

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, April 15, 1997
8:00 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, April 15, 1997 at the Parkville Branch Library, 10 Campbell Street, New Hyde Park, N.Y. 11040 (Agenda attached).

The following Trustees were present constituting a quorum:

Ralene Adler
Elayne Bernstein
Marietta DiCamillo
Jo Ann Farley
Steve Glaser
Mischa Schwartz

Trustee Renée Zarin arrived at 8:30 p.m.

Also present:

Ken Weil, Library Director
Neil Zitofsky, Business Manager
William Cullen, Library Counsel
Attendance sheet attached

CALL TO ORDER

President Steve Glaser called the meeting to order at 8:05 p.m. He moved the agenda to Correspondence pending the arrival of the Secretary of the Board.

CORRESPONDENCE

Myra Berzoff to Steve Glaser 3/13/79 re: staff assistance when patron fell
Dan Green to Steve Glaser, Ken Weil, Muriel Turk 3/14/97 re: inclusion of new book purchases in Library Newsletter.
Neither correspondent was in attendance. Both letters received replies from the Library.

TREASURERS REPORT

During the month of March revenue was \$832,918; expenses were \$420,490. There are no outstanding expenditures for the month.

The Operating Fund balance was \$3,883,899 which is on deposit at BONY, Chase, Marine Midland, purchased Treasury Bills. Petty Cash funds located at the Main Library and branches.

TREASURERS REPORT (Cont'd.)

The balance of the Restricted Gift fund was \$13,264; Main Expansion Fund was \$468,891, and the Automated Library fund was \$122,533. As we close the first quarter of 1997, I am pleased to report that six of the seven major expense categories are well within their budgeted amounts. The Personnel Service category is, at this juncture, 2% above budget. This is due to the retroactive payout in February and should stabilize in the second quarter. During the first quarter, we received 41% of the anticipated revenue totaling \$2,498,356. We have expended \$1,402,734 which represents 23% of the total budget.

Upon motion made by Marietta DiCamillo, seconded by Jo Ann Farley, and after discussion, it was,

RESOLVED, that the March 1997 Treasurer's Report with the March 13 through April 11, 1997 personnel changes be adopted as presented.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

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

RESOLVED, that the Board of Trustees authorize the Treasurer to pay the persons named in the check register presented at the April 1997 regular meeting of the Board of Trustees, paid checks numbered 11615 through 11690 and 11810 through 11819 and to be paid checks numbered 11691 through 11809, the sums set against their respective names amounting in the aggregate to \$210,424.96

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

MINUTES

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

RESOLVED that the Minutes of the Regular Meeting of the Board of Trustees of Tuesday, February 25, 1997 be adopted as corrected.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Upon motion made by Elayne Bernstein, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Minutes of the Budget Review Meeting of the Board of Trustees of Tuesday, March 4, 1997 be adopted as presented.

VOTE: Yes- 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

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

RESOLVED, that the minutes of the Regular Meeting of the Board of Trustees of Tuesday, March 18, 1997 be adopted as corrected.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

LIBRARY DIRECTORS REPORT (copy attached)

Modification of Fire Alarm

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

RESOLVED. that the Board of Trustees authorize an expenditure not to exceed \$2,500 for a modification of the fire alarm system from Firecraft, Inc.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

OLD BUSINESS

Levels - Preliminary Report given by Joe Latini, Dept. Head of Compter/Maintenance/AudioVisual & Levels, and Chairperson of the committee. The committee continues their work and expects to issue a full report.

Public Comment: Bob Sobel, Levels committee member spoke to the subject.

Carpeting - Report given by Todd Harvey, architect. Discussion only.

Finance Committee - Report given by Ralene Adler. The committee met on March 25. Attending - Trustees Adler, DiCamillo and Schwartz, the Library Director and Business Manager. The committee discussed the 1998 budget, payroll procedures and the 1997 furniture purchases.

OLD BUSINESS(Cont'd.)

Branch Committee - Report by Jo Ann Farley

Lakeville - The Advisory Committee met and discussed issues of concern including space and shelving.

Parkville - Clean up of the storage room to go forward immediately. A meeting is scheduled to select an architect for the renovation of the entire branch.

Community Room Fees - Upon motion made by Elayne Bernstein, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Board of Trustees approve a fee of \$10 per use of a meeting room during regular library hours and a fee of \$35 after 8:45 p.m., effective July 1, 1997.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

OTHER

Long Range Planning Committee - Trustee Mischa Schwartz proposed the formation of a Long Range Planning Committee. No action taken.

NEW BUSINESS

NLS Resource Sharing Code and Procedure

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

RESOLVED, that the Board of Trustees accept the NLS resource sharing code and procedures as included in the board packet.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Contract Renewals

Tender Lawn Care - Upon motion made by Steve Glaser, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the Board of Trustees renew the Tender Lawn Care contract for the 1997 season at a cost of \$6,065.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried Unanimously

Public Comment

Marianna Wohlgemuth spoke to the subject under discussion.

County Pneumatic Control - Upon motion made by Ralene Adler, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize a renewal contract with the County Pneumatic Control for the period of 4/1/97 through 3/31/98 for a fee of \$3,636, payable in two semi-annual installments.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Metro Group - Upon motion made by Marietta DiCamillo, seconded by Jo Ann Farley, and after discussion, it was,

RESOLVED, that the Board of Trustees renew the Metro Group contract for the library's HVAC chemical treatment maintenance for the period of 4/1/97 through 10/31/97 at a cost of \$1,100 payable in seven installments.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Meeting recess: 9:50 p.m. to 9:56 p.m.

Proposed Plans for Special Election - Upon motion made by Renée Zarin, seconded by Marietta DiCamillo. After discussion, Renée Zarin's resolution was amended as below and Marietta DiCamillo withdrew her second. The amended motion was seconded by Steve Glaser, it was,

RESOLVED, that the Board of Trustees accept the procedures for the September 1997 Special Election as presented by the Director in the packet for April 15, except that the proxies be returned for filing with the Library at either the Main Library or Parkville Branch no later than 5:00 p.m. on September 15, 1997.

VOTE: Yes - 4 (Adler, Glaser, Schwartz, Zarin)
No - 2 (DiCamillo, Farley)
Abstention: 1 (Bernstein)

Motion Carried .

Public Comment: Marianna Wohlgemuth spoke to the subject under discussion.

Long Island Library Conference - Upon motion made by Mischa Schwartz, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the Board of Trustees approve expenses not to exceed \$400 for up to 10 staff members for the Long Island Library Conference held at the Huntington Town House on May 21, 1997.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Bus Service - Upon motion made by Elayne Bernstein, seconded by Jo Ann Farley, and after discussion, it was,

RESOLVED, that pending review of the contract by the Library attorney and the receipt of written confirmation from the Park District, the Board of Trustees authorize the expenditure of no more than \$3,000 for the summer bus.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

1997 Proposed Furniture Purchases - Upon motion made by Ralene Adler, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Board of Trustees adopt the 1997 furniture budget in the amount of \$20,000.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

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

RESOLVED, that the Board of Trustees approve the payment of 25 percent of receipts from the book sale up to a maximum amount of \$850 to the Great Neck Library Gift Committee in exchange for the services of staff volunteers and that prices of materials sold at the book sale should increase to 50 cents for hard cover books, books recordings and children's books, magazines and mass market paper books will increase to 25 cents.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Community Room Applications - Upon motion made by Steve Glaser, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the applications for meeting room use by the Chinese Cultural Association of Great Neck, the Fleetwood and Tennis Association, the Reform Democratic Association and Friends of Hospice, Inc. be approved.

After discussion Steve Glaser amended his motion, seconded by Marietta DiCamillo and it was,

RESOLVED, that the applications for meeting room use by the Chinese Cultural Association of Great Neck, the Fleetwood and Tennis Association, and the Reform Democratic Association be approved.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

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

RESOLVED, that the Regular Meeting of the Board of Trustees of Tuesday, April 15, 1997 be adjourned.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

The meeting was adjourned at 10:55 p.m.

Respectfully submitted,

Renée Zarin
Secretary