

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, May 23, 2000
8:00 p.m.**

A Meeting of the Board of Trustees of the Great Neck Library was held on Thursday, **May 23, 2000**, at the Parkville Branch of the Great Neck Library, 10 Campbell St., New Hyde Park, NY 11040. (Agenda attached.)

The following Trustees were present constituting a quorum:

Bette Weidman, President
Mischa Schwartz, Vice President
Joyce Klein, Secretary
Don Stern, Treasurer
Elayne Bernstein, Assistant Treasurer
Marietta DiCamillo, Assistant Treasurer
Catherine Moore

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

CALL TO ORDER

President Weidman called the meeting to order at 8:05 p.m. She thanked the community for its overwhelming support of the Library budget on May 16th [Yes = 981, No = 265].

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 April 13, 2000, as presented.

VOTE: Yes – 7 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern, Weidman)
Motion Carried unanimously

TREASURER'S REPORT

During the month of April, 2000, revenue received was \$884,536.62. Total expenses were \$473,719.75.

At the close of business, April 30, 2000, total operating fund holdings were \$2,811,594.95 which were on deposit at HSBC and The Bank of New York, and in Petty Cash funds at Main and the Branches.

Additionally, the balance of the Main Building and Special Services fund was \$1,123,559.03; the Automated Library fund was \$121,144.44; the Restricted Gift fund was \$17,530.55; the Branch and Special Services fund was \$197,503.17. These funds totaled \$1,459,737.19 on April 30, 2000.

Upon motion by Don Stern, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library, accept the May 23, 2000, Treasurer's Report with the Personnel Changes of April 8, 2000, through May 23, 2000.

VOTE: Yes – 7 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Upon motion by Don Stern, seconded by Joyce Klein, 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 April 11, 2000, through May 19, 2000, Paid-Checks numbered 1032, 1033, and 19546 through 19730, and To-Be-Paid Checks numbered 19731 through 19842, the sums set against their respective names, amounting in the aggregate to \$258,851.42.

VOTE: Yes – 6 (Bernstein, Klein, Moore, Schwartz, Stern, Weidman)
No – 1 (DiCamillo)
Motion Carried

REPORTS

Director's Report (attached hereto)

Public Comment: *Rebecca Gilliar, Manny Kline, Frank Phillips*

Trustee Committees

Policy/Bylaws

Vice President Schwartz reported on the Policy/Bylaws meeting of May 11th. The three items considered were the Proxy Request Form, Procurement Policy and Computer Printout from workstations.

Branch Committee

Assistant Treasurer Bernstein reported that Branch Committee meetings will be held on June 19th at the Station Branch for renovation update, and at the Parkville and Lakeville Branches on June 27th and July 25th respectively to thank the committees and bring a "sense of closure" to their charge.

CORRESPONDENCE

Speaking to their letters: *Ralene Adler, Rebecca Gilliar*

OLD BUSINESS

Station Branch Renovation Contract

Upon motion by Elayne Bernstein, seconded by Don Stern, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library award the Station Branch renovation contract to Elmer Henn, Inc., of Bethpage, NY, at a cost of \$42,012, per their proposal dated 4/25/00; funds to come from the Branch and Special Services Fund. The President or Vice President is authorized to execute a contract with Elmer Henn, Inc., after said contract has been reviewed by legal counsel.

VOTE: Yes – 7 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Risograph Purchase

Upon motion by Mischa Schwartz, seconded by Catherine Moore, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the purchase of a Risograph 370 Digital Duplicator, with four color drums, and the SC Computer Interface System for a total net cost not to exceed \$18,575, to be charged to the Main Building and Special Services Fund.

Public Comment: *Rebecca Gilliar*

VOTE: Yes – 7 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Parking Lot Resealing – Main Library

Upon motion by Don Stern, seconded by Elayne Bernstein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the resealing and repair of the Main Library's parking lot by Quality Blacktop Services of Bohemia, NY, at a cost of \$4,480, per their proposal dated 3/16/00; funds to come from the Repairs and Maintenance budget line.

VOTE: Yes – 7 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Conference Attendance – Innovative Interfaces Directors' Conference

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 attendance of the Library Director at the Annual Innovative Interfaces Library Director's Conference to be held in Berkeley, California, in October, at a total cost not to exceed \$1,325; funds to come from Conference and Travel budget line.

Public Comment: *Ralene Adler*

VOTE: Yes – 7 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Electric Meter Service – Parkville Branch

Upon motion by Marietta DiCamillo, seconded by Joyce Klein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize Scotty's Electrical Service, of Port Washington, NY, to install a separate electrical meter service at the Parkville Branch, per their proposal dated 5/12/00; funds to come from Repairs and Maintenance budget line.

VOTE: Yes – 7 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern, Weidman)

Policy and Bylaws – Proxy Request Form

Upon motion by Mischa Schwartz, seconded by Elayne Bernstein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library modify Policy Manual Section O.4. Voting – F to read as follows: *Only an individual member of the Great Neck Library Association may request a proxy on the form provided by the Library for this purpose. A proxy request form must be signed by the individual requesting the proxy. [An accommodation will be made for those unable to sign due to disability.] Proxy request forms must be received by the Library the Friday ten days before the Monday*

Election date so as to allow sufficient time to mail the proxy to the member and have it returned to any Great Neck Library Facility. Proxies will not be mailed subsequent to the Tuesday prior to the election.

Public Comment: *Rebecca Gilliar, Ralene Adler, Manny Kline, Barbara Zeller, Karen Rubin*

VOTE: Yes – 7 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Policy and Bylaws – Procurement Policy

Upon motion by Mischa Schwartz, seconded by Joyce Klein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library modify Policy Manual Section D-10 Financial Operations as follows: Delete the existing paragraph entitled “Competitive Bidding” and replace it with a new section entitled “Procurement Policy” which reads as follows:

It is the policy of the Great Neck Library to expend monies in a prudent and responsible manner so that goods and services of high quality and reliability might be secured at reasonable cost. In general, substantial expenditures, i.e., those in excess of \$7,500, shall require the solicitation of three estimates. Included among these items which are not subject to this provision are professional services, expenditures relating to emergencies, true leases, procurements under governmental/educational contracts, and sole source procurements.

In general, a contract will be awarded to the lowest acceptable vendor, as determined by the Library. The Library may reject any and all vendor proposals. A vendor proposal may be rejected for reasons which may include, but are not limited to:

- Vendor cannot guarantee delivery of goods within the timeframe or under conditions set by the Library;*
- Vendor’s terms of payment are disadvantageous to the Library, e.g., full payment before the commencement of work or the delivery of goods;*
- Vendor cannot comply with the full specifications of goods or services as set forth by the Library, e.g., the goods offered by the vendor are not equivalent to those specified by the Library and are, therefore, deemed substandard and unacceptable;*
- Vendor’s warranty for goods or services is deemed inadequate by the Library;*
- Vendor’s afterpurchase support services are deemed inadequate by the Library.*

Should a vendor have provided satisfactory service, the Library may renew an existing contract if the cost of a contract remains unchanged or if the cost increase is deemed minimal, i.e., if the cost increase approximates the annual inflation rate.

No purchase of goods or services shall be made from any vendor in which any member of the Board of Trustees or the Library Administration or a member of the immediate family of a member of the Board of Trustees or Library Administration holds a full or partial interest.

Public Comment: *Ralene Adler, Frank Phillips, Barbara Zeller, Karen Rubin, Murray Klein, Marianna Wohlgemuth, Rebecca Gilliar, Sylvia Weiner, Pearl Malcus*

VOTE: Yes – 5 (Klein, Moore, Schwartz, Stern, Weidman)
No – 1 (DiCamillo)
Abstention – 1 (Bernstein)
Motion Carried

Policy and Bylaws – Computer Printouts

Upon motion by Mischa Schwartz, seconded by Don Stern, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library adopt the following Policy H-7 Public Use of Facilities – Computer Workstations: *On a given day, the first five pages printed at computer workstations are free of charge. Thereafter, there is a charge of 10 cents per printout page. Failure to pay for printouts may result in a person's printing privileges being suspended or revoked.*

VOTE: Yes – 7 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

NEW BUSINESS

Treasurer Stern requested the December Board meeting be changed from December 19th to December 12th.

A flier which presented erroneous information about the May 23rd Board meeting agenda, and that was taped to selected doors of residents in the New Hyde Park area, was read by Trustee Bernstein.

Public Comment: *Ralene Adler, Frank Phillips, Rebecca Gilliar, Manny Kline, Barbara Zeller, Karen Rubin*

OPEN TIME

Speaking were: *Ralene Adler, Barbara Zeller, Karen Rubin, Rebecca Gilliar*

ADJOURNMENT

Upon motion by Mischa Schwartz, seconded by Catherine Moore, the meeting was adjourned at 10:33 p.m.

Respectfully submitted,

Joyce Klein
Secretary