

GREAT NECK LIBRARY
MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
TUESDAY, FEBRUARY 27, 1996
8:00 P. M.

The regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, February 27, 1996** at the offices of the Library on Bayview Avenue, Great Neck, N.Y. 11024.

The following Trustees were present constituting a quorum:

Ralene Adler
Elayne Bernstein
Marietta DiCamillo
Cynthia Engel
Jo Ann Farley
Steve Glaser
Muriel Kane
Renée Zarin

Also present:

Ken Weil, Library Director
Arlene Nevens, Assistant Director
Carol Melnick, Library Counsel
Peter Roberto, A & R Associates
Dan Gellman, A & R Associates
Attendance sheet attached.

CALL TO ORDER

President Jo Ann Farley, called the meeting to order at 8:10 p.m. and welcomed those present.

MINUTES

Upon motion by Steve Glaser, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the Minutes of the Special Meeting of January 9, 1996 postponed to January 15, 1996 be adopted as presented.

VOTE: Yes: 6 (Adler, Bernstein, Farley, Glaser, Kane, Zarin)
Abstained: 2 (DiCamillo, Engel)

MOTION CARRIED.

Upon motion by Ralene Adler, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees of January 16, 1996 be adopted as corrected.

VOTE: Yes: 6 (Adler, Bernstein, Farley, Glaser, Kane, Zarin)
Abstained: 2 (DiCamillo, Engel)

MOTION CARRIED.

Renée Zarin requested the record be noted to reflect the availability of the report, *Review of Accounting System, Procedures and Controls of November 6, 1995*, conducted by Graber & Co.

Upon motion by Elayne Bernstein, seconded by Ralene Adler, and after discussion it was,

RESOLVED, that the Minutes of the Special Meeting of January 23, 1996 be adopted as presented.

VOTE: Yes: 6 (Adler, Bernstein, Farley, Glaser, Kane, Zarin)
Abstained: 2 (DiCamillo, Engel)

MOTION CARRIED.

The Minutes of the Annual Meeting of the Association for January 30 and January 31, 1996 were reviewed and will be presented at the Annual Meeting in January 1997 for adoption by the Association.

Upon motion by Steven Glaser, seconded by Ralene Adler, and after discussion it was,

RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees of January 30, 1996 be adopted as presented.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)

MOTION CARRIED UNANIMOUSLY.

CORRESPONDENCE

- A. Norman Malwitz to Jo Ann Farley January 15, 1996
Library response February 23, 1996. Norman Malwitz was not present at the time this was addressed, therefore the Board moved on.

- B. Joseph & Bernice Tannenbaum to Jo Ann Farley January 11, 1996.
Library response February 23, 1996. Joseph and Bernice Tannenbaum were not present at the time this was addressed, therefore the Board moved on..
- C. Great Neck Public Schools, The Adult Program, Ronna Telsey, Director to Jo Ann Farley January 18, 1996.
Library response February 23, 1996. Ronna Telsey was not present at the time this was addressed, therefore the Board moved on.
- D. Romaine & Assoc., Stanley Romaine to Jo Ann Farley January 19, 1996.
Library response February 23, 1996. Stanley Romaine was not present at the time this was addressed, therefore the Board moved on.
- E. Murray Grode to Jo Ann Farley January 30, 1996.
Library response February 23, 1996. Murray Grode was not present at the time this was addressed, therefore the Board moved on.
- F. Phyllis Singer to Board of Trustees January 25, 1996.
Library response February 22, 1996. Phyllis Singer was not present at the time this was addressed, therefore the Board moved on.
- G. Edward Fleishman to Jo Ann Farley February 6, 1996.
Library response February 23, 1996. Edward Fleishman was not present at the time this was addressed, therefore the Board moved on.
- H. Marianna Wohlgemuth to Jo Ann Farley February 12, 1996.
Library response February 23, 1996.

Marianna Wohlgemuth stated that she felt the next step in Project Parkville would be for the Branch Committee to meet and review the report entitled, *Final Report of the Parkville Advisory Committee* and asked when the next meeting would be. Marianna Wohlgemuth questioned if the report would be available at the branch locations.

Jo Ann Farley agreed with Marianna Wohlgemuth that the Branch Committee should meet to discuss the report. On behalf of the Board she commended the Parkville Advisory Committee for the amount of time and thought spent on the report and stated that she felt it was an inclusive study.

TREASURER'S REPORT

Upon motion by Ralene Adler, seconded by Marietta DiCamillo, and after discussion it was,

RESOLVED, that the January 1996 Treasurer's Report with Payroll changes be adopted as presented.

VOTE: Yes: 7 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane)
Abstained: 1 (Zarin)

MOTION CARRIED

LIBRARY DIRECTOR'S REPORT: Appended hereto.

OLD BUSINESS

A. CD-Rom System

Mr. Peter Roberto and Mr. Dan Gellman from A & R Associates reported to the Board their evaluation of the CD-Rom System. Overall, the vendor (Logicraft) provided the amount and types of equipment as defined in the original specifications and were within industry guidelines on price and performance. (Copies of the report were made available as a hand-out to the Public.) Upon motion made by Steve Glaser, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board authorize Logicraft to be paid in the amount of \$32,560; and be it further

RESOLVED, that the Board authorize the President to enter into a maintenance contract with Logicraft.

A third motion was made by Steve Glaser concerning an expenditure of money which was not seconded.

No vote was taken.

A motion to amend was presented by Ralene Adler, seconded by Renée Zarin, and after further discussion, it was,

RESOLVED, that Logicraft be paid in the amount of \$32,560.00 contingent upon including the opening and closing dates of the warranty agreement.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY.

A motion was made by Steve Glaser that the Director begin negotiations with Logcraft for the maintenance contract, which was not seconded. A discussion took place and it was agreed that the attorneys would address the issue of the maintenance agreement as it applies to the warranty period. The Board thanked A & R Associates for the work they performed.

At 9:50 p.m a short recess was taken and the President reconvened the meeting at 10:03 p.m.

B. BRANCH COMMITTEE

President Jo Ann Farley addressed the additional space (storage room, vestibule, bathrooms, corridor) as identified by the Parkville Advisory Committee and listed in the summary portion of the Parkville Report. Having identified the additional consideration of the corridor and bathrooms, she instructed the Director to contact the Great Neck School Board and report back to the Board concerning rental consideration of the additional space as it applies to cost, availability and whether we could add it to the existing lease.

C. REGULAR BOARD MEETING DATES AT BRANCHES

The following meetings dates, adopted on January 30, 1996 were amended as follows:

Tuesday, May 28, 1996 - Parkville Branch
Tuesday, October 22, 1996 - Lakeville Branch
Tuesday, December 17, 1996 - Station Branch

D. PERSONNEL COMMITTEE REPORT

Upon motion made by Jo Ann Farley, seconded by Ralene Adler and after discussion, it was

RESOLVED, that the Board rescind the resolution passed on January 23, 1996 regarding Lisa Paulo as department head of children's services, regarding her reappointment to the position and her salary.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY.

Upon motion made by Jo Ann Farley, seconded by Steve Glaser and after discussion, it was,

RESOLVED, that the Great Neck Library approve the reappointment of Lisa Paulo of the Children's Department, head of Children's Services effective January 1, 1996 through December 31, 1996 at an annual salary of \$53,740; step 4 of the 1995 Department Heads merit salary. And be it further

RESOLVED, that the Board authorize and direct the President to execute a contract in accordance with these terms between the Board and Lisa Paulo for the period of January 1, 1996 through December 31, 1996.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY.

The Board commended Ms. Paulo and recognized her efforts on behalf of the Great Neck Library.

E. BUSINESS MANAGER: AD HOC COMMITTEE REPORT

Upon motion made by Ralene Adler, seconded by Marietta DiCamillo and after discussion, it was

RESOLVED, that the Board adopt the job description of Business Manager which includes the following assignments: Assists the Director with preparation of the annual budget; reviews the preparation of monthly financial statements and accompanying reports, which constitute the Treasurer's report as directed by the Board and the Director; responsible for the implementation of changes in fiscal policies, procedures, internal controls, amplification as directed by the Board and the Director; supervises the following departments: accounting, personnel and payroll, financial services; acts as a purchasing agent for acquisition of non-library materials; implements changes related to fiscal policies by the Board of Trustees.

A motion to amend the motion was presented by Steve Glaser and after discussion it was

RESOLVED, that the Board adopt the job description of the Business Manager as annotated in the form attached to the minutes and initialed by the Secretary.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)

MOTION CARRIED UNANIMOUSLY.

Upon motion by Ralene Adler, seconded by Marietta DiCamillo, and after discussion, it was

RESOLVED, that the Board adopt the Organizational Chart as presented with the Library Director overseeing the Business Manager and Department Heads; Business Manager is in charge of accounting, personnel and payroll, purchasing, receiving, inventory, all financial contracts and financial reporting. The Departments Heads would oversee and be responsible for Technical Services: cataloguing, MARC, Records OCLC; Children's Services: programming, and reference; Circulation: On-line catalogue, interloan, reserves; Young Adult/Levels; PC's, CD-Rom Network; Adult Reference and Information Services; Publicity/Programming; Actual Maintenance and Security of the Building.

A motion to amend the motion was presented by Steve Glaser and after discussion it was

RESOLVED, that the Board adopt the Organizational Chart to be effective June 1, 1996 which will allow the Board to consider alternatives or amendments.

A motion to amend the motion was presented by Steve Glaser and after discussion it was

RESOLVED, that the Board adopt the Organizational Chart to be effective July 1, 1996 which will allow the Board to consider alternatives or amendments.

VOTE: Yes: 6 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser)
No: 2 (Kane, Zarin)

MOTION CARRIED.

Ralene Adler, Chairperson reported that the Committee had received and reviewed a total of 129 applications and that they would select twelve candidates for interviewing purposes, with half having taken place and the other half tomorrow, February 28. Ms. Adler advised the Board that she would contact Board members to update them with results.

F. CHILDRENS COMMITTEE REPORT

Steve Glaser and Renée Zarin reported that staff had implemented new procedures to facilitate registration of Programming for Younger Children specifically the addition of enrollment cards, the ability of staff prior to enrollment times and allowing registration by telephone the day immediately following the evening registration. They do not recommend any changes at this time.

G. REPAIR TO STEPS

Upon motion made by Steve Glaser, seconded by Ralene Adler and after discussion, it was

RESOLVED, that the Board award the contract for the work specified in Specifications and Contract Documents for Replacement of Exterior Concrete Steps prepared by Patricia A. Garbutt, P. E., dated February 9, 1996, to L. A. Pinto Construction for an amount of \$19,140.00, which amount will be charged to the 1996 Operating Budget, Building Repairs and Maintenance.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)

MOTION CARRIED UNANIMOUSLY

H. SELECTION OF ARCHITECT FOR CARPET

Upon motion made by Ralene Adler, seconded by Cynthia Engel and after discussion, it was

RESOLVED, that the Board authorize the President to enter into an agreement, to be approved by counsel, with Aaron Cohen Architects, P. C., in an amount not to exceed \$10,500.00 for the procurement and installation of carpeting, as specified in their December 13, 1995 proposal, which amount will be charged to the 1996 Operating Budget, Carpet.

A motion to amend the motion was presented by Steve Glaser and after discussion, it was

RESOLVED, that the Board authorize the President of the Board to enter into an agreement, to be approved by counsel, with Aaron Cohen Architects, P. C., in an amount not to exceed \$11,500.00 for the procurement and installation of carpeting, only, as specified in their December 13, 1995 proposal, which amount will be charged to 1996 Operating Budget, Carpet.

A motion to amend the motion was presented by Steve Glaser and after discussion, it was

RESOLVED, that the Board authorize the President of the Board to enter into an agreement, to be approved by counsel, with Aaron Cohen Architects, P. C., in an amount not to exceed \$12,000.00 for the procurement and installation of carpeting, as specified in their December 13, 1995 proposal, which amount will be charged to 1996 Operating Budget, Carpet.

VOTE: Yes: 6 (Adler, DiCamillo, Engel, Farley, Glaser, Kane)
Abstain: 2 (Bernstein, Zarin)

MOTION CARRIED.

I. OTHER: LEGAL SELECTION

Renée Zarin renewed her request to have the selection ^ of legal firms be on the agenda for consideration by the Board at the next Regular Meeting. Jo Ann Farley agreed.

*and criteria

*Corrected at the 3/26/96 Regular Meeting of the Board of Trustees
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NEW BUSINESS

A. INVESTMENT POLICY

Upon motion made by Ralene Adler, seconded by Steve Glaser and after discussion, it was

RESOLVED, that the Board adopt an investment policy, as recommended by the Graber firm in their report, *Review of Accounting System, Procedures and Controls of November 6, 1995*, page nine, at the January 16, 1996 Trustee meeting and at a January 26, 1996 meeting with the Director and President.

The motion was tabled. It will be placed on the agenda for the March meeting so that Board Members have the opportunity to submit recommendations, corrections and/or suggestions to the investment policy.

B. BY-LAWS COMMITTEE REPORT

Upon motion made by Ralene Adler, seconded by Steve Glaser and after discussion, it was resolved that

WHEREAS, pursuant to Article X of the Great Neck Library By-Laws, members of the Association of the Great Neck Library submitted a petition to amend said By-Laws; and

WHEREAS, these proposed amendments will appear on the ballot for consideration by Association members on April 1, 1996; and

WHEREAS, the Board of Trustees believes that these proposed amendments would work to the detriment of the Library and hinder the day to day administration and operation of the Library, as follows:

1. The proposed amendment requiring the publication of the agenda seven days in advance of the meeting with a restricted ability to add additional items would hinder day to day administration and the current system of publishing the agenda on the Friday before a Tuesday meeting is reasonable and provides adequate notice. We recommend against the proposed change.

2. The proposed amendment requiring five affirmative votes would effectuate a change from the current requirement of a majority of Trustees present and would limit the honorary position to one year at a time, is unnecessary and restrictive.

3. The proposed amendment requiring all papers to be made available to any member of the Board in the main library or a branch is unnecessary, redundant with E-8 of the policy manual and unclear as to its purpose since records are available under FOIL and raises questions about an individual board member's activity in reviewing records as an individual rather than as a board such as currently occurs when board members request records to be brought to executive session meetings where all board members are present.¹

NOW THEREFORE, BE IT HEREBY RESOLVED THAT

The Board of Trustees does not support these proposed amendments to the By-Laws and hereby reaffirms its support for the current By-Laws as discussed above.

VOTE: Yes: 5 (Adler, DiCamillo, Engel, Farley, Glaser)
***Abstained:** No: 3 (Bernstein, Kane, Zarin)

*Corrected at the 3/26/96 Regular Meeting of the Board of Trustees

MOTION CARRIED

C. INNOVATIVE USER'S GROUP MEETING

Upon motion made by Steve Glaser, seconded by Elayne Bernstein and after discussion it was

RESOLVED, that the Board approve sending two staff members to the 1996 Innovative User's group meeting in Providence, Rhode Island, April 27-30, 1996, at a cost not to exceed \$1,210.00.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)

MOTION CARRIED UNANIMOUSLY

¹ At the Regular Meeting of March 26, 1996, the Board of Trustees voted to accept the minutes of February 27, 1996 as amended, pending a review of page 11, numbers 2 and 3 (identified by the shaded area).

D. AIR BALANCING

Upon motion made by Steve Glaser, seconded by Ralene Adler and after discussion it was

RESOLVED, that the Board hire International Testing & Balancing, LTD., in accordance with their proposal of February 16, 1996, for a total cost of \$2,450.00 to determine the qualities of outdoor air being delivered to the lower level of the Library, to balance the lower level HVAC system, and to provide comprehensive reports to be reviewed by the Tietjen Engineering Firm.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY

E. ASBESTOS REPORTS

As reported to the Board, by Joe Latini, in memo dated February 8, 1996, 0.0 structures of asbestos were detected in the air in the Library's boiler room. However, in order to determine if further action is necessary three firms were contacted to submit bids for review.

Upon motion made by Steve Glaser, seconded by Elayne Bernstein, and after discussion, it was

RESOLVED, that the Board authorize payment, in accordance with proposal dated February 14, 1996, in the amount of \$475.00 to be paid to North Atlantic Laboratories, Inc. Upon inspection of the existing conditions in the boiler room, review of recent test results, air and materials, a written recommended response and action based on U.S. Environmental Protection Agency Asbestos Hazard Emergency Response Act Protocol.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY

F. SERVICE CONTRACTS

1. FireCraft, Inc./Services (Fire & Smoke Detection System)
2. Twin County (Heating, Ventilation & Air-Condition)

Upon motion made by Steve Glaser, seconded by Ralene Adler and after discussion, it was

RESOLVED, that the Board approve payment to FireCraft Inc./Services in the amount of \$1,200.00 to provide the Library with service as specified in the service contract agreement for the period January 1, 1996 through December 31, 1996, and that the Board further approve the payment to Twin County Aire Corp., in the amount of \$3,350.00 to provide the Library with the service as specified in the Preventive Maintenance Service Contract for the period December 1, 1995 through November 30, 1996.

VOTE: Yes: 8 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY

OPEN TIME: No Public Comment

OTHER: None

ADJOURNMENT

Upon motion made by Ralene Adler, seconded by Steve Glaser the meeting adjourned at 11:45 p.m.

Respectfully submitted,

Marietta DiCamillo
Secretary