

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, December 22, 2009, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 22, 2009, 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:

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

Also present:

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

CALL TO ORDER

The meeting was called to order at 8:13 p.m. by President Sokol.

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 24, 2009, as presented.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL CHANGES

During the month of November 2009, revenue received was \$987,979. Total expenses were \$866,324.

At the close of business, November 2009, total operating fund holdings were \$1,951,221. Of these funds, \$1,400,143 was on deposit at HSBC, \$548,298 was on deposit at Chase Bank, and \$2,780 was on hand in Petty Cash funds at Main and the Branches. This compares to a November 30, 2008, balance of \$1,691,086.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,179,644; the Automated Library fund was \$122,023; the Restricted Gift fund was \$375,287; the Branch and Special Services fund was \$139,866. These funds totaled \$1,819,454 on November 30, 2009. The November 30, 2008, total was \$2,267,644.

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the December 22, 2009, Treasurer's Report.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Warrants

Upon motion by Marietta DiCamillo, seconded by Anna Kaplan, 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, 2009, through December 18, 2009, Paid Checks numbered 0027934 through 0027940, 0027984 through 0027987 and 40084 through 40112, and To-Be-Paid Checks numbered 40113 through 40229, the sums set against their respective names, amounting in the aggregate to \$254,361.22.

Public Comment: Ralene Adler

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Payroll Warrants

Upon motion by Marietta DiCamillo, seconded by Anna Kaplan, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants for pay dates November 5 and November 19, 2009, which have

been reviewed by the Treasurer, in the amounts of \$177,274.14 and \$181,620.72 respectively, for a total of \$358,894.86.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Personnel Changes

Upon motion by Marietta DiCamillo, seconded by Anna Kaplan, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Personnel Changes of November 21, 2009 through December 18, 2009.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

OTHER REPORTS

Finance Committee

Below is the text of the Finance Committee's written report:

A meeting of the Finance Committee was held on Thursday, December 17, 2009 at 8:00 p.m. in the Multi-Purpose Room In attendance were Marietta DiCamillo, Treasurer; Anna Kaplan, Assistant Treasurer; Varda Solomon, Assistant Treasurer, Jane B. Marino, Library Director; Laura L. Weir, Assistant Director, and Neil Zitofsky, Library Business Manager. Members of the public in attendance were Josie Pizer and Ralene Adler.

The meeting was called to order at 8:15 p.m. by Treasurer and Finance Committee Chair, Marietta DiCamillo.

Library Business Manager Neil Zitofsky reviewed the financial reports for the eleven months ending November 30, 2009. He reported that although revenues are slightly below forecast, due to such things as drastically lower interest rates that are beyond the library's control, he feels confident that our expenditures will be lower than forecast as well, with our budget coming in with a slight surplus or on budget.

Treasurer DiCamillo requested an analysis of the toner expenditures for the library since that was an item that is consistently over-budget.

In the Main Building and Special Services Fund Balance Analysis, the committee discussed the various projects listed on that page and the Treasurer requested that Mr. Zitofsky provide more detail as to dates and amounts on payments made for current projects and to compress some of the details for completed projects, such as the H2L2 building project. Mr. Zitofsky will revise the analysis for the upcoming meeting.

Mrs. Adler, a member of the public, requested of the Treasurer that a list of payments made from the Carter Fund be made available to the public. The Treasurer, upon consultation with Mr. Zitofsky, stated that it would be made available for the December 22 Board Meeting.

The Warrant for the month of December was reviewed by the committee and checks were signed.

There being no further business, the committee meeting was adjourned at 9:05 p.m.

Branch Committee

In her oral report, Trustee Eshaghoff stated that things were moving along for the Station Branch. Some Trustees who had not seen the larger space upstairs (old Riviera Restaurant) visited the site. The Committee reviewed the site plans and developed cost projections for getting the space ready for the public. The Library's attorney is in negotiations with the landlord. The terms offered by the landlord are better than anticipated. The Committee also deliberated on the alternatives – such as staying in the existing space or modifying the space as offered by the landlord. The Committee decided to pursue the larger space upstairs. There will be a special Board meeting on January 13, 2010 at 7:30 p.m. to vote on this.

Trustee DiCamillo requested more current construction budget numbers than the 10-year old numbers provided at the Executive Session last week and she raised the question of where the approximately \$200,000, [which she believes will be closer to \$500,000 when project is completed] as quoted as the construction budget will be coming from. She inquired whether the cost of wiring for the computers and the telephone system was factored into the numbers provided. The Director had spoken to the Computer Department to see if they could give her some kind of estimates and they will do a walk-through of the space. She cited the cost for the new telephone system at Main and she is hesitant to bring in an electrician unless authorized by the Board. Trustee Pizer, after a site visit to the new space, reminded the Board that a lot of the renovation that needs to be done will be picked up by the landlord and that the space already has wiring for computers and phone system.

Trustee DiCamillo also wanted to see a plan with the square footage for the non-public space in the back and to know what departments can function in that space in order to free up space at the Main Building. The landlord does not have a copy of the plan with the square footage and the Library Director is in touch with the Village of Great Neck Plaza to see if they have a copy on file.

Trustee Greene stated that the proposal that is being considered by the Building Committee is to include \$500,000 in the bond for the renovation of the branches since the cost of the Main Building project has been reduced. He also suggested that since the Library has already retained the services of Park East Construction, they could be asked to take a look at the space on a pro bono basis. The Board agreed to this.

Trustee Sokol, on behalf of the Board, thanked Trustee Eshaghoff for the outstanding job she is doing in connection with the Station Branch.

A member of the public inquired about the amount of square feet and the cost per square foot to which the Library Director replied that the space is 6,500 square feet and, although the deal is not yet signed, hopefully the first year will cost \$29 per sq. ft. and the second year slightly over \$30 per sq. ft. This compares to \$42.89 per sq. ft. for the space now occupied by the Branch Trustee Greene added that there won't be any common area maintenance charges.

The Director was also asked to identify what programs will be put in that space to which she replied that she has some ideas but was not ready to discuss publicly before she discusses with the branch staff and Branch Committee. A member of the public stated, and others in the audience confirmed, that there was Board discussion of Levels moving to the new space in the Station Branch. Trustee Pizer was curious as to when a discussion of Levels moving to the Station Branch took place. DiCamillo interjected that she recalled mention being made of holding some of Levels programs at the branches but not moving Levels to the Branch. Trustee Sokol asked the public to put an end to the rumor that Levels program will be relocated to the new Station Branch as there is no truth to this. [Update: A review of the meeting tapes showed no discussion of Levels relocating to Station Branch.]

Public Comment: Carol Frank, Mayor Leonard Samansky, Amy Levinson, Norman Rutta

Building Committee

A Building Committee meeting took place at 7:00 p.m. in the Multi-Purpose Room prior to this evening's Board meeting. All the Trustees, except for Trustee DiCamillo, were present along with the architect, Dan Heuberger, and Frank Messano and James Wojcek of Park East Construction.

Trustee Greene gave an oral report of the Building Committee meeting. The presentation from Mr. Heuberger and Park East responded to the requests from the Board to make various changes and to reduce the size and cost of the project. The architect came up with a Plan D, which is 1,200 square feet less than Plan C for a total expansion of 7,400 square feet. This would cost \$22.5 million which is inclusive of all hard costs and soft costs. The Building Committee is evaluating the architect's contention that this plan meets all the programming requirements for less cost and less square footage than any of the other prior schemes. The professionals advised the Committee that the environment for construction is far better than they had expected as it

continues to be a severely depressed environment for projects of this sort. The Library's attorney supported this assumption for he is involved in a project in another locality for which there is almost a feeding frenzy among contractors to underbid each other for the project. This will result in substantial savings in addition to potential interest rates that are at all time low.

There was a concept to add \$500,000 to the Main Building renovation/expansion bond for the purpose of renovating the branches subject to whether or not this can be done. Noah Nadelson from Munistat, the Library's bond counsel, has suggested that instead of the Dormitory Authority of New York, the Industrial Development Agency which is an entity established by the Town of North Hempstead could be used.

The Building Committee will meet on January 7, 2010, at 7:00 p.m. to consider the recommendation of a plan for the Board to approve at a Special Board meeting on January 13, 2010 at 7:30 p.m. All the professionals, including the attorney and the environmental consultants will be in attendance.

Trustee DiCamillo, who will not be present for the January Building Committee meeting, asked if answers will be provided to questions that she will have. Trustee Greene asked her to email her questions to either President Sokol or Director Marino who will then get them over to the architect. He reminded her that the architect will not be at the Building Committee meeting but at the Special Board meeting. Trustee Solomon asked for the other trustees to be copied in on that email.

The architect and the engineer requested permission to go forward with a test pit/core drill, which is an absolute necessary test to assess whether or not the retaining wall along the parking lot needs to be repaired or replaced. The cost of repairing or replacing the retaining wall is not included in the \$22.5 million. Subsequently, a motion was put together to move this process forward.

Upon motion by Andrew Greene, seconded by Varda Solomon and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the expense of up to \$5,000 for a test pit/core drill test to be performed at the direction of DattnerArchitects and/or Park East Construction on the retaining wall to be charged against the Main Building and Special Services fund.

Public Comment: Ralene Adler

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Director

Below is the text of Director Jane Marino's written report:

Personnel: As I announced on November 23, we are bidding farewell this month to two full-time and well respected librarians, Risha Rosner and Janet Turbyfill. We are also losing three part-time employees, Jack Diefenbach from the Maintenance Dept, Robert Liu from the Business Office and Raymond Wile from Reference. On behalf of the staff and the public, I thank them for their service to the Library and wish them luck in their future endeavors.

Department Heads and Branch Heads are conducting reviews on their staff members and they are scheduled to be concluded by the end of the year.

Meetings: I attended the Nassau Library System Annual Meeting, along with trustees, Josie Pizer and Varda Solomon on December 3rd. This meeting, which gave an overview of the operational year for NLS, along with a presentation of their 2010 budget, also elected two trustees to the NLS Board. The meeting requires the attendance of trustees from member libraries in order for the election to be held. One trustee from each member library is eligible to vote. A quorum of libraries must attend in order for a quorum to be reached. Thanks go to Josie and Varda for adding another meeting to their list and attending.

We also held a Trustee Training Workshop on December 15 which was given by Nassau Library System Director Jackie Thresher who drew on her experience and expertise to make our trustees stronger in their roles. She touched on many issues important to the trustees, including agenda building, holding productive meetings and procedural issues. She also included, at the Library request, information about NLS and the savings that Great Neck Library realizes as a member of the system. That information is included in this month's packet.

Other Staff Notes: Ethan Mann reports a very successful production of "A Midsummer Night's Dream" presented December 3,4, and 5 which highlighted, among other things a last minute "understudy" who stepped into one of the major roles. See my newsletter column for further details.

Janet Fine and Nick Camastro of the Circulation Dept have been working with me to improve the circulation statistics report which is a part each month's report. Previous reports focused on the activity at each location – Main and each of the branches. This report also includes circulation of material by a code that identifies it more specifically, e.g. adult book, new adult book, young adult book, etc. This can be a productive tool to our librarians to see how well each section of the collection is circulating. Thanks also go to Chris Johnson in her work of seeing that new location codes were inserted into the database to properly identify these items.

Board Meeting Schedule: By now, you have all received the tentative schedule of Board meetings for 2010 and some of you have responded to that schedule. I want to remind you to

check your schedules and get back to us by January 15, 2010 about any conflicts you may have with the Board meeting schedule. [End of written report]

In addition to her written report, Director Jane Marino explained the new format for the circulation statistics whereby the circulation of items according to what they are can be tracked. Circulation activity by terminal determines how each location is doing in terms of traffic (originally called checkouts and checkins). She is working with Circulation and Technical Services to have the appropriate tags placed on the materials.

The Trustees were asked to check the tentative 2010/2011 Board meetings schedule provided in their packets and let the Director's office know if they had any problems with any of the dates. This will be approved at the Annual Re-Organization meeting in January.

Trustee Solomon pointed to a schedule from Nassau Library System outlining the benefits and savings derived from affiliating with NLS as a follow up to last month's adoption of the NLS Delivery Fee wherein questions were raised regarding the formula used to calculate how much each member library was asked to pay.

OLD BUSINESS

Policy Manual Amendment – Transparent Language Library Edition Software

Upon motion by Andrew Greene and seconded by Marietta DiCamillo and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees amend its policy Manual section 700-40 paragraph C (x), and add a new section 700-62 – Transparent Language Library Edition Software Circulation Policy and Regulations, as indicated on the attached schedule [see below]

700-40: LOAN PERIODS AND LIMITATIONS – AUDIO-VISUAL MATERIALS

Paragraph C (x) – Transparent Language Library Edition software, may be borrowed by Great Neck residents and fee-paying cardholders only, circulates for 14 days and may be renewed a maximum of six (6) times if there are no holds. **Only one (1) USB Key may be borrowed at any one time.** Patrons must pay lost/damaged fees (as set forth in Section 700-45) or replace exact item from Recorded Books. Item may not be claims returned. **Item may not be returned in Library book drops.**

Note: bold face text is new text to be inserted.

**700-62: TRANSPARENT LANGUAGE LIBRARY EDITION POLICY
AGREEMENT FORM POLICY AND REGULATIONS**

BORROWERS – Great Neck Residents and Fee-Paying patrons 18 years of age and older are eligible to be registered as Transparent Language Library Edition USB Key patrons. Card holders under 18 years of age, who are in sixth grade (and up), may be registered to borrow Transparent Language Library Edition USB Keys with parental/guardian permission. When card holders under the age of 18 years of age borrow Transparent Language Library Edition USB Keys, it will be the responsibility of the parent/guardian to accept financial responsibility for overdue fines, damage to/or loss of material.

REGISTRATION – The signature on the registration form indicates that the borrowers attest that they have read and agree to the policy and fines related to the circulation of the Transparent Language Library Edition Software.

CIRCULATION – Transparent Language Library Edition Software circulates for 14 days. Item may be reserved. Item may be renewed a maximum of six (6) times if there are no holds. Only one (1) USB Key may be borrowed at any one time. Patrons must pay lost/damaged fees (as set forth in Section 700-45) or replace exact item from Recorded Books. Item may not be claims returned. Item may be sent to a Branch for patron pickup and may be returned to a Branch. Item may not be returned in Library book drops.

LOST/DAMAGED FEES – \$320.00 USB Key, \$1.00 USB Key Tag, \$1.00 Case

FINES – \$1.00 per day for overdue fee

BORROWERS UNDERSTAND: The Great Neck Library assumes no responsibility for any possible damage to the patron's audio, video or computer equipment that might be related to using audio-visual materials borrowed from the Library. Materials are borrowed at your own risk.

YOUR SIGNATURE AND THAT OF A PARENT/GUARDIAN (FOR BORROWERS UNDER 18 YEARS OF AGE) ON THE REGISTRATION FORM INDICATES THAT YOU HAVE READ THE PRECEDING POLICY AND RULES AND AGREE TO COMPLY WITH THEM.

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Budget Revision

Upon motion by Varda Solomon and 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 2009 Operating Budget as detailed in the 2009 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 2009 Budget maintained on file for the public at Main and the Branches.

Public Comment: Ralene Adler, Emanuel Kline

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

Excess Equipment

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

RESOLVED, that the Great Neck Library Board of Trustees declare the items listed on the appended schedule dated December 15, 2009, excessed and authorize the Director to dispose of same in an appropriate manner

Public Comment: Marianna Wohlgemuth

VOTE: Yes – 7 (DiCamillo, Eshaghoff, Greene, Kaplan, Pizer, Sokol, Solomon)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE [appended to these Minutes]

Ralene Adler spoke to her letter of December 4, 2009.

Marianna Wohlgemuth spoke to her letter of December 6, 2009. Director Marino informed her that a meeting has been arranged between School Superintendent Dolan and the School District's Business Manager and herself and the Library's Business Manager on January 19, 2010, to discuss additional space at the Parkville Branch. Branch Committee meeting dates will be scheduled after the Annual Re-Organization meeting in January 2010.

OPEN TIME

Speaking: Emanuel Kline, Barbara Zeller, Stanley Romaine, Daniel Nachmanoff

ADJOURNMENT

The meeting was adjourned at 9:40 p.m. on motion by Trustee Greene and seconded by Trustee Pizer.

Respectfully submitted,

Janet Eshaghoff
Secretary of the Board of Trustees