

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, November 25, 2008, at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, November 25, 2008, in the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, NY 11040. [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 [arrived at 9:35 p.m.]
Anna Kaplan – Assistant Treasurer [arrived at 8:25 p.m.]
Norman Rutta

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

CALL TO ORDER

President Sokol called the meeting to order at 8:05 p.m. and he welcomed and thanked everyone for coming.

CORRECTIONS

There was a typographical error on page 1, paragraph 4, line 3 of the September 23, 2008, Treasurer's report which stated that funds were on deposit at the Bank of New York instead of Chase Bank. This requires a correction to the October Minutes.

MINUTES

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 approve the Minutes of the Regular Meeting of October 23, 2008, as presented.

Corrections to October 23, 2008 Minutes: delete *the Bank of New York* and replace with *Chase Bank* on page 2, paragraph 2, line 2 under the Treasurer's Report.

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the Regular Meeting of October 23, 2008, as corrected.

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

Treasurer DiCamillo stated that at the last Finance meeting, the Library's CD interest rates were reviewed. This was prompted by issues raised by the public concerning rate of interest received on CDs which are lower than market. Based on the banker's presentation at that meeting, it was not her impression that the CDs were getting the maximum yield. Great Neck Library is paying to insure its money beyond FDIC limits. She requested that the Business Manager ask the bankers to disclose the name of the insurance company and to provide the costs of this insurance. The process needs to be reviewed and a more current policy developed. Splitting our banking arrangements between two to three banks may result in higher interest rates and thus providing more leverage. She asked permission from the Board to instruct the Business Manager to research this suggestion and come up with some other ideas. The request was granted.

Public Comments: Karen Rubin (editor of the Great Neck News), Ralene Adler, Varda Solomon

TREASURER'S REPORT – PERSONNEL REPORT

During the month of October 2008, revenue received was \$29,810. Total expenses were \$557,068.

At the close of business, October 31, 2008, total operating fund holdings were \$1,289,153. Of these funds, \$1,286,373 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 an October 31, 2007, balance of \$1,385,258.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,553,582; the Automated Library fund was \$160,617; the Restricted Gift fund was \$388,072; the Branch and Special Services fund was \$162,630. These funds totaled \$2,264,901 on October 31, 2008. The October 31, 2007, total was \$1,796,510.

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 November 25, 2008, Treasurer's Report with the Personnel Changes of October 18, 2008, through November 19, 2008.

VOTE: Yes – 5 (Cohen, DiCamillo, 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 October 18, 2008, through November 29, 2008, Paid Checks numbered 0026331 through 0026337, 0026389 through 0026396, and 38030 through 38038 and To-Be-Paid Checks numbered 38039 through 38247, the sums set against their respective names, amounting in the aggregate to \$617,185.03.

VOTE: Yes – 5 (Cohen, DiCamillo, 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 October 9 and October 23, 2008, which have been reviewed by the Treasurer, in the amounts of \$166,930.03 and \$167,750.28 respectively, for a total of \$334,680.31.

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

REPORTS

Secretary

Secretary Linda Cohen reported that the Library had its election on October 27, 2008, which was uncontested. On the ballot were two seats for the Board of Trustees currently held by Linda Cohen and Norman Rutta and two for the Nominating Committee currently held by Deborah Chadow and Brian Dobkin. Josie Pizer ran for Linda Cohen's seat and she received 307 votes while Varda Solomon ran for the seat of Norman Rutta and received 320 votes. Stacey Bernstein

ran for Deborah Chadow's seat and received 315 votes, while Julius Mendel ran for Brian Dobkin's seat receiving 312 votes. Josie Pizer and Varda Solomon were welcomed to the Board of Trustees and Stacey Bernstein and Julius Mendel to the Nominating Committee.

At this point, Trustee Kaplan came in.

Interim Director

Interim Library Director Laura Weir reported as follows:

BUILDINGS AND GROUNDS

On Tuesday, November 4th she met with two representatives of the Great Neck Plaza Realty, the company from which the Station Branch Library is leased. Keith, Mark, Kathleen Cotter (Head of Station Branch) and the Interim Library Director toured the basement of the Branch. There is plenty of good, empty space with high ceilings. The staircase itself is wide and is not steep. One enters a large "L" shaped room from the stairs. Three doors along the far wall open into three irregular shaped rooms of quite different sizes. Debris from Waldbaum litters the area, but otherwise the space is comfortable and dry with no evidence of water stains. Kathleen envisioned a meeting room, study space and possibly an office in these rooms. The larger space might accommodate a Children's area. There would be room for storage as well. Old pipes and a hand lettered sign indicate the previous existence of bathrooms in the basement as well. Some creative lighting solutions would be needed since there is no natural light. When asked about the cost of leasing this space, Keith said he would work with us to make a deal that would be good for everyone. He suggested the Library getting a professional architect or designer to look at the space to decide how much is needed before negotiating leasing costs.

Trustee Rutta asked the Interim Director to find out from the realty company the price per foot for the basement space and this will be discussed at a Branch Committee meeting with a subsequent recommendation to the Board.

Public Comments: Emanuel Kline

STAFF ASSOCIATION CONTRACT NEGOTIATIONS

Neil Zitofsky, Kevin Seaman and Laura Weir met with the Staff Association Negotiation Team on Monday, November 3rd. The Team was given the Library's counter proposals. Another meeting is scheduled for Wednesday, November 26, 2008.

STAFF DEVELOPMENT DAY

Seventy-six staff members attended this day-long event on November 11 [Veterans Day when Library is closed to the public] with presentations scheduled for both morning and afternoon. The morning session featured a program on "Managing Change in Your Life and at Work". Speaker Russ Schoen, of Mindgarden Innovation, was witty and informative, offering, through stories, examples and interactive participation, an engaging experience that will help staff manage change, see that change can be positive and deal with the challenges that arise as change initiative is implemented. The afternoon session featured Heather Forest, a nationally and internationally known storyteller and workshop leader who recently received a PhD in Change

Leadership. She was able to adapt her material to include through story and song, insights on managing change, observing that spoken words are powerful, that listening is important and that clear communication, discussion and tact are important skills in negotiation and peacemaking. The final activity of the day was facilitated by Ethan Mann of Levels. The communication activity 'Zoom' is based on a wordless picture book. Participants each receive a picture from the book, then the group worked together to arrange the pictures into a narrative by describing, not showing, the picture they have in hand.

EMERGENCY CLOSING

Barry Weil of Levels reported to the Interim Director that on Saturday, October 25 at about 8:40 p.m. the Library had a power outage. Maintenance employee Jack Diefenbach called LIPA and was told that they estimated it would take 5-6 hours for power to be restored. Based on this information, Barry made the decision to close Levels at 9 p.m. rather than midnight. Staff assisted students with contacting their parents and, where necessary, helped find rides for some with other students' parents.

LIBRARY PRIVILEGES SUSPENDED

After consultation with the library attorney, the library privileges of a male patron who approached three young teenage girls at Reference Public Access Computers and attempted to engage them in conversation that included references to viewing pornographic material on the internet was suspended. The Nassau County Police was called and, after talking with the man about the incident, he was escorted out of the library building. He was notified in writing the next day that his library privileges had been suspended for six months. The letter also noted that upon resumption of his Great Neck Library privileges in May 2009, he is expected to refrain from the behavior he had recently exhibited and advised him to follow all "Rules and Regulations for the Use of the Library".

Trustee DiCamillo congratulated Ethan Mann, Head of Levels, who was invited by the trustees of the Baldwin Public Library who had previously toured Levels, to speak at their January Board meeting. Interim Director added that Ethan also works with the East Meadow Public Library on youth activities as well.

Public Comments: Emanuel Kline

Director Search (oral report)

President Sokol informed the meeting that two main issues before the Board are approaching resolution – the search for a library director and an architect. He thanked each and every one of the Trustees for their diligence and hard work to resolve the search for both positions.

President Sokol announced that a decision has been made regarding the Library Director. The Search Firm has confirmed that the person selected has accepted the position as Library Director and the salary terms offered. A special Board of Trustees meeting is scheduled for December 18, 2008, when the Trustees will vote to approve the choice of the Search Committee. He then thanked staff members on the Search Committee and the entire staff for their opinions which

were necessary to help guide the Search Committee; also Interim Director for her suggestions, input and valuable experience.

When asked why the vote for the Library Director could not take place tonight, those in attendance were told that the Search Firm has initiated background checks which require releases from the candidate. The Library Director's contract also has to be reviewed by the attorney. It is hoped that the new Director will be at the December 18th meeting. Her start date will be February 9, 2009.

Trustee Greene added that both searches for the architect and the Library Director went well because of the cohesiveness of the Board and the desire to work together to reach a unanimous decision, which was accomplished. Every single member of the Board participated in both decisions.

Public Comments: Karen Rubin

Building Committee (oral report)

Trustee Greene, Chair of the Building Committee, reported that every member of the Board, not only the Building Committee members, was active in doing site visits and attending meetings. The architects who were interviewed were narrowed down to two and the firm of DattnerArchitects of 57th Street in Manhattan was chosen. This architectural group was brought to the attention of Trustee Greene by Carol Frank of the Great Neck Record. They designed the Bronx Library Center which is the first 'Leed Certified' Library in the New York Metropolitan area.

Site visits were made to the Bronx Library Center which was found to be a breathtakingly beautiful structure notable for energy-saving features. Trustees also visited another project by Dattner – Klein Campus Center at the Dwight Englewood School, New Jersey – and they were very impressed by the integration of existing light and the way curves were utilized in the building which reinforced their perception that DattnerArchitects really are aesthetically superior. The Committee was also impressed with DattnerArchitects' highly professional presentation which included very specific hand-rendered drawings of their proposal based on parameters set forth in the RFP. The third component of this decision was the overwhelmingly positive recommendations from other clients. The other firm under consideration was a highly competent firm that did a lot of work on Long Island, including many libraries, but given all the parameters looked at, the committee felt that DattnerArchitects was the better choice. The decision was unanimous. The hiring of this firm is contingent on the Library's attorney arriving at a satisfactory contract. The Business Manager was asked to assist the attorney to put together a cost comparison of the material differences offered by the different firms.

Trustee Greene restated that the firm of DattnerArchitects was brought to his attention by a member of the public and he disclosed that his wife, who is an architect, has a friend from architectural school who is now an associate architect with DattnerArchitects. He affirmed that there is no other relationship between any member of this firm and the Library's Board of Trustees and he did let the other trustees know about it and did not think this was a conflict of interest.

At this point three resolutions were put forth:

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

RESOLVED, that the Great Neck Library Board of Trustees adopts the recommendation of the Building Committee to engage the services of DattnerArchitects for our planned renovation and expansion pending successful negotiations of a contract with said architects.

Trustee DiCamillo commended Trustee Greene for putting together a wonderful process; she felt included every step of the way and she had voiced some concerns about that and she was pleasantly surprised and she appreciated his efforts to include all the Trustees in this process.

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

MOTION CARRIED UNANIMOUSLY

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

RESOLVED, that the Great Neck Library Board of Trustees pursue negotiations with DattnerArchitects through our attorney to arrive at a contract for architectural services to provide services for our planned renovation and expansion.

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

MOTION CARRIED UNANIMOUSLY

Upon motion by Andrew Greene and seconded by Linda Cohen and after discussion, it was hereby,

RESOLVED, that the Great Neck Library Board of Trustees authorize the Building Committee to undertake a search in executive session for a project manager or owner's representative and to recommend such professional to the Board of Trustees which recommendation shall be approved or disapproved by the Board of Trustees.

Trustee Rutta raised the issue that the project manager should be paid based on work done and not on the passage of time.

Trustee DiCamillo asked to be taken through the process for a better understanding on how the architect phases into the selection of the project manager. According to Trustee Greene, his understanding is that both professionals work collaboratively but also that they are independent and the owner's representative/project manager would make independent judgments more

tailored to the Library's financial interest. The architect and the project manager should be brought on board at the same time.

Interim Director Weir inquired if she should now work on the RFP for the project manager. She has about five people who have expressed interest in working as project manager. She was given the go-ahead.

Trustee DiCamillo felt that there was no internal insight monitoring the scope of the interaction of the previous project manager and she would like to see that happen this time.

Carol Frank stated for the record that the only relationship she had with DattnerArchitects is what she read in the New York Times and online about the Bronx Library Center and she has no personal or professional relationship with them. But from everything she has heard and read about them she was thrilled with the Board's selection.

Mady Adickman, member of the public, suggested that the Board should consider involving the New York Power Authority in the process. The Power Authority can provide their expertise, and energy savings. They try to structure a deal where the project gets paid for out of the energy savings. There is an incentive not only to 'Go Green' but a tremendous incentive to conserve energy and he would be happy to provide contact information. The Board took this under advisement.

Trustee DiCamillo asked the Interim Director if she had contacted Ms. Depew as was requested at the October 23rd Board meeting. She replied that she had emailed her but had not received a response. Ms. Weir will try to contact her by phone.

Trustee Greene gave his assurance that the entire Board will be involved in the project manager selection process in the same manner as the architect selection. He asked the Interim Director to distribute to the Trustees the material received from project managers.

Public Comments: Carol Frank, Karen Rubin, Josie Pizer, Martin Adickman, Mrs. Adickman, Ralene Adler

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

MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

Ethics Statement for Library Trustees

On November 27, 2007 an ethics statement was passed and is now a part of the Policy Manual. At that time, President Sokol wanted to have a discussion about one part of it which reads: "Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree." After determining that this was adapted without any

modification directly from the handbook of The Association for Library Trustees and Advocates, a division of the American Library Association, Trustee Sokol was satisfied with it.

Conflict of Interest Policy

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 conflict of Interest Policy that was tabled at the November 27, 2007, Board meeting.

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

MOTION CARRIED UNANIMOUSLY

At the November 27, 2007, Board meeting, there were questions about who would be required to sign an affirmation and what exactly that affirmation was going to be. Since then, the Policy Committee met and determined that the Trustees, Director, Assistant Director, Business Manager, Department Heads, Branch Heads and the Head of Maintenance should sign the affirmation. In consultation with the attorney, an Affirmation of Compliance statement was prepared.

Trustee Rutta noted two errors in the Affirmation Statement: The word ‘interest’ in the heading was spelled incorrectly. In the last paragraph which reads *the Board of Managers* – delete the word ‘managers’ and replace with ‘Trustees’. He also suggested that section VII(b) of the Conflict of Interest policy which reads: *Each trustee shall sign a disclosure statement at year end as provided by the Library’s certified public accountants* should be deleted because this is not something that certified public accountants do. These changes were incorporated accordingly. [see attached]

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 500-85, Conflict of Interest, to its Policy Manual as amended;

And further,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Conflict of Interest Affirmation of Compliance Statement as amended.

Trustee Rutta asked that an inventory of all tabled motions with the date of each airing be included in the monthly Board Packets. The Minutes of past Board meetings should be checked for any other tabled motions.

Since this item was already aired twice, it was agreed to vote on it.

Trustee-elect Varda Solomon requested clarification on section IV of the Conflict of Interest Policy which indicates that a prospective trustee shall complete the 'Affirmation Compliance' which solicits information regarding past or present business dealings with the Library and if the applicant responds in the affirmative, the Board shall be notified by the Nominating Committee prior to appointment of the trustee. Since the Nominating Committee does not appoint trustees, it just nominates them, are the candidates expected at the time of interview to sign the 'Affirmation Compliance' statement before the Nominating Committee can give them further consideration? There was also the question on whether this document becomes a public document and foitable. Trustee DiCamillo brought out that the interviews are in executive session and if the individual signs this document and it becomes foitable, then those candidates could be disclosed. Although the Board approved the Conflict of Interest policy, this portion was sent back to the Policy Committee to review.

Public Comments: Varda Solomon

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

Parkville Branch Lease

Negotiations are currently underway with the Great Neck School District for a ten-year lease for the Parkville Branch Library. The Branch Committee will meet to discuss an appropriate response to the Business Manager's memo in terms of proceeding and perhaps they will have something to vote on for the next Board meeting.

Petition for Absolute Charter in the First Instance

Upon motion by Anna Kaplan and seconded by Linda Cohen and after discussion, it was hereby,

RESOLVED, that the Great Neck Library Board of Trustees appoint Martin Sokol, President of the Board of Trustees to apply, on behalf of the Great Neck Library, to the Regents of the University of the State of New York for an Absolute Charter in the First Instance.

Notice was received from the State Education Department, Division of Library Development, that the Great Neck Library was not chartered by the New York State Board of Regents but by the Department of State. A library charter is the legal document that incorporates a library as an educational institution. The Great Neck Library had been operating all along with the assumption

that there was a charter since there is an official document dated 1929 on the wall in the Director's Office which is actually NYS Department of State registration.

The completed documents required for the Library to apply for an Absolute Library Charter in the First Instance was provided for the Board of Trustees to sign and signatures of each Trustee notarized. The Trustees asked for this to be tabled until the December 18, 2008, Special Board Meeting so that attorney Kevin Seaman and the Library's Auditor Al Coster could review this document before it is voted on and notarized. The Library's attorney will be present for that meeting. A copy of the document is to be provided to counsel and the auditor in advance for review.

Public Comments: Emanuel Kline, Karen Rubin

Upon motion by Andrew Greene and seconded by Linda Cohen and after discussion, it was hereby,

RESOLVED, that the Great Neck Library Board of Trustees vote to table the resolution until the special Board meeting when the attorney will be present and will give us his opinion.

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

MOTION CARRIED UNANIMOUSLY

Trustee Eshaghoff arrived.

NEW BUSINESS

Excess Equipment

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

RESOLVED, that the Board of Trustees of the Great Neck Library declare the items listed on the appended schedule dated November 9, 2008, excessed and authorize the Interim Director to dispose of same in an appropriate manner.

VOTE: Yes – 7 (Cohen, DiCamillo, Eshaghoff, Greene, Kaplan, Rutta, Sokol)

MOTION CARRIED UNANIMOUSLY

Update on Electronic Services: **Database Core Collection & Live Homework Help**

Nassau County libraries have a core collection of databases in common. The Nassau Library System and COLA (Committee for Online Library Applications), made up of several Nassau County library directors, were able to negotiate substantial savings from vendors by purchasing for all 51 libraries. By negotiating for multiple-year contracts substantial savings were achieved by freezing renewal costs. The purchase of the Federated search capability from Innovative Interfaces on our own would have cost us \$10,000 a year but with this special vendor negotiation, it is costing approximately \$1,000 a year.

The Nassau Library System plans to build an online services portal through which anyone countywide can access these databases. As a group the 51 library directors feel it is a good marketing tool that will provide consistent service and will raise awareness to the wealth of databases available for research and study.

Live Librarian/Homework Help is another database that is being purchased at a reduced rate through NLS and the COLA Committee. Co-Central libraries receive certain amount of money from New York State and they are paying 25% for this service. During the month of October, 222 students in Great Neck used this service.

Public Comments: Ralene Adler, Varda Solomon, Jane Alexander (Parkville Branch Librarian), Mrs. Adickman

Snow Removal Contract

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 acceptance of the snow removal contract for a one-year period with EPG Construction as per the amended contract, to be charged to the Landscaping/Snow Removal budget line in the amount of \$9,425.

Public Comments: Ralene Adler

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

OPEN TIME

Trustee DiCamillo commended Interim Director Weir for the time she spent in cross checking those numbers for the application for the Absolute Charter in the First Instance.

ADJOURNMENT

Marietta DiCamillo motioned and Linda Cohen seconded for an adjournment at 9:50 p.m.

Respectfully submitted,

Linda Cohen, Secretary