

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, December 23, 2008, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 23, 2008, 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:

Martin Sokol – President  
Andrew Greene – Vice President  
Linda Cohen – Secretary  
Marietta DiCamillo – Treasurer  
Janet Eshaghoff – Assistant Treasurer  
Norman Rutta

Absent with prior notice:           Anna Kaplan – Assistant Treasurer

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

**CALL TO ORDER**

President Sokol called the meeting to order at 8:12 p.m.

**MINUTES**

**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 approve the Minutes of the Regular Meeting of November 25, 2008, and the Special Meeting of December 18, 2008, as presented.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

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## TREASURER'S REPORT – PERSONNEL REPORT

During the month of November 2008, revenue received was \$988,033. Total expenses were \$879,235.

At the close of business, November 30, 2008, total operating fund holdings were \$1,691,086. Of these funds, \$1,688,306 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, 2007, balance of \$1,826,910.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,555,169; the Automated Library fund was \$161,753; the Restricted Gift fund was \$388,091; the Branch and Special Services fund was \$162,631. These funds totaled \$2,267,644 on November 30, 2008. The November 30, 2007, total was \$1,799,930.

**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 December 23, 2008, Treasurer's Report with the Personnel Changes of November 20, 2008, through December 18, 2008.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

**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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Warrant dated November 20, 2008, through December 18, 2008, Paid Checks numbered 0026449 through 0026455, 0026508 through 0026515, 0026567 through 0026572, 1218 through 1220 and 38248 through 38252 and To-Be-Paid Checks numbered 38253 through 38370, the sums set against their respective names, amounting in the aggregate to \$218,017.12.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

**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 Payroll Warrants for pay dates November 6 and

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November 20, 2008, which have been reviewed by the Treasurer, in the amounts of \$172,517.59 and \$168,359.85 respectively, for a total of \$340,877.44.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

President Sokol reported that he received an email from Dan Bradbury of the Gossage search firm thanking the Trustees, and there was also an invoice attached for \$24,120.50.

*Public Comments: Stanley Romaine*

## **REPORTS**

### **Interim Director**

Interim Library Director Laura Weir reported as follows:

#### **Buildings and Grounds**

The Lakeville Branch is getting a face lift. All the stores in the shopping center are getting new awnings to match the orange awning of the H Mart shops. At the same time the façade itself will be reconstructed. This is good news because the attachment of the illuminated sign to the building after the fire in 2004 was never quite right and the Lakeville Branch experiences crumbling bits of falling plaster near the front door after strong rain storms. The landlord has tried various preventative measures but to date none have worked. Now, the entire front of the building will be resurfaced before the new sign goes up. The landlord is waiting for the permits from the Town of North Hempstead. A new store directory sign will be installed in the parking lot as well.

#### **Community Reads**

A Community Reads committee consisting of five librarians: Reference Librarian Jon Aubrey, Young Adult Librarian Courtney Greenblatt, Station Branch Head Kathleen Cotter, Head of Public Relations - Muriel Turk, and I are planning a Community Reads program for Spring 2009. We have chosen the book *The Double Bind* by Christopher Bohjalian, in part because the main character of the novel grew up in Great Neck and knows the Gatsby family. We hope to attract many community organizations to become involved in the activities and programs surrounding the Community Reads events including the high schools, senior groups, arts organizations and book discussion groups. The Community Reads project will provide our diverse community with the opportunity to read and discuss a single book. We will have an ambitious public relations campaign to attract readers and have an extensive presence on our website. The event will last about six weeks starting mid-April and culminating at the end of May.

#### **Staff Association Contract Negotiations**

The Negotiating team has almost completed its negotiations. Attorney Kevin Seaman faxed the agreement to be signed by all the parties but the Staff Association President and the Union

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representative are on vacation this week. This will be presented to the Board at the January Board meeting.

#### Meetings Attended at the Nassau Library System

Member Library Directors Meeting – Wednesday, December 17, 2008.

Designing Senior Spaces on Thursday, December 18. The speaker said that seniors need their own space to chat, meet and congregate and this would be a good idea to incorporate in our renovation/expansion project. At present, we have the large type books in one area and the Optelec machine for the vision impaired in another section of the Library instead of coming together.

#### Upcoming Meetings

January 20, 2009 – Board of Trustees Meeting

January 27, 2009 – Annual Re-Organization Meeting

*Public Comments: Varda Solomon*

#### **Branch Committee** (oral report)

Trustee Rutta reported that the Branch Committee met this evening prior to the Board meeting to discuss Parkville Branch Library's lease. The Committee provided the Business Manager with some suggestions to use in his discussions with the landlord. It is hoped that a response is forthcoming so that the lease could be signed at the January Board meeting. Trustee Rutta also called for an executive session to continue discussions. This will be at the conclusion of tonight's Board meeting.

#### **Policy Committee** (written report)

Trustee Cohen reported on the Policy/Bylaws Committee meeting of December 10, 2008 as follows:

Meeting called to order at 7:50 p.m. Present: Linda Cohen (chair), Martin Sokol, Andrew Greene, Norman Rutta, Laura Weir.

#### *Old Business:*

- i. Violence in the workplace: There is a state mandate requiring each public institution to have a policy on "Violence in the Workplace" although no guidelines are provided. At a previous committee meeting, Laura was asked to obtain a copy of the Great Neck Schools "Bullying Policy" which she did. I suggested that we adapt the introductory page of that document for our use. Everyone agreed and I said I would do the editing and also decided to call it an harassment policy.
- ii. Disposal of unwanted books: The on-going book sale is working well but not everything sells and the Library is still left with unwanted books. The committee agreed to recommend that the Library engage Better World Books to deal with

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this problem. The enabling resolution is under “Old Business.” Better World Books will pick up the unwanted volumes, sell what it can, donate what it can of the remainder to worthwhile charities and recycle the rest. There is no charge to us and the Library will receive some portion of the sales proceeds.

- iii. Collection of overdue fines: The committee agreed to recommend that the Library have a one week amnesty in the spring. During that week, patrons would be able to return overdue materials without paying the associated fines. At some point after the amnesty, the Director would engage a collection company to try to collect overdue fines but only from people owing more than \$50. The enabling resolution is under “Old Business”.
- iv. Conflict of Interest Policy: The committee recommends that Section IV(a) be eliminated. The enabling resolution is under “Old Business”. As it now stands, the section calls for prospective employees and trustees to complete the affirmation of compliance. Since the only employees required to sign the affirmation are administrative staff and department heads, there is no rationale for having prospective employees sign. As for prospective trustees, the Library would have no standing to ask independent candidates to sign. In addition, if prospective candidates who go before the Nominating Committee sign affirmations, those affirmations would be FOILable raising confidentiality issues. Of course, if a candidate is elected, he/she would be required to sign the affirmation.

*New Business:*

- i. Distribution of correspondence: The committee agreed to recommend that all correspondence received addressed to an individual Trustee be opened by the Secretary to the Board and distributed to all Trustees. The current policy refers only to correspondence addressed to the President or to the whole Board. The enabling resolution is under “New Business”.
- ii. Secretary to the Board: The committee discussed having a section in the Policy Manual devoted to the duties of the Secretary to the Board and decided it isn't necessary.

The meeting was adjourned at 9:15 p.m.

## **OLD BUSINESS**

### **Violence in the Workplace – 1<sup>st</sup> Reading**

Below is the proposed Harassment Policy that the Policy/Bylaws Committee is recommending for adoption:

The Great Neck Library is committed to providing a safe and secure environment that promotes respect, dignity and equality for all members of the Library community. For the

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purposes of this policy, the term “harassment” shall refer to any written, verbal, or electronic communication or physical act which intimidates, threatens or harms another.

Harassment is detrimental to the library environment. It interferes with the mission of the Library and disrupts its operations. Such behavior affects not only the patrons or the employees who are the targets but also those individuals who participate in and witness such acts.

To this end, all forms of harassment are strictly prohibited in library facilities, on library grounds and at all library-sponsored activities, programs and events.

In order for this policy to be effectively enforced and for prompt corrective measures to be taken, it is essential that all victims and persons with knowledge of harassment report such behavior immediately to the Director. The Director will promptly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. However, limited disclosure may be necessary to complete a thorough investigation and to take suitable action.

If, after appropriate investigation, the Director finds that a patron has violated this policy, prompt corrective action will be taken. If the Director finds that an employee has violated this policy, prompt corrective and/or disciplinary action will be taken.

All complainants and those who participate in the investigation of a complaint shall be free from retaliation of any kind.

*Public Comments: Josie Pizer*

### **Disposal of Unwanted Books**

**Upon motion by Janet Eshaghoff and seconded by Linda Cohen and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library engage Better World Books to collect Great Neck Library discards for resale and distribution to non-profit literacy programs.

Trustee Eshaghoff asked about the criterion used in determining how long an item remains on the book sale shelves. The Interim Director was not in favor of dating the materials as this would devalue them. Business Manager Zitofsky suggested using removable color coding labels.

*Public Comments: Karen Rubin*

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)

**MOTION CARRIED UNANIMOUSLY**

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## **Collection of Overdue Fines**

**Upon motion by Janet Eshaghoff and seconded by Linda Cohen and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library institute, at a time to be set by the Director, a one-week amnesty period of overdue materials such as to provide for the return of such materials without fine or cost to the patron.

*Patron Comments: Josie Pizer, Varda Solomon*

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)

**MOTION CARRIED UNANIMOUSLY**

**Upon motion by Andrew Greene and seconded by Norman Rutta and after discussion, it was,**

**RESOLVED**, that said one-week period be followed by the Great Neck Library contracting with Unique Management Services, inc., for the collection of overdue fines and charges for outstanding materials of \$50 or more per cardholder.

Discussion ensued on how much Unique Management was contracting to do. At 9:00 p.m., the Board recessed for a five-minute break allowing the Interim Director to retrieve from her office relative information to this discussion. Upon return, the meeting resumed and she read from a memo dated September 14, 2007, from Unique Management which explained the entire process and cited work done for the Long Beach Public Library. The Library was billed \$9.95 per account. Ms. Weir also indicated that according to the Director of that library, they had spent approximately \$8,000 in collection fees to Unique Management and got back \$17,000 in materials return or payment for lost items with a return rate of about 35%.

The Trustees were in favor of hiring a collection agency with a limit on the expenditure by the Library. The consensus was then to amend the motion to limit this initially to \$1,000 and see what the percentage return would be and then the Board would review at a later time. In the meantime, more research should be done since this will not be in effect until the Spring of 2009.

*Public Comments: Emanuel Kline, Ralene Adler, Karen Rubin*

The motion was amended as follows:

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

**RESOLVED** that said one-week period be followed by the Great Neck Library contracting with Unique Management Services, inc., for the collection of overdue fines and charges for outstanding

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materials of \$50 or more per cardholder. Said expenditure by the Great Neck Library not to exceed \$1,000 and this policy to be revisited in approximately six months.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

### **Conflict of Interest Policy**

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

**RESOLVED,** that the Great Neck Library Board of Trustees delete section IV(a) of the Conflict of Interest Policy and the policy remain in all other respects in full force and effect.

[following is text to be deleted:]

~~IV. Existence of a Conflict of Interest~~

~~a) A prospective trustee or employee shall complete an “Affirmation of Compliance” which solicits information regarding past or present business dealings with the Library. If the applicant responds in the affirmative, the Board shall be notified by the Nominating Committee or Director prior to appointment of the trustee or employee. [see Policy Committee report for further information]~~

*Public Comments: Stanley Romaine*

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

### **Risk Management Consultant**

Three quotes were provided from risk management consultants to evaluate the adequacy of the Great Neck Library’s insurance coverage and prepare a written report with their recommendations.

LRF/RM, a Great Neck firm, with libraries as their clients proposed \$5,000.

ICA, recommended by Trustee Sokol, is an independent risk management consultant. Their fee is \$3,500. President Sokol, in compliance with the Conflict of Interest Policy, declared that he has never done business with this firm but they had visited his office. They were highly recommended and have some large clients.



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BWD Group, recommended by Trustee DiCamillo, is not an independent risk management consultant, but a large regional insurance broker. Their professional Services Group would perform the audit for \$2,000.

Business Manager Zitofsky was directed to narrow the scope of the contract and define what we are looking for and then go back to renegotiate with LRF/RM. The information should be obtained for the January meeting.

## **NEW BUSINESS**

### **Policy Manual Changes**

(a) BOARD CORRESPONDENCE:

**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 add a new Section 500-56 to its Policy Manual as follows:  
*“The Secretary to the Board of Trustees shall open all correspondence directed to any individual Trustee and distribute it to all Trustees.”*

*Public Comments: Karen Rubin*

**VOTE:** Yes – 5 (Cohen, DiCamillo, Greene, Rutta, Sokol); No – 1 (Eshaghoff)

**MOTION CARRIED**

(b) LIMIT OUTSTANDING INTERLOAN REQUESTS

**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 amend its Policy Manual Section 700-50 by adding *“Borrowing material on interloan is limited to Great Neck residents. There is a limit of 10 outstanding interloan requests per patron”*; and further by deleting reference to *“material such as (recordings, videocassettes, etc.)*

The motion was amended as follows to delete the word “residents” and replace it with “Library cardholders”:

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library amend its Policy Manual Section 700-50 by adding “Borrowing material on interloan is limited to Great Neck Library cardholders. There is a limit of 10 outstanding interloan requests per patron”; and further by deleting reference to “material such as (recordings, videocassettes, etc.)

*Public Comments: Varda Solomon*

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

### **Request For Proposal (RFP) for Construction Manager**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Request for Proposal (RFP) for hiring a Construction Manager for the Main Building renovation/expansion as presented, with the exception that the return date thereof shall be February 2, 2009, rather than January 12, 2009.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

### **Audit Engagement**

**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 execution of a letter of engagement with Baldessari and Coster LLP for the performance of a certified audit of the Library’s financial statements for the year ending December 31, 2008 a cost not to exceed \$16,200, to be charged to the Audit Fees line of the operating budget.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
**MOTION CARRIED UNANIMOUSLY**

### **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 2008 Operating Budget as detailed in the 2008 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 2008 Budget maintained on file for the public at Main and the Branches.

**VOTE:** Yes – 6 (Cohen, DiCamillo, Eshaghoff, Greene, Rutta, Sokol)  
*MOTION CARRIED UNANIMOUSLY*

## **OPEN TIME**

*Speaking: Emanuel Kline, Ralene Adler, Stanley Romaine, Karen Rubin, Varda Solomon*

## **EXECUTIVE SESSION**

Trustee Rutta motioned and Trustee DiCamillo seconded for the Board to go into executive session to discuss real estate. All were in favor. The Board adjourned to executive session at 10:04 p.m.

## **ADJOURNMENT**

Linda Cohen motioned and Marietta DiCamillo seconded to come out of executive session. The meeting was then adjourned at 10:30 p.m. on motion by Linda Cohen and seconded by Marietta DiCamillo.

Respectfully submitted,

Linda Cohen  
Secretary