

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, June 20, 2000
8:00 p.m.**

A Meeting of the Board of Trustees of the Great Neck Library was held on Thursday, **June 20, 2000**, in the Multi-Purpose Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, NY 11023. (Agenda attached.)

The following Trustees were present constituting a quorum:

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

Absent with prior notice: Bette Weidman, President
Neil Zitofsky, Business Manager

CALL TO ORDER

Vice President Schwartz called the meeting to order at 8:04 p.m.

MINUTES

Upon motion by Joyce Klein, seconded by Don Stern, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the Regular Meeting of May 23, 2000, and the Special Executive Session of June 12, 2000, as presented.

Public Comment: *Ralene Adler*

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)
Motion Carried unanimously

TREASURER'S REPORT

During the month of May, 2000, revenue received was \$889,408.84. Total expenses were \$488,906.69

At the close of business, May 31, 2000, total operating fund holdings were \$3,197,534.90 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 \$1,109,553.51; the Automated Library fund was \$121,474; the Restricted Gift fund was \$17,569.89; the Branch and Special Services fund was \$197,542.51. These funds totaled \$1,446,140.18 on May 31, 2000.

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, accept the June 20, 2000, Treasurer's Report with the Personnel Changes of May 24, 2000, through June 15, 2000.

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)

Motion Carried Unanimously

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 Treasurer to pay the persons named in the Check Register dated May 20, 2000, through June 15, 2000, Paid-Checks numbered 1034, and 19843 through 19931, and To-Be-Paid Checks numbered 19932 through 20039, the sums set against their respective names, amounting in the aggregate to \$208,611.08.

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)

Motion Carried Unanimously

REPORTS

Director's Report (attached hereto)

Public Comment: *Ralene Adler*

Trustee Committees

Branch Committee

Assistant Treasurer Bernstein announced the revised dates for the Board Branch Committee meetings: June 27th at the Parkville Branch and June 28th at the Station Branch. The July meeting at the Lakeville Branch has been postponed. As soon as a date is set, it will be announced.

Public Comment: *Ralene Adler*

Policy/Bylaws

Vice President Schwartz stated that the committee met on June 13th. The Procurement Policy was reviewed line by line and compared with a revision suggested by Rebecca Gilliar. Also discussed were the election process and the concept of having more than one Nominating Committee endorsed candidate for elected seats.

Public Comment: *Ralene Adler*

CORRESPONDENCE

Speaking to their letters: *Murray Wallach, Alice Sheff*
Arnold Topel was not present to speak to his letter.

Public Comment: *Ralene Adler*

OLD BUSINESS

Station Branch Renovation Contract

Upon motion by Catherine Moore, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library award the Station Branch renovation contract for shelving and collection relocation, as specified in the Project Scope, to Library and Records Management Systems at a cost of \$16,995, as contained in their quotation dated 6/15/00; funds to come from the Branch and Special Services Fund.

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)
Motion Carried Unanimously

Group Dental Insurance

Upon motion by Elayne Bernstein, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the cancellation of the Principal Life Insurance Dental Plan and the acceptance of the dental plan proposal offered by Delta Dental, effective July 1, 2000.

Public Comment: *Seymour Olshen*

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)
Motion Carried Unanimously

Summer Operations (Personnel and Warrants)

Upon motion by Don Stern, seconded by Catherine Moore, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the Director to fill vacancies for existing positions in accordance with standard practice and that the President, the Treasurer, and Assistant Treasurers be authorized to sign checks in payment of operating expenses due from this date until the next regular Board meeting (scheduled September 12, 2000) as

approved for payment by the Director and the Business Manager. Such expenses shall have been incurred in accordance with established policies and procedures.

Public Comment: *Ralene Adler*

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)
Motion Carried Unanimously

Holiday and Sunday Schedule

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

RESOLVED, that the Board of Trustees of the Great Neck Library adopt the Holiday and Sunday Schedule (September 2000 – August 2001) as presented. [copy attached]

Public Comment: *Seymour Olshen, Ralene Adler, Rebecca Gilliar*

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)
Motion Carried Unanimously

Conference Attendance – New York Library Association Conference

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the attendance of two staff members at the Annual New York Library Association Conference to be held in Saratoga Springs, NY, November 1 – 4, with a maximum reimbursement per attendee of \$1,250; funds to come from Conference and Travel budget line.

Public Comment: *Ralene Adler*

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)
Motion Carried Unanimously

Excessed Equipment

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 declare the items listed on the appended schedule to be excessed and authorize the Director to dispose of same in an appropriate manner.

Public Comment: *Rebecca Gilliar, Debbie Shichtman*

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)
Motion Carried Unanimously

Policy and Bylaws – Procurement Policy

Upon motion by Catherine Moore, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library modify the Procurement Policy [Policy Manual, Section D-10] in the following manner:

In general, substantial expenditures, i.e., those in excess of \$7,500, shall require the solicitation of three ~~estimates~~ written quotations...

Public Comment: *Murray Wallach, Ralene Adler, Rebecca Gilliar*

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

Microfilm Reader/Printer Service Contracts

Upon motion by Elayne Bernstein, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the awarding of the service contract for the four Minolta microfilm and microfiche reader/printers to Lason, at a total cost of \$2,950 per their quotation dated 5/23/00, to be charged to the Service Contracts budget line.

Public Comment: *Seymour Olshen*

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)
Motion Carried Unanimously

Innovative Interfaces Millennium Upgrade

Janet Fine, Head of Circulation Services, and Arlene Nevens, Head of Technical Services, made presentations on the benefits of upgrading to Innovative Interfaces Millennium.

Upon motion by Catherine Moore, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the software upgrade of the Library's automation system from Innovative Interface's INNOPAC to Innovative Interfaces Millennium at a total cost of \$110,000 per the negotiated agreement with Innovative Interfaces as contained in their quotation dated 5/30/00, funds to come from the Automated Library Fund.

Public Comment: *Linda Cohen, Rebecca Gilliar, Marianna Wohlgemuth,
Ralene Adler*

VOTE: Yes – 6 (Bernstein, DiCamillo, Klein, Moore, Schwartz, Stern)
Motion Carried unanimously

NEW BUSINESS

League of Women Voters

Vice President Schwartz reported that a request to subsidize the mailing cost of the Voters' Guide was received from The League of Women Voters.

Upon motion by Marietta DiCamillo, seconded by Catherine Moore, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library subsidize the mailing of the League of Women Voter's Voters' Guide in the amount of \$700.

Public Comment: *Alice Sheff, Murray Wallach, Debbie Shichtman, Rebecca Gilliar,
Seymour Olshen*

VOTE: Yes – 3 (DiCamillo, Moore, Schwartz)
Abstention – 3 (Bernstein, Klein, Stern)
Motion defeated

OPEN TIME

Dr. Schwartz announced that another flier presenting fallacious information about the June 20th Board meeting agenda was reported to have been distributed in the New Hyde Park and Terrace Circle areas.

Speaking were: *Rebecca Gilliar, Debbie Shichtman, Marianna Wohlgemuth,
Murray Wallach, Ralene Adler*

ADJOURNMENT

Upon motion by Marietta DiCamillo, seconded by Don Stern, the meeting was adjourned at 10:25 p.m.

Respectfully submitted,

Joyce Klein
Secretary