee Pizer asked when the Personnel Committee would receive a copy of the staff manual that the sub-committee has been working on. The Director promised to have copies available for the January 4th Personnel Committee meeting. [End of report]

Library Director

Personnel: As the year draws to a close, I would like to thank several staff committees whose members have worked hard on a variety of tasks that benefit both the staff and the public. These committees are the Staff Development Day Committee whose names were mentioned in my November report; the Authors @ GNL Committee who have hosted several wonderful events and have three more planned, at little or no cost to the Library. They are Janet Schneider, Maureen McKenna, Kathleen Cotter, Jonathan Aubrey, Margery Chodosch and Pam Levin. We have recently merged the Great Neck Reads Committee with this committee, so its additional members are Courtney Greenblatt, Ethan Mann and Laura Weir. Earlier in the year, we had a wonderful Strategic Planning Committee, made up of staff members from various departments, including Lisa Wu Stowe from Children's Services, Zach Morris from Levels, Laura Weir, and Jonathan Aubrey from Reference. All the staff members involved in any of these committees have done a wonderful job volunteering, contributing and making our library a better place both for our staff and our patrons.

Building Projects: As you know, Station Branch is now officially opened and fully functioning. I will be working with both the Assistant Director and the Station Branch Head to come up with some creative programming to draw the public into our new location.

Two preliminary meetings and our BZA hearing occupied much of December for our main building project. I will prepare a full report on the BZA hearing in a separate document since the hearing is scheduled for less than a week prior to our Library Board Meeting.

Meetings: I attended the Long Island Library Council's Annual Meeting on November 18th at the New York Institute of Technology. The keynote speaker was Carla Hayden, past ALA President and currently the Chief Executive Officer of the Enoch Pratt Free Library in Baltimore, MD. As always, a meeting like this is an opportunity to interact and network with colleagues from both Nassau and Suffolk County.

Along with Trustees DiCamillo, Pizer and Solomon, I attended the NLS Annual Meeting on December 6 at the Nassau Library System Headquarters. The Trustees participated in the election of new NLS trustees and got an update about NLS services and funding challenges. [End of report]

Trustee DiCamillo remarked that she attended the NLS Budget Hearing last evening and she spoke to the proposed 1% increase, which includes everything except for capital expenditures and debt service, over the next three-year period that will be passed on to member libraries. She asked for them to seriously consider the impact it would have on larger budgeted libraries like Great Neck. The Director clarified that the 1% does not include the ALIS charges and it is a proposal floated by the NLS Board that is now going to the NLS Directors Committee. Trustee DiCamillo asked the Director to distribute to the rest of the Board a statistical chart comparing Village libraries and School District libraries that she obtained at the meeting. Trustee Solomon thanked Trustee DiCamillo for representing the Board at the NLS meeting.

Director Marino also shared a letter from a patron who had paid for an ad in the Levels program for the production of *Twelve Angry Men*, praising Levels and the wonderful things done for teens.

Trustee Pizer asked that whenever staff attend a conference that not only the report be sent to the Board but the information shared with the rest of staff so some of the things can be implemented for better growth and development of the Library.

The Director was asked to provide an update on the BZA hearing on December 15, 2010. She reported that the hearing was attended by the professionals hired by the Library – Kim Gennaro and Harold Lutz (VHB), Paul Bloom (Harras Bloom Archer), Greg Schiavone (Robinson Muller Schiavone Consulting Engineers), and Ernesto Vela and Dan Heuberger (DattnerArchitects). They did an excellent job presenting the project. President Greene also spoke as the “face of the Library.” They addressed each of the five variances – lot coverage, floor coverage, parking, drainage and fencing. Greg Schiavone discussed the drainage issue on how hard they worked to contain 95.5% of the storm water runoff. The public was also given an opportunity to speak for and against the project.

The BZA requested for the engineer to restripe the parking lot in the site plan to the smaller spaces to see if more parking could be available on site. This will be sent to them next week. There was no further hearing and the BZA will render a decision 60 days from when the complete submission was made.

President Greene also added that the BZA requested a submission of a plan for employee parking.

As a point of information, Carol Frank, reporter from the Great Neck Record, who was also at the hearing, provided additional information that the BZA strongly urged at the end of the meeting that attention be given to off-site parking for employees to allow for more onsite parking. They were also concerned about the clarity of the agreement and the understanding between the Great Neck Library and the Village of Saddle Rock. They urged the Library Board to be extremely clear since so much relies on the additional on-street parking and if something were to occur down the road that triggers the Village to reclaim the on-street parking, then what kind of recourse would the library have. She asked if the employee’s contract addresses parking and what would be staff reaction to off-site parking. Trustee DiCamillo stated this happened in the past and staff reacted to this.

The Director added that the agreement between the Great Neck Library and the Village of Saddle Rock, in the form of a Board of Trustees resolution recorded in the Minutes, was sent to Zoning Counsel Paul Bloom and he is dealing with that aspect of it.

Public Comments: Marianna Wohlgemuth, Ralene Adler

OLD BUSINESS

Nepotism Policy – 2nd Reading

“The purpose of the anti-nepotism policy is to promote fairness, impartiality and equal opportunity for all Great Neck Library employees. The anti-nepotism policy strives to pre-empt favoritism or the perception of favoritism to the extent such is not within the best interests of the Library or its personnel. Further this policy seeks to avoid the potential for (or actual) emotional interference with job performance that might stem from familial relationships that exist at the Library. The anti-nepotism policy applies to all employees.

Nepotism is defined as special treatment or lack of impartiality shown to Library employees by other employees who are family members. Family members include:

- Immediate Family members - wives, husbands, mothers, fathers, daughters, sons, sisters, brothers, stepparents, stepchildren, adoptive parents and adoptive children.
- Extended Family members - grandparents, aunts, uncles, cousins, nieces and nephews.
- Marital Family members - in-law relationships such as mothers-in-law, fathers-in law, sisters-in law, brothers-in-law.
- Domestic partners.

The Library retains the right to refuse to appoint and or promote a person to any position in the Library when his or her relationship to another employee has the potential for creating adverse impacts on supervision, safety, security or morale, or may cause, in the Library’s considered determination, an inappropriate or improper work relationship.

Library employees who possess a familial relationship (as defined above) with another employee are prohibited from participating in the decision-making process regarding hiring, promotion, performance review, termination, recommendation or any employment-related decision that will affect the relative’s position at the Library.”

Public Comment: Norman Rutta, Stanley Dacher

Museum Passes

The Director met with the Department Heads and Branch Heads involved in the Museum Passes and although they felt this program has not been given much time, her concern is not only the cost but the staff time involved and whether it has provided service to the community as a whole. She felt that it would be more appropriate to have a museum docent doing programs at the Library.

Below is her written report to the Board.

At your request, I have undertaken a study of our Museum Pass program in order to determine if this is a program the Library would like to continue. There are several questions to answer in this study. What was the cost? How many patrons did it serve? Was it worth the time, trouble and expense?

The Cost: The program began in July 2009 with passes to The Cradle of Aviation, Long Island Children's Museum, the Nassau County Museum of Art and the Westbury Gardens. These passes became effective on July 15, 2009 and in September, 2009 two passes to Westbury Gardens were added. The initial cost for these passes was \$3,229.18.

After an initial period in which passes were only available from Main, the Board authorized two more sets of passes to be purchased, one for Parkville and one to be split between Lakeville and Station. These were offered for loan to the public beginning January 2010. The cost for those additional passes was \$6934.00.

Patrons Served: The number of times each pass circulated does not accurately reflect the number of patrons each pass served, since each pass allowed anywhere from 4 to 6 people to enter the museum. Attached is a chart listing the museums to which we currently subscribe, the number of circulations for each museum and the cost per circ.

As you can see, the most popular museum, The Long Island Children's Museum, had 209 circulations, which is a total from all four locations. The cost per circ is \$22.25 which is very high when compared to other items we circulate. In order to get a more accurate picture, we should multiply those circs by 4, with the assumption that at least 4 people would enjoy each pass. That brings the total number to 836. Then our cost per circ is \$1.79.

By way of comparison, the library ordered 43 copies of the book *The Help*, by Kathryn Stockett which resulted in multiple copies available in all our locations and many books constantly being circulated to fill holds placed by patrons. The Library paid, on average, \$14.25 for each copy of this book, which is a total cost to the library of \$612.75. All the copies of this title circulated a total of 942 times. This results in a cost/circ of \$0.65. Similarly with the film Avatar, the Library owns 9 copies of the DVD that have circulated a total of 258 times. With an average cost per video of \$20, and a total cost of \$180, the cost per circ is \$0.69.

There could be a number of reasons to account for the low circulation. One of the reasons is the reservation system, "Tixkeeper" that we used. Patrons needed to go into our website and use Tixkeeper to reserve a museum pass and they were able to reserve it up to three months ahead of time. Once a reservation is placed, that pass must be available for the patron who placed it. So if a patron reserved a pass for Wednesday, December 8th, for example, even if it were returned by the previous patron on Monday, it would sit for two days waiting for the next patron to pick it up.

Therefore, we have decided to eliminate the use of Tixkeeper and museum passes, and starting in January, 2011, museum passes will be available on a first come, first served basis. If a patron goes onto the catalog and sees that a pass he wants is on the shelf, he may call the owning location and that location will hold the pass for one hour, so he can pick it up. We think that will result in more circs.

In summary, a little over \$10,000 has been spent on this program since July 2009. The total number of circulations for all passes has been 684. That is an average cost per circ of \$14.70. It's extremely high.

I asked my Department and Branch Heads to make recommendations concerning both the future of the program and alternate museums to which we could subscribe. Some of the Department and Branch heads cited the relative newness of the program for its slow start. They feel, perhaps, that patrons don't know about it and haven't taken advantage of it. They think we should give it more time. They further felt that it

is very difficult to offer a program and then take it away, although they do concede the relative number of patrons being served is low. Even if you multiply the number of circs by four it's still only 2,736.

Our options are to:

1. Wait until the last pass expires on 8/31/11 and discontinue the program.
2. Look for alternate museums that would be a smaller cost to the library, such as the Children's Museum of Manhattan which would be \$1,000 for four passes, the Guggenheim (\$925 for four passes), the Intrepid (\$2,000 for four passes) the Holocaust Museum of Long Island (\$1,000 for four passes). If the Board decides to go that route, my recommendation is to fold this program into upcoming budgets and stop using the Carter fund for it.

However, when you look at the cost per circ and the \$10,000 we've spent in the last year and a half which could have been used for other things that would have benefitted the community on a much wider basis, my recommendation is to discontinue the program once the last pass expires. [End of report]

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

RESOLVED, that the Great Neck Library Board of Trustees accept the recommendation of the Library Director to discontinue the program for the provision of Museum Passes when the last pass expires [8/31/11].

Norman Rutta commended the Director for the excellent piece of analysis and the manner in which it was done while Ralene Adler thanked her for the depth of the analysis.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Donation Acceptance

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

RESOLVED, that the Great Neck Library Board of Trustees accept a Farfisa 345 professional electric organ, a Kustom 100 speaker and a Kustom 100 amplifier donated by Joyce and Stanley Dacher to Levels for the enhancement of the young adult music and drama programs.

Correction: Mr. Dacher, who was present, corrected the spelling of his name from "Dasher" to "Dacher" and the donors as Joyce and Stanley Dacher and not just Stanley Dacher.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)
MOTION CARRIED UNANIMOUSLY

Records to Be Destroyed

Upon motion by Janet Eshaghoff and seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees Library authorize the destruction of the records [below] in accordance with Record Retention policy 400-30:

Banking

3.10 Bank Statements and reconciliations – 2004

3.10 Cancelled checks – Vendor checks – 2003, 2004 and Payroll checks – 2003, 2004

Budget

3.20 Budget preparation work papers – 2004, 2005

General Accounting

3.43 Cash receipts register and Petty Cash disbursements – 2003, 2004

3.47 Paid invoices – 2003, 2004

Payroll

4.5 Employee's time sheets – 2003, 2004

4.11 Forms 940 & 941 – 2001, 2002, 2003, 2004

4.12 Forms 1096, 1099, W-2 – 2001, 2002, 2003, 2004

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Budget Revision

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 line-item changes to the 2010 Operating Budget as detailed in the 2010 Budget Reallocation Analysis, a copy of which is to be appended to the Minutes of this meeting, as well as to the copy of the 2010 Budget maintained on file for the public at Main and the Branches.

The Business Manager was commended for the excellent job done.

VOTE: Yes – 6 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Solomon)

MOTION CARRIED UNANIMOUSLY

Public Relations Firm

Four proposals were received from Public Relations firms. Two firms have been interviewed by the Building Committee, one of which was disqualified. The other two are yet to be interviewed.

Trustee DiCamillo indicated that there was no clearly defined objective as to the task of the public relations firm. The Director will prepare an analysis of what she hoped the firm could do for the Library. Although not necessary for professional services, the Director will prepare a request for proposal and send to the three firms, and she will subsequently arrange for the full Board to interview all the candidates.

Patron Comment: Norman Rutta, Carol Frank, Stanley Dacher, JoAnn Farley, Ralene Adler, Marianna Wohlgemuth

Open Time

Carol Frank, Shirley Zuckerman, Naomi Feldheim, Marianna Wohlgemuth – all members of the public – spoke specifically to the Parkville Branch renovation.

Carol Frank inquired about the leak in the Children's Room and whether it has been repaired.

The Director replied that the problem with the leak was a result of the improper installation of the HVAC equipment when the Branch was renovated over 10 years ago. The ceiling tiles have been replaced. She has received one price quote to fix the HVAC equipment and another two are forthcoming. She is preparing a request for proposal for ongoing maintenance of the HVAC system as the current contract is soon to expire.

Sheila Zuckerman was curious to hear what came out of the meeting with the Director and the architect and she asked for an explanation from Trustee Eshaghoff about her reference to "move the Parkville Branch up town." She also complained about the carpet behind the circulation desk being scrunched up and an accident waiting to happen. She also inquired about building upwards.

Director Marino reported that the Branch Committee had asked the her to see what was possible for the Branch and she came up with three possibilities which she discussed with School Superintendent Tom Dolan:

- (i) Take over the space directly behind the quiet study area which would be most cost effective. Mr. Dolan promised to get back to her by tomorrow.
- (ii) Painting, recarpeting, and repairing HVAC equipment.
- (iii) Build on an extension which is the most ambitious and expensive. She asked architect Ron Zakary to give an estimate to do a feasibility study of the Branch which would cost about \$7,500. To build on would require submitting a plan to the Board of Education and the NYS Department of Education for their approval. And then, if funds are available and

approved by the Library Board of Trustees, this could be undertaken. She also discussed space reconfiguration with the architect.

Trustee Eshaghoff, Chair of the Branch Committee, explained that her reference to “move the Branch up town” was in connection with the Station Branch and not Parkville. She also pointed out that there was a strong backlash from the Parkville community at her suggestion to move the Parkville Branch from its present site.

Library Director Raise in Salary

Upon motion by Janet Eshaghoff and seconded by Anna Kaplan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve a raise in salary for the Library Director in the amount of 2% effective on the anniversary date of her contract, February 9, 2011.

Public Comment: Marianna Wohlgemuth

VOTE: Yes – 5 (Eshaghoff, Greene, Kaplan, Pizer, Solomon);
Abstention – 1 (DiCamillo). *MOTION CARRIED*

ADJOURNMENT

The meeting was adjourned at 9:30 p.m. on motion by Marietta DiCamillo.

Respectfully submitted,

Janet Eshaghoff
Secretary of the Board of Trustees