

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 15, 2011, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Thursday, September 15, 2011, 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:

Janet Nina Esagoff – President  
Joel Marcus – Secretary  
Varda Solomon – Treasurer  
Josie Pizer, Assistant Treasurer  
Martin Sokol

Absent with prior notice:           Marietta DiCamillo – Assistant Treasurer  
Anna Kaplan – Vice President

Also present:                           Jane B. Marino – Director  
Laura Weir – Assistant Director  
Neil Zitofsky – Business Manager  
Bob Goldberg – Legal Counsel (Farrell Fritz, P.C.)

**CALL TO ORDER**

President Janet Esagoff called the meeting to order at 7:40 p.m. She informed the meeting that going forward a microphone will be setup in the room for the public to speak when recognized by the chair. The Board meeting is also being videotaped and clips from the meeting will be linked to the Library's website so those not attending can see what's going on.

Public Comment: Ralene Adler

**MINUTES**

**Upon motion by Joel Marcus, seconded by Martin Sokol, and after discussion, it was,**

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of the meetings of June 21, 2011, June 28, 2011, and July 7, 2011 as presented and the Minutes of August 9, 2011 as corrected.

Trustee Solomon corrected the Minutes of August 9, page 6, line 5 to change the word 'premiums' to 'proceeds.'

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

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## TREASURER'S REPORT

Upon motion by Varda Solomon, seconded by Josie Pizer, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the following financial reports:

- September 15, 2011, Treasurer's Report;
- Warrant dated June 18, 2011 through July 22, 2011 for Paid checks numbered 0029650 through 0029655, 0029697 through 0029703, 1238, 43159 through 43175 and Checks To-Be-Paid numbered 43176 through 43322, the sums set against their respective names, amounting in the aggregate to \$408,352.78;
- Warrant dated July 23, 2011 through August 19, 2011 for Paid checks numbered 0029739 through 0029744, 0029780 through 0029784, and 43323 through 43334 and Checks To-Be-Paid numbered 43335 through 43483, the sums set against their respective names, amounting in the aggregate to \$252,510.74;
- Warrant dated August 20, 2011 through September 9, 2011 for Paid checks numbered 0029818 through 0029823, 0029854 through 0029860, 43484 through 43495; and Checks To-Be-Paid numbered 43496 through 43592, the sums set against their respective names, amounting in the aggregate to \$234,755.20;
- Payroll Warrants for pay dates June 2, June 16 and June 30, 2011 in the amounts of \$170,319.46, \$166,463.80 and \$166,118.53 respectively for a total of \$502,901.79
- Payroll Warrants for pay dates July 14 and July 28, 2011 in the amounts of \$208,807.56 and \$169,275.15 respectively for a total of \$378,082.71.
- Payroll Warrants for pay dates August 11 and August 25, 2011 in the amounts of \$170,460.23 and \$169,864.94 respectively for a total of \$340,325.17.

Public Comment: Ralene Adler

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## PERSONNEL CHANGES

Upon motion by Josie Pizer, seconded by Varda Solomon, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the Personnel Changes of June, July and August 2011 as presented.

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

## **WRITTEN REPORTS**

Below is the text of the written reports:

### **Finance Committee Meetings**

#### **August 18, 2011, 7:30 p.m., Community Room of the Main Library**

In attendance: Chair Marietta DiCamillo, Trustee Josie Pizer and Board President Janet Nina Esagoff. Committee Chair Varda Solomon was absent with prior notice. Also in Attendance: Jane Marino, Library Director; Laura Weir, Assistant Director; Neil Zitofsky, Business Manager. The meeting was called to order by Assistant Treasurer DiCamillo, acting as Chair, called the meeting to order at 7:35 p.m.

#### New Business

**Breakout of Branch Costs:** At the committee's request, Mr. Zitofsky prepared a chart showing the breakdown of operating and personnel costs for each library location. The committee thanked him for his work and stated they would find this very helpful going forward, especially when contemplating costs during construction.

#### Old Business

**Review of Operating Expenses During Construction.** Mr. Zitofsky stated that his projection of \$1 million savings during construction was a starting point and in fact he expected it to be higher. Once the referendum is passed, plans for a temporary site and reductions in staff, materials and supplies can be discussed more fully.

#### Regular Activities

The financial reports, check registers and warrant were reviewed by the committee and Mr. Zitofsky answered questions for the committee as they arose. There being no further questions, the committee signed checks.

#### Adjournment

There being no further business, the dates for future committee meetings were stated as September 13 and October 17. The meeting was adjourned at 8:40 p.m.

#### **Thursday, July 21, 2011, Station Branch at 7:30 p.m.**

In Attendance: Chair Varda Solomon, and Trustees Marietta DiCamillo and Josie Pizer. Absent with notice: Janet Nina Esagoff. Also in Attendance: Jane Marino, Library Director; Laura Weir, Library Assistant Director; Neil Zitofsky, Business Manager. Chair Solomon called the meeting to order at 7:35 p.m.

#### Old Business

**NLS Update.** Ms. Marino reported that a system-wide meeting of any NLS trustees who wish to attend will be held on Monday, September 25, 2010 at NLS Headquarters in Uniondale. One of the promises

made by NLS is that the costs for expenditures on the branches will be backed out of Great Neck Library's figure to recognize the fact that deliveries are only made to Main.

#### New Business

**Air Conditioner.** As of this date, Director Marino had nothing to report financially since no bills from Aggreko had been received.

**Discussions in Progress:** As of this date, both Parkville Lease Amendment and the Graham contract negotiations had not yet been completed.

**Harras Bloom Invoices:** These were discussed as part of the review of the warrant and redundant charges were eliminated from the invoice.

#### Regular Activities:

All financial documents, check register, and the check warrants were reviewed. Mr. Zitofsky answered the committee's questions on particular vendors or checks as they arose. There being no further business, the checks were signed.

#### Adjournment:

Chair Solomon requested that Trustee DiCamillo chair the August meeting, since she would be on vacation. There being no further business, the meeting was adjourned at 9:00 p.m.

### **Policy Committee**

The meeting was held at the Station Branch on Tuesday, June 22, 2011, at 7:30 p.m. Chair DiCamillo and Trustee Pizer were in attendance. Absent with notice: Anna Kaplan, Trustee; Janet Nina Esagoff, Board President. Also in Attendance: Jane B. Marino, Library Director; Laura L. Weir, Assistant Director.

#### Old Business

**Workplace Violence Prevention Policy:** Assistant Director Laura Weir gave the committee a report on her progress to date to put together a Violence Prevention Program which she and her committee are working on. There are several major components. Among them are: staff training, evaluation of physical plants, and evaluation of protocols such as reporting of incidents and accidents. She further reported that training of the staff has been initiated and there will be speakers at the July and August staff meetings. Staff is required to view the power point that is now on the Intranet prior to the training sessions and they are urged to report anything they notice that might contribute to staff unsafety. Ms. Weir hopes to have a rough draft of the program for the committee at their August 23<sup>rd</sup> meeting.

**Meeting Room Policy:** The Library Director presented her suggestions for changing the room charges for the Community Room, Multi-purpose Room and Branch meeting rooms. The committee suggested a few changes and Director Marino will have a revision for the August meeting.

**Inappropriate Use of Public Funds:** The Library Director checked with counsel who said the wording the school district uses is perfectly appropriate for the library with the appropriate word change. It will go on the September agenda.

There being no further business, the date of the next meeting was confirmed for August 23, 2011. The July meeting was cancelled.

## **Secretary**

There will be two separate issues that residents will be voting on in October. The first is the referendum on October 25th for the amount of money the Library can borrow over 20 years to finance the renovation/expansion project. The following Monday, October 31st will be the annual Trustee election which is uncontested.

### **Referendum**

Time: 7:00 a.m. – 10 p.m. Voting Sites: Residents living south of the L.I.R.R. station will vote at Great Neck South High School, 341 Lakeville Road. Residents living north of the L.I.R.R. will vote at the E.M. Baker Elementary School, 69 Baker Hill Road. Applications for absentee ballots can be obtained from the District Clerk's Office at Phipps as well as at all four of our library locations. All this and more can be found on the Library's website and there are also handouts at each library location.

### **Trustee/Nominating Committee Election**

Date & Time: October 31st from 10 a.m. – 10 p.m. Voting Sites: Residents living north of Northern Boulevard will vote at the Main Library and residents south of Northern Boulevard will vote at the Parkville Branch Library.

The Nominating Committee endorsed Francine Ferrante Krupski for a four-year term on the Board of Trustees beginning January 2012 to fill the seat currently encumbered by Anna Kaplan. For the Nominating Committee, they endorsed Ian Lustbader and Diane Sandler to fill the expiring seats of Stacey Bernstein and Julius Mendel – both for a three year term beginning in January 2012.

There were no independent petitions received for any of these seats so the election will be uncontested.

Meet the Candidates Night will take place in an informal setting on Tuesday, October 11<sup>th</sup> at 7:30 p.m. at the Main Library.

Biographical information for all the candidates can be found in the September/October issue of the Library's newsletter, as well as on our website at [www.greatnecklibrary.org](http://www.greatnecklibrary.org) and at all four library locations.

## **Assistant Director**

### **Great Neck Library Workplace Violence Prevention Program**

The Workplace Violence Prevention Committee continues to work with Director Jane Marino to develop a written Workplace Prevention Program for the Great Neck Library. Staff responses to the July 13 staff meeting featuring a program by Wendy Hords, Health and Safety Specialist for NYSUT, indicated a need for further training in how to react to emergency situations at the Library. The Director addressed this need by creating a power point demonstration "What Should I Do?" that was featured at the August 3 staff meeting. The document set up various scenarios to which the staff would need to respond and gave answers as to how to proceed. There was lengthy discussion on how to fill out Accident and Incident Reports.

After the Risk Assessment Evaluation at the three branches, I have had follow-up meetings with employees to discuss safety issues and to elicit concerns and suggestions from staff members that are specific to the branch.

The Great Neck Library Workplace Violence Prevention Program continues to evolve and will present a written program to the Policy Committee on September 27, 2011.

#### Technical Services Update

Senior Librarian Chris Johnson reports that over the past 3 months, in addition to the normal processing of all new materials, the Tech Services department has begun retro-cataloging all of the uncatalogued children's paperbacks shelved here at Main as well as at the branches. This project better enables library users to place holds on specific titles and series books - especially helpful for the school summer reading lists. In addition, as was done with Main's adult uncatalogued collection, the branches have begun sending up their uncatalogued adult paperbacks to Tech Services for cataloging and re-processing. During this same time period, 1103 downloadable titles composed of 132 e-Audiobooks & 544 e-Books from the Nassau Digital Doorway Collection and 427 Gale Virtual Reference Titles have been added to the Great Neck Library catalog. This is a collaborative project accomplished by our librarians and trained clerical staff. The availability of these titles from within our catalog enhances our 24/7 service capabilities.

#### Museum Passes

The new batch of Museum passes began circulating on May 1<sup>st</sup> with a streamlined circulation system that does not allow for reservations. Patrons obtain the passes at the Main Library on a first come, first served basis. Museum Passes will be sent to a Branch for a next day pick-up when available. The system has worked very well, allowing for many more circulations per pass. Some popular passes, like the Long Island Children's Museum and the Nassau County Museum of Art were continued from the previous program, but the new selections have proved to be very popular. The Intrepid Air, Sea and Space Museum pass circulated 52 times over the summer and the Guggenheim Museum, with two passes, circulated 42 and 38 times respectively.

#### Book Sales

A silent auction in March for stamp catalogs and other yearly updated Reference materials, followed by a Spring special price book sale of discarded, oversized, mostly art books yielded a very favorable book sale income January through June. Totals for the six month period in 2011 were \$4869.50. Totals for 2010 were \$3,688.67, a difference of \$1,180.83. July and August book sales totaled \$904.45 for a year-to-date income of \$5,773.95.

Since the beginning of the year 2011, the Great Neck Library has received \$638.82 in commission from library discards sent to Better World Books for resale. Our nonprofit literacy partner Worldfund, supporting educational initiatives in Latin America, has received \$212.94 in commissions for the year.

### **Library Director**

#### Personnel

This summer began with a temporary cooling tower installation and ended with Hurricane Irene. Despite these setbacks our staff has performed admirably, working with a smile through the heat and doing their best to explain the problem to our patrons. I want to give special thanks to George Malcolm and the rest of the Maintenance Department who put in long hours and coped with the installation – and reinstallation – of the tower admirably.

Our building came through Hurricane Irene with some roof leakage and a power outage in the Main Library for two days. The branches were open, however. Station was open all day both Monday and Tuesday. Parkville opened at noon on Monday and Lakeville opened on Tuesday. Our patrons were happy to have a place that had lights and outlets to power devices and a smiling face behind the desk. My thanks go to the branch staff members for their excellent work. I plan on working on a contingency plan that will be in place to circulate the main building staff out to branches during a multi-day event.

#### Branch News

As you can see by your agendas, the Parkville lease is waiting for Library Board approval. The School District has done an admirable job to draw up a fair amendment to our lease which will result in the payment for the additional space at the same per square foot amount we now pay. I would like the Board's authorization to ask for RFP's for architects and construction managers for this project.

Station Branch has had some leaks due to the rains, but the Construction Management firm has been very responsive and helpful.

#### Building News

This summer we have received site plan approval from the Town contingent on the fire plan being reworked to the Fire Department's satisfaction. That has been done. We have also scheduled our Referendum for October 25, as you know. We are circulating information to the public, such as tax impact and voting information. In addition a number of informational meetings have been scheduled in all library locations. I have also spoken at two of the local Village Boards.

#### Tax Cap and Libraries

Attached is a letter from the New York Library Association regarding the Tax Cap Impact on Libraries as well as an article about four upstate libraries who presented budgets to their voters that exceed the 2% tax cap. As you can see by both the NYLA letter and the article, in order for a library such as ours to put forth a budget that exceeds the tax cap, the governing board would have to vote to permit that by at least 60%. Once that is done, a budget with a tax increase higher than 2% can be put to a public vote. The voters would need to approve it by a simple majority.

#### Meeting Attendance

I did not attend ALA as I felt that due to the HVAC emergency it was a better use of my time to stay here and deal with whatever came up surrounding the installation of the cooling tower. I had to cancel everything at the last minute. Justin Fuchs, however, did attend and his report is attached. He gave an oral report to the staff yesterday at the General Staff Meeting.

As a follow-up to the July 21<sup>st</sup> Finance Committee meeting, Trustee Pizer inquired about the promise made by NLS that the costs for expenditures on the branches will be backed out of the Great Neck Library's figure to recognize the fact that deliveries are only made to Main. The Director responded that she has just received a letter today from NLS but did not receive an amount but there are five items that enumerate the proposed modifications to their proposals. The Trustees will be receiving a copy of this email, and the matter will be discussed at the NLS Board of Trustees meeting at NLS on Monday on September 26<sup>th</sup> at 7:30 p.m. to which all are invited to attend. Trustee Pizer will be attending that meeting.

Trustee Pizer commended Justin Fuchs for the remarkable report he provided covering his attendance at the ALA conference.

A member of the public stated that the term of the current Area VII representative on the NLS Board of Trustees is expiring and inquired if the Board had considered putting forward a nominee to represent the interests of Great Neck in view of the fact that Great Neck Library Board has not had a representative for 15 years. Trustee Solomon suggested that there are some Board alumni who might be good at representing our concerns.

The Director also reported that Senator Martins' office informed her that the \$100,000 grant is still in play. They are waiting for the Governor's office to sign the waiver. Once that is done, DASNY will complete its desk audit and we should be receiving the funds anywhere between a couple days to five weeks.

## **OLD BUSINESS**

### **Approval of Parkville Branch Amended Lease**

**Upon motion by Martin Sokol and seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve a second amendment (dated September 1, 2011) to the current lease the Great Neck Library has with the Great Neck Public School District to lease 1,190 square feet of additional space at the Parkville Annex at the annual rent per square foot rate currently in effect (\$16.81 per square foot) which shall be applied to the additional space to result in a new monthly rent during the lease year 11/1/10-10/31/11 prorated and applicable to the first month during which the Great Neck Library occupies the additional space. Annual and monthly rent due during subsequent lease years shall be increased by four percent (4%) each year for the remaining term of the lease.

Trustee Sokol raised the issue of the 4% annual increase. He contended that there should not be an increase when there is no inflation. He also inquired if any attempt was made to negotiate the 4% increase.

The Director explained that the current lease which expires in October 2018 has a built-in 4% yearly increase which was carried over to this new amended lease. She informed the Board that the School District did its best to prevent the Library from incurring additional costs by building on to provide the additional space. She also reminded the Board that they need to authorize her to obtain architectural services to move forward and the school has to get the space ready.

Trustee Solomon felt that the additional space should be subjected to a different rate than when the current lease was negotiated. She would like for the motion to be tabled until an operating

budget for the new space to include insurance, cleaning, electricity etc., is prepared and the 4% increase is resolved.

There was also the question as to when the Library will take occupancy of the space – at renovation or when the lease is signed. Attorney Bob Goldberg was asked for his opinion. He stated that if a lease is being amended, any term in the existing lease can be changed. He also clarified that the way the lease is written, once the lease is signed, the space is considered as occupied. The rent will be pro-rated depending on when occupancy begins. He recommended that the lease be taken back to the School Board for clarification of some of the terms used therein to be consistent with the understanding of the trustees. The terms – ‘occupy’ as well as ‘what point does our tenancy begin’, and whether or not the ‘effective date is the date when the Library actually signs the lease’ – require clarification.

President Esagoff made it clear that the Board supports going forward with the lease for the additional space at Parkville.

*Public Comment: Ralene Adler, Norman Rutta*

**Upon motion by Varda Solomon and seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees table the motion pending successful discussion with both the School District and Counsel.

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)

**MOTION CARRIED UNANIMOUSLY**

### **Approval of Bonnie D. Graham’s Contract**

**Upon motion by Varda Solomon and seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve, ratify and confirm the contract of Bonnie D. Graham firm, executed on July 27, 2011 to represent the Library as its public relations firm at a fee not to exceed \$20,000; such money to be taken from the Main Building and Special Services.

President Esagoff explained that the Board had authorized the engagement of Bonnie D. Graham’s public relations firm. Subsequent to this, copies of the unsigned contract were sent to all the Trustees. She then signed the contract on July 27, 2011 without realizing that it had to be brought back to the Board for approval at a public Board meeting. She is now correcting the situation by bringing the executed contract before the Board for ratification.

In response to Mrs. Adler’s question on whether or not Ms. Graham has done any work and if any money was spent, the Director stated that she has done minimal work. She has recommended some changes on the renovation page of the Library’s website which were implemented, as well

as the FAQ sheet, and a tax impact statement which was prepared by the Business Manager. She also helped with messaging in some of the publicity announcing informational meetings and there was some discussion on ways to present these meetings. Ms. Graham has not yet been paid. Ms. Marino stated that the purpose of the PR firm is to present the facts and figures about the renovation to the public and there won't be a pros-and-cons campaign using public money to persuade the public.

Trustee Solomon promised that any reports developed will be available for the public to see.

Attorney Bob Goldberg clarified the term 'Library' as used in the contract to apply to the Library Director who is authorized by the Board to execute the responsibilities on behalf of the Library.

Public Comment: Norman Rutta, Ralene Adler, Liz Berney

**VOTE:** Yes – 5 (Esagoff, Pizer, Marcus, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

### **Cooling Tower Replacement**

**Upon motion by Joel Marcus and seconded by Martin Sokol, and after discussion, it was,**

**RESOLVED,** that the Great Neck Library Board of Trustees authorize the expenditure of an amount not-to-exceed \$500,000 to be used to cover the installation of a new 170-ton cooling tower and all attendant fees and expenses that will be part of this project. Such work should begin immediately and the funds for this work should be taken from the Main Building and Special Services Fund.

Trustee Sokol initiated a discussion on the architect fees whether or not the process of competitive bidding was followed in obtaining quotes from other architects apart from Dattner to ascertain that the Library would not be overpaying.

The Director responded that she was instructed by the Board to consult with Dattner and Park East Construction and was not directed to get other competitive quotes. She further explained that the expenses related to the cooling tower are a part of the renovation project that Dattner was hired to do. Dattner and their subcontractors have examined this building several times and their knowledge of the building will be a plus in getting the job done in the most cost efficient and timely manner. She wanted the Board to understand that to go out for more quotes at this time will delay the project and possibly it will not be done on time for the next cooling season but the Board must make that decision.

Trustee Pizer supported Trustee Sokol's request for competitive bidding and that the motion should be tabled.

Trustee Solomon would like to see the motion tabled and the reconvening of another meeting to discuss this. She is also concerned about the possibility that the cost might exceed the \$485,000 since it is now a stand-alone project and not a part of the renovation project. She too would like to see additional quotes.

The Director asked the Board to give her clear directions as to what they wanted her to do. In response to Trustee Solomon's concern about the \$485,000, Director Marino had asked Park East Construction if that amount was sufficient and they assured her that it is possible the cost will come in under that amount. She asked for a not-to-exceed figure of \$500,000 to cover any of the unexpected that may come up.

There was a five-minute intermission at 9:05 p.m. as one of the trustees had left the room.

It was decided to table the motion and the Director was asked to get information from Park East Construction on whether they had bids from other firms apart from Dattner and the dollar amount.

*Public Comment: Norman Rutta, Ralene Adler*

**Upon motion by Josie Pizer and seconded by Varda Solomon, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees table the motion that specifies all the particulars for the cooling tower replacement.

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)  
*MOTION CARRIED UNANIMOUSLY*

Trustee Solomon then suggested that the Board put on its calendar an additional meeting each month, which can be cancelled if not needed, to deal with items that have been tabled, such as the cooling tower, so business can be conducted in a timely fashion.

A tentative meeting of the Board was scheduled for September 27 and the Construction Manager should be asked to bring in two more bids at which time they will discuss the process used to obtain the bids. The Board Policy Committee meeting for that night would be pre-empted to make room for the Board meeting. The bids would be discussed in an executive session at 7:00 p.m. followed by the public meeting at 8:00 p.m.

Trustee Marcus called for a motion to specify exactly what the Board would like to see done as he does not want this to hang around for another month. He too supports the idea of the Board meeting every two weeks.

The Director brought out that for the firms to provide bids they would need an architectural plan which will not be developed until the Board gives Dattner the authorization to proceed and that would be an additional \$46,000. The Board's existing agreement with Dattner provides services

up to the referendum. If the referendum is passed, then both parties will enter into another contract for post referendum work.

Trustee Sokol moved and Trustee Solomon seconded for the Board to go into executive session to further discuss vendor relations contract. All were in favor and the Board went into executive session at 9:40 p.m. The Board returned to the open meeting at 10:10 p.m.

**Upon motion by Varda Solomon and seconded by Martin Sokol, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the expenditure of an amount not to exceed \$46,000 to engage the professional services of Dattner Architects for work related to the installation of a cooling tower as described in their proposal dated September 6, 2011; such monies to be charged to the Main Building and Special Services fund.

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **Furnace Repair**

**Upon motion by Josie Pizer and seconded by Varda Solomon, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the repair of the boiler for a total cost of \$9,248.00; such funds to be taken from the Main Building and Special Services Fund.

Norman Rutta, a member of the public, brought out that this item should not be charged to the Main Building fund since it has to do with repairs. The Business Manager agreed that this should be charged to the repairs and maintenance line of the operating budget. The motion was so amended.

**Upon motion by Varda Solomon and seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees amend the motion under discussion so the funds should be taken from operating funds.

**VOTE:** Yes – 5 (Esagoff, Kaplan, Marcus, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

**Upon motion by Josie Pizer and seconded by Joel Marcus, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the repair of the boiler for a total of \$9,248; such funds to be taken from the repairs and maintenance line of the operating budget..

**VOTE:** Yes – 5 (Esagoff, Kaplan, Marcus, Sokol, Solomon)

**MOTION CARRIED UNANIMOUSLY**

## **Travel & Reimbursement Policy**

Below is the proposed policy for conference and meeting attendance travel and reimbursement presented for its second reading:

### Introduction

The Board of Trustees of the Great Neck Library (GNL) encourages its staff and trustees to take advantage of the educational and professional resources available to them in the form of workshops, conferences and meetings. In order to be reimbursed for actual expenses incurred in any workshop, conference or meeting a staff member or trustee attends, the following guidelines must be followed. All reimbursement rates will be subject to review and adjustment.

### Conference and Meeting Authorization

Within existing staffing and budgetary constraints, GNL will pay registration fees and related travel expenses for full-time and regular part-time staff members to attend work-related conferences, workshops and meetings. As required, the Director may set a maximum amount that is allowable for reimbursement, as long as proper documentation is provided as outlined below.

### Travel Authorization for GNL Staff

Each employee planning to travel on business outside Nassau County must request authorization in advance to his/her Department Head, using the request form attached. Upon approval by the Department Head, this form must then be approved by the Director.

Travel within Nassau County which is required by the employee's job duties need not be approved in advance by the Director but must be approved by the Department Head. All employees who drive a vehicle on GNL business must have a valid driver's license. All automobile travel on GNL business will be reimbursed at prevailing IRS mileage rates. Mileage for local trips may be reimbursed through petty cash, providing a request slip is completed and submitted to the Director's office. Other than for mileage to NLS, documentation of mileage must accompany the slip.

### Travel Authorization for GNL Trustees

Travel by GNL trustees on GNL business must be approved in advance according to procedures established by the Director.

### Travel Expense Vouchers

Original receipts for all expenses claimed for travel reimbursement must be attached to a GNL Travel Expense Form as well as documentation that the staff member was registered for the conference or meeting s/he attended.

All GNL staff and trustees shall itemize expenses and certify the validity of their claim with their signature. Travel expense vouchers shall be submitted to the Business Office within thirty days after the activity.

### Travel Reimbursement for Employees and Trustees

GNL will reimburse its employees and trustees for expenses incurred on library business at the following rates:

- IRS Standard Mile Rate for Business for the current year for use of a private vehicle, only if accompanied by map quest mileage [or similar method] to and from the site of the conference.
- Actual cost of meals and tips, not including alcohol. A limit of \$50 for daily meals will be applied.
- Actual cost of lodging, at the rate listed for the conference or meeting the employee is attending.
- Actual tolls, parking fees, necessary taxi fares and
- Actual bus or train fare for commercial transportation.

GNL employees shall be reimbursed for meal expenses only when library business requires them to stay away from home overnight, except if meal registration fees are required for attendance at a meeting or workshop. Whenever possible, car pooling is strongly recommended.

### Travel with Family

A GNL employee or trustee may travel with his or her family on official business. No family travel expenses will be reimbursable except for legitimate business-related expenses incurred by the GNL employee or trustee. Lodging will be reimbursed at the single room rate only.

## **NEW BUSINESS**

### **Snow Removal Contract**

**Upon motion by Josie Pizer and seconded by Martin Sokol, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the renewal of the snow contract for the season November 1, 2011 through April 30, 2012 with EPG Construction Corp at a base price of \$9,998 [plus \$220 per sanding of accumulation over eight (8) inches as per the attached contract] to be charged to the Landscaping/Snow Removal budget line.

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **Property Liability Insurance Renewal**

**Upon motion by Varda Solomon and seconded by Martin Sokol, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees renew its property/liability package, automobile and umbrella policies for the period September 1, 2011 through September 1, 2012 with Utica Insurance Companies, as presented by Edwards and Company in their proposal, for a total cost of

\$60,354 to be charged to the Property/Liability insurance line of the operating budget.

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **Donation Acknowledgment**

**Upon motion by Joel Marcus and seconded by Josie Pizer, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the donation of \$400 from a Great Neck resident who wishes to remain anonymous. Such donation is to be used towards the Ron Gross Socrates' Salon program.

President Esagoff made mention of a Great Neck resident donating \$20 million to the Hofstra University Law School. She suggested that there might be interested donors out there who would be willing to give donations to the Library to offset its renovation/expansion costs.

*Public Comment: Norman Rutta*

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

### **Innovative Interfaces**

**Upon motion by Varda Solomon and seconded by Martin Sokol, and after discussion, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the acceptance of the Innovative Interfaces Server Replacement Program contract at a cost of \$7,500 per year for four (4) years to be charged to the Automated Library fund.

I further move that the Board of Trustees of the Great Neck Library authorize a three (3) year subscription to the Encore interface enhancement at \$22,500 per year. The first year's cost plus a \$2,500 one-time implementation charge is to be charged to the Automated Library Fund; the costs of subsequent years are to be funded by the general operating budget.

**VOTE:** Yes – 5 (Esagoff, Marcus, Pizer, Sokol, Solomon)

*MOTION CARRIED UNANIMOUSLY*

## **CORRESPONDENCE** (attached)

Jeanne Walcutt was not present to speak to her letter of August 18, 2011. President Esagoff thanked her in absentia for her interest in the Library.

## **OPEN TIME**

Trustee Sokol thanked the Library Director for working so diligently to promote the information about the referendum to the public.

## **ADJOURNMENT**

On motion by Trustee Sokol the meeting was adjourned at 10:25 p.m.

Respectfully submitted,

Joel Marcus  
Secretary of the Board of Trustees