

## PRELIMINARY DRAFT

### GREAT NECK LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING Tuesday, January 18, 2000 8:00 p.m.

A Meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, **January 18, 2000**, at the Main Building, 159 Bayview Avenue, Great Neck, NY 11023. (Agenda attached.)

The following Trustees were present constituting a quorum:

Mischa Schwartz, President  
Elayne Bernstein, Vice President  
Marietta DiCamillo, Secretary  
Catherine Moore, Treasurer  
Steve Glaser, Assistant Treasurer  
Bette Weidman

Absent with prior notice: Joyce Klein

Also present: Christine Salita, Library Director  
Neil Zitofsky, Business Manager

#### CALL TO ORDER

President Mischa Schwartz called the meeting to order at 8:00 p.m., and welcomed everyone.

#### MINUTES

Upon a motion by Marietta DiCamillo, seconded by Elayne Bernstein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the minutes of the Meeting of December 14, 1999, as presented.

President Schwartz noted a typographical error on page 3, under public comment, (Manny Kline) the word "about" is to be deleted.

**VOTE:** Yes - 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

#### CORRESPONDENCE

Ralene Adler spoke to her letter re: Friends of the Great Neck Library, Code of Ethics, New York State Ethics Commission.

## **TREASURER'S REPORT**

During the month of December, 1999, revenue received was \$904,711.15. Total expenses were \$802,021.30.

At the close of business, December 31, 1999, total operating fund holdings were \$1,271,421.54 which were on deposit at HSBC and The Bank of New York, in U.S. Treasury Bills, and in Petty Cash funds at Main and the Branches. This sum includes \$22,118.58 in reserves designated for renovations to the Parkville and Lakeville branches.

Additionally, the balance of the Main Building and Special Services fund was \$1,066,645.78; the Automated Library fund was \$119,296.89; the Restricted Gift fund was \$17,377.88; the Branch and Special Services fund was \$197,100.50. These funds totaled \$1,400,421.05 on December 31, 1999.

Upon motion by Catherine Moore, seconded by Bette Weidman, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library, accept the January 18, 2000, Treasurer's Report with the Personnel Changes of December 15, 1999 through January 18, 2000.

President Schwartz queried the lack of T-Bill interest. Business Manager Zitofsky said that this posting is part of the auditor's year-end adjustment.

Secretary DiCamillo questioned the source of this month's Miscellaneous income in the amount of \$10,778.27. The Business Manager replied that this is the E-Rate credit received from Bell Atlantic.

**VOTE:** Yes - 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

Upon motion by Catherine Moore, seconded by Elayne Bernstein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the Treasurer to pay the persons named in the Check Register dated December 9, 1999, through January 13, 2000, Paid-Checks numbered 1029 and 18627 through 18760, and To-Be-Paid Checks numbered 18761 through 18896, the sums set against their respective names, amounting in the aggregate to \$245,648.90.

**VOTE:** Yes - 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

### Budget Line Transfer

Upon motion by Bette Weidman, seconded by Catherine Moore, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the transfer of \$22,765.03 from the General Fund to the Branch Renovations Funds, Parkville and Lakeville, in the sums of \$15,422.75 and \$7,342.28 respectively in anticipation of the final payment of outstanding liabilities as per the appended schedule.

President Schwartz noted that discoveries made during construction increased the cost of the project, e.g., additional asbestos abatement at Parkville and upgrading the overhead sprinkler system at Lakeville.

**VOTE:** Yes - 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

Upon motion by Elayne Bernstein, seconded by Bette Weidman, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the budget line transfers as set forth in the attached schedule.

**VOTE:** Yes - 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

### **DIRECTOR'S REPORT** (Attached hereto)

#### Public Comment:

*Karen Rubin: Will the cessation of individual NassauNet accounts affect online service at the Library?*

Director Salita replied that such online service is not impacted.

*Ralene Adler: How is it SuffolkNet can be supported?*

Director Salita explained the development of SuffolkNet as compared with that of NassauNet, with emphasis on the financial contribution each member Library of the Suffolk Cooperative Library System makes to SCLS to support this and other services. Nassau Libraries do not make direct financial contributions to the Nassau Library System.

### **OLD BUSINESS**

#### Station Branch Redesign: Engagement of Architect, Fund Designation

Upon motion by Elayne Bernstein, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library retain the services of Architect Todd Harvey of the firm Beatty, Harvey and Associates for the Station Branch Redesign Project at a cost of \$7,500. Funds to come from the Branch and Special Services Fund.

**VOTE:** Yes - 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

Secretary DiCamillo queried if there would be an architectural schematic. The Director replied in the affirmative.

Upon motion by Elayne Bernstein, seconded by Marietta DiCamillo, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library designate \$70,000 of the Branch and Special Services Fund for the non-architectural costs associated with the Station Branch Redesign Project.

**VOTE:** Yes - 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

#### Internet Connection Contract Renewal

Upon motion by Steve Glaser, seconded by Catherine Moore, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library extend its Internet Service Provider Contract with Applied Theory for the period February 1, 2000, to January 31, 2001, with an upgrade of its fractional T-1 line to a full T-1, at a cost of approximately \$17,000. Funds to come from the Internet Service Provider Budget Line (\$9,000) and the Automated Library Fund (\$8,000).

Director Salita spoke of the importance of upgrading the technological infrastructure of the Library in order to keep pace with the rapidly changing world of information delivery and telecommunications.

**VOTE:** Yes – 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

#### Collective Bargaining Agreement: Extension of Provision

Upon motion by Marietta DiCamillo, seconded by Catherine Moore, and after discussion, it was, **RESOLVED**, that in accordance with the recommendation of the Personnel Committee, the Board of Trustees of the Great Neck Library extend the provisions of Article 10, Section C (3), Paragraph 4, of the Collective Bargaining Agreement between the Great Neck Library and the Great Neck Library Staff Association which expired on December 31, 1999, so that Article 10, Section C (3), Paragraph 4, co-terminates with the Collective Bargaining Agreement on December 31,

2000. Said unilateral alteration of this provision of the Collective Bargaining Agreement is authorized within the Agreement itself.

Director Salita explained the history of this clause, concluding that it had had no detrimental effect on the functioning of the Library.

**VOTE:** Yes - 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

#### Hourly Compensation Rate: Pages

Upon motion by Bette Weidman, seconded by Elayne Bernstein, and after discussion, it was, **RESOLVED**, that in accordance with the recommendation of the Personnel Committee, the Board of Trustees of the Great Neck Library adopt the revised salary schedule for Page I and Page II effective with the commencement of the next payroll period, on January 24, 2000. The hourly rate of Pages currently on staff will be adjusted accordingly. (Salary schedule attached)

Director Salita explained that Pages are not covered within the scope of the Collective Bargaining Agreement. With the Library's compensation scale starting at the minimum wage, the Library was having great difficulty attracting and retaining Pages, especially since many local employers were offering significantly more than the amount offered by the Library. President Schwartz inquired regarding the impact this would have on the budget. Business Manager Zitofsky replied that the annual cost was approximately \$12,000.

#### *Public Comment:*

*Bill Morrill: does that figure include Worker's Comp., Social Security?*

**VOTE:** Yes - 5 (Bernstein, Glaser, Moore, Schwartz, Weidman).  
Abstention – 1 (DiCamillo)  
*Motion carried*

### **NEW BUSINESS**

At this, his last regular Board meeting, outgoing Trustee Glaser expressed his great appreciation for having had the privilege to serve on the Board of "this great institution" and for having had the great honor of serving as its President. He hoped his fellow trustees believed he discharged his duties to the best of his abilities. He thanked his fellow trustees for the honor of serving with them. In addition, he gave special thanks to Library Director Christine Salita, Arlene Nevens, Lisa Paulo and all the other Library employees he had the "honor and pleasure" to work with over the years.

President Schwartz thanked Trustee Glaser for his five years of dedicated service to the Great Neck Library and the community. Personally, President Schwartz will always be grateful to Trustee Glaser for having spent many hours with him helping

him, as a new trustee, to become acclimated to his new role and environment. Trustee Glaser was unfailingly generous with his time and knowledge. President Schwartz concluded by noting that Trustee Glaser was the prime-mover behind the renovation of the Children's Room, an accomplishment in which he should take great pride.

Secretary DiCamillo stated that she would like the topics addressed by Mrs. Adler in her correspondence (Code of Ethics, etc.) to be the first order of business of the Policy and Bylaws Committee. Additionally, Secretary DiCamillo recommended that the Board close the Library on Martin Luther King Day, a "very prestigious holiday."

Director Salita explained that the Library holidays are the subject of collective bargaining discussions; however, should the Board choose to take action sooner, she would approach the Union regarding any objections they might have to this potential unilateral Board action. It is thought there would be no objection to this additional holiday.

**OPEN TIME:** No comments.

**ADJOURNMENT:**

Upon motion by Marietta DiCamillo, seconded by Elayne Bernstein, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Marietta DiCamillo  
Secretary