

GREAT NECK LIBRARY
MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
TUESDAY, MARCH 26, 1996
8:00 P. M.

The regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, March 26, 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
Renée Zarin

Muriel Kane-Arrived 8:25 p.m.

Also present:

Ken Weil, Library Director
Joe Latini, Assistant Directors
Arlene Nevens, Assistant Director
Carol Melnick, Library Counsel
Henry Graber, Financial Consultant
Don Fischer, Financial Consultant
Attendance sheet attached.

CALL TO ORDER

President Jo Ann Farley, called the meeting to order at 8:09 p.m. and welcomed those present.

MINUTES

The Board deferred the discussion of the Minutes of February 27, 1996 pending the Secretary's research of page 11, paragraph 2 and 3.

CORRESPONDENCE

- A. Robert Klein to Jo Ann Farley February 20, 1996
Robert Klein to Branch Committee and Board of Trustees February 20, 1996
Library response March 21, 1996. Robert Klein was not present at the time this was addressed, therefore the Board moved on.
- B. Sharon Schneider, Director, Great Neck Committee for Soviet Jewry to Board of Trustees February 28, 1996

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

RESOLVED, that the Great Neck Committee of Soviet Jewry be allowed to use Library premises (bathroom facilities and as a check-point) for their 10 Kilometer Walk-A-Thon, Sunday, May 5, 1996, from 9:00 a.m. to 12: 30 p.m.

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

MOTION CARRIED UNANIMOUSLY.

- C. David Fritz to Jo Ann Farley March 6, 1996
Library response March 20, 1996. (Jo Ann Farley advised the Board that Mr. Fritz would be late and asked that his correspondence be placed later on the agenda.)

TREASURER'S REPORT

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

RESOLVED, that the February 1996 Payroll changes be adopted as presented.

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

MOTION CARRIED UNANIMOUSLY

(Muriel Kane joined the Meeting at this time.)

A. 1995 AUDIT

Mr. Graber reviewed the 1995 Audit by section, presenting, in summary form, an analysis of the financial position of the Library as of December 31, 1995. There was

\$72,291 in checking, \$914,298 in money market, \$196,422 in savings accounts, \$4,665 cash on hand and Treasury Bills in the amount of \$2,110,364 for a total cash reserve of \$3,298,040. Fund balances were reported: unappropriated general fund \$4,584,871, main building expansion fund \$464,336, catastrophic illness \$56,293, automated library fund \$18,792, unemployment insurance coverage \$12,611, and gift fund \$6,681.

Budget variance was discussed and the year closed in a favorable position with an excess of revenue over appropriations of \$374,054. Mr. Graber recommended that the Library Board consider increasing the unemployment insurance fund from the current amount to \$100,000, implement a capital development fund, contemplate how much money will be needed for renovations, and consider allocating an amount to the automated library fund.

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

RESOLVED, that the February 1996 Treasurer's Report and the Great Neck Library Association, *Report on Examination*, December 31, 1995 by Graber & Co., be adopted as presented.

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

MOTION CARRIED UNANIMOUSLY

B. FINANCE COMMITTEE

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

RESOLVED, that the Investment Policy as presented at the February 27, 1996 Regular Meeting of the Board of Trustees, be adopted as corrected.

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

MOTION CARRIED UNANIMOUSLY

LIBRARY DIRECTOR'S REPORT: Appended hereto.

CORRESPONDENCE

C. David Fritz to Jo Ann Farley March 6, 1996, deferred earlier.

Mr. Fritz felt that Great Neck Library services had greatly deteriorated. He related the difficulties he experienced concerning the procurement of books through our system. He asked that staff give consideration as to the placement of the jacket, on magazines, which houses the loan card so that it would not detract from the beauty of certain magazine covers.

Jo Ann Farley and the Director, Ken Weil both assured Mr. Fritz that they would look into his concerns and thanked him for his comments.

OLD BUSINESS

A. ASBESTOS UPDATE

1) BOILER ROOM

Joe Lahtini presented an update based upon a written evaluation by North Atlantic Laboratories, who were contracted to assess the condition of the remaining asbestos materials in the boiler room. They reported that the fire proofing is not an imminent hazard and recommended that it be either encapsulated or removed within the next twelve months.

2) BOOK ROOM

Joe Lahtini continued by reporting on the attempted repair of a water leak in the lower level book storage area. He advised that, at this time, the plumber would not repair the pipe due to the possibility of the presence of asbestos. He recommended that the Library contract with a certified asbestos firm to have them open an access point. In the event asbestos containing materials are found, they will take the necessary safety precautions in its removal.

Upon motion made by Steve Glaser, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board authorize an expenditure, in accordance with a proposal dated March 21, 1996, not to exceed an amount of \$5,000.00 to be paid to AIA Environmental for the

purposes of demolition and, if required, asbestos removal services.

RESOLVED, that the Board authorize an expenditure, in accordance with a proposal dated March 18, 1996 entitled *Survey for Asbestos-Containing Materials at the Great Neck Public Library (Proposal No. 96003)*, not to exceed \$2,500.00 to be paid to EMTEQUE Corporation and that the Library Director investigate the engagement of an appropriate expert to survey the building as a whole, including its nonvisible areas, for asbestos problems and to come back to the Board with proposals after consulting with our engineers.

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

B. DIRECT ACCESS: Progress

C. BUSINESS MANAGER: AD HOC COMMITTEE REPORT

The Committee reported that an outside agency is in the process of performing a reference check on the candidate chosen for the position of Business Manager and that the Board would have a summary update within five days.

D. OTHER

1) LOGICRAFT

Carol Melnick, Library Counsel, reported that the current Logicraft maintenance agreement differs from the original in two areas; confirmation of starting and ending dates for the one year warranty, and the execution of a five (5) year maintenance agreement at a cost of \$9,250.00 per year. The Board indicated their desire to have discussions continue between the involved parties.

2) LEGAL SELECTION

Renée Zarin inquired as to the status of the selection and criteria of legal firms

as it was not included on the agenda. Jo Ann Farley reminded the Board of her memorandum of March 22, 1996 wherein she requested Board members submit, no later than April 19, 1996, a summary of criteria to be used when considering hiring Counsel. She assured Ms. Zarin it would be on the agenda of the next Regular Meeting of the Board of Trustees.

NEW BUSINESS

A. POLICY AND BY-LAWS COMMITTEE

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

RESOLVED, that the Board adopt changes to the *Great Neck Library Board Policy Manual*, Section B, number 2 - Responsibilities of Trustees, as recommended by the Policy and By-Laws Committee.

The motion was tabled. Every board member agreed to submit their suggestions and recommendations for responsibilities of trustees, to the Policy and By-Laws Committee for discussion at a later date.

B. ACCOUNTING FEES

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

RESOLVED, that the Board approve an expenditure of \$5,000.00 to be paid to the accounting firm of Graber & Company, for services in connection with converting payroll preparation by ADP, preparation of payroll taxes for the quarter ending December 31, 1995, preparation of annual report for Board of Trustees Annual Meeting, meetings regarding the implementation of certain system changes and attendance at various meetings.

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

MOTION CARRIED UNANIMOUSLY

C. SERVICE CONTRACTS

- 1) **LANDSCAPING**
- 2) **HVAC CONTROL SYSTEMS**
- 3) **AIR CONDITIONING - MAINTENANCE OF WATER TOWER**

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

RESOLVED, that the Board approve payment to Tender Lawn Care, Inc., in the amount of \$5,290.00 to provide the Library with service as specified in their proposal for 1996 Lawn and Tree Care for the Period of April 1, 1996 through November 30, 1996.

RESOLVED, that the Board approve payment to The Metro Group, Inc., in the amount of \$1,100.00 to provide the Library with services as specified in their service agreement dated March 5, 1996 for the period April 1, 1996 through October 30, 1996, and that the Board further approve payment to The Metro Group Inc., in the amount of \$747.00 to provide the Library with service as specified in their contract, dated March 6, 1996, for the purpose of cleaning and disinfecting the cooling tower.

RESOLVED, that the Board approve payment to County Pneumatic Controls, Inc., in the amount of \$3,520.00 to provide the Library with service as specified in the Maintenance Contract dated March 15, 1996 for the period of April 1, 1996 through March 31, 1997.

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

MOTION CARRIED UNANIMOUSLY

D. OTHER: None

COMMUNITY ROOM APPLICATION

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

RESOLVED, that the Board approve the application / renewal of The Great Neck Hadassah - Kocharin Group for use of the meeting room.

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

MOTION CARRIED UNANIMOUSLY

MINUTES

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

RESOLVED, that the Minutes of the Regular Meeting of February 27, 1996 be accepted as corrected and that page 11, items 2 and 3 be deferred to the next Regular Board Meeting for adoption.

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 approximately 10:00 p.m.

Respectfully submitted,

Marietta DiCamillo
Secretary