

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, May 20, 1997
8:00 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, May 20, 1997** at the Station Branch Library, 40 B Great Neck Road, Great Neck, N.Y. 11021 (Agenda attached).

The following Trustees were present constituting a quorum:

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

Also present: Ken Weil, Library Director
Neil Zitofsky, Business Manager
Attendance Sheet attached

CALL TO ORDER

President Steve Glaser called the meeting to order at 8:06 p.m.

MINUTES

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

RESOLVED, that the Minutes of Meeting of the Board of Trustees of Tuesday, April 1, 1997 be adopted as presented.

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

Adoption of the Minutes of April 8 and April 15 meetings were held pending review.

CORRESPONDENCE - None

TREASURER'S REPORT

During the month of April, revenue was \$832,343; expenses were \$441,330, which exceeds March expenses by over \$20,000 - primarily due to purchases in the category of Library Materials. There are no outstanding expenditures for the month.

The Operating Fund balance was \$3,379,341 which is on deposit at BONY, Chase, Marine Midland, Treasury Bills and Petty Cash funds located at the Main Library and branches. The reduction of operating funds reflects the Board's actions to allocate monies to certain restricted funds. This process has been completed in May and will be noted at the June Board Meeting.

The balance of the Restricted Gift fund was \$13, 285; Main Building & Special Services was \$1,232,949, and the Automated Library fund was \$220,843.

Upon motion by Marietta DiCamillo, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Board of Trustees adopt the April 1997 Treasurer's Report as corrected.

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

Upon motion by Marietta DiCamillo; seconded by Jo Ann Farley, 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 May 1997 Regular Meeting of the Board of Trustees (paid checks numbered 1005, 11820 through 11893, and to be paid checks numbered 11894 through 11999 and 1237 through 1248) the sums set against their respective names amounting in the aggregate to on hundred sixty seven thousand five hundred two dollars and seventy-seven cents.(\$167,502.77)

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

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

RESOLVED, that based upon the recommendation of the Director that the Board of Trustees approve the promotion of Joseph Marchione to the position of Part Time Administrative Assistant for Computer Services at 20 hours per week. Step I, Salary \$15,00 per hour.

FURTHER RESOLVED, that based upon the recommendation of the Director that the Board of Trustees approve the promotion of Janet Turbyfill to Professional for half of her Technical Service hours, as well as the 3.5 hours in Reference for an annual amount not to exceed \$3,200.

FURTHER RESOLVED, that based upon the recommendation of the Director that the Board of Trustees approve the hiring of Andeberhan W.Tensae for the Part-time Reference Librarian position for 17.5 hours weekly at the hourly rate of \$17.63.

FURTHER RESOLVED, that the report of Personnel Changes dated April 11, through May 17, 1997 be adopted as presented.

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

LIBRARY DIRECTOR'S REPORT - (Copy attached)

OLD BUSINESS

Levels Committee - After Ralene Adler thanked the committee for their work, Joe Latini, Department Head of Computer/Maintenance/Audio Visual & Levels, and Chairman of the Committee, summarized the final report which had been distributed to the Trustees prior to the meeting. (The Levels Report is filed with the minutes as part of the record of the meeting. A copy of the Report is to be made available in the Main Building and the Branches.) Mr. Latini asked, on behalf of the committee, that the Board consider implementing the committee's recommendations. No action taken.

Carpeting - Todd Harvey, Architect, reviewed options for carpeting for the Main Building. The Director was asked to review the options and come back to the Board with recommendations for the selection of the carpeting and the sites for carpeting within the Main Building. No action taken.

OLD BUSINESS (Cont'd)

Finance Committee - Ralene Adler reported on the committee's work to revise Section D-2 (Reserve Funds) of the Board Policy Manual. The revised language will be presented to the Board for approval at the next Board meeting.

Branch Committee - Jo Ann Farley reported on the **Lakeville** Branch meeting with the Branch Advisory Committee (Ken Weil, Library Director and Neil Zitofsky also attended the meeting.) The group discussed technology for the branch.

The Branch committee plans to meet in early June to select an architect to recommend to the Board for the **Parkville** Branch renovation.

Parkville Community Room Policy - The Director presented the proposed Parkville Community Room Policy to the Board. After discussion among the Trustees, the proposed policy will be revised and presented to the Trustees for approval.

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

RESOLVED, that the Board of Trustees approve the Parkville Branch New Programming Space Facelift Preliminary Budget in an amount not to exceed \$10,000 which includes painting, carpet, window blinds, air conditioning, electrical work, lighting, folding tables and stacking chairs. The Funds to be deducted from the Parkville Renovation Fund.

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

Public Comment: Richard Boyle commented on the matter under discussion.

OTHER

Legal Counsel Fees - Trustee Renée Zarin pointed out to the Board members that a review of the "retainer" portion of the bill from Counsel is a "fee for services" bill and that the agreed upon contract for 1997 should not be misconstrued as a retainer contract.

Long Range Planning Committee - Upon motion by Renée Zarin, seconded by Mischa Schwartz, and after discussion it was,

RESOLVED, that the Board of Trustees establish a Long Range Planning Committee to look into the development of the entire library system.

VOTE: Yes - 3 (Bernstein, Schwartz, Zarin)
No - 4 (Adler, DiCamillo, Farley, Glaser)
Motion not carried.

NEW BUSINESS

Community Room Applications - Upon motion made by Ralene Adler, seconded by Marietta DiCamillo, and after discussion, it was resolved:

RESOLVED, that the Board of Trustees adopt the Friends of Hospice, Inc. and the Ester Chapter of Hadassah applications for use of the meeting rooms.

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

OTHER

Proposed Change to the By-Laws of the Association - Upon motion made by Steve Glaser, seconded by Jo Ann Farley, and after discussion, it was,

RESOLVED, that the Bylaws of the Great Neck Library, Article 7 entitled Board of Trustees Section A thereof be amended to reduce the number of members of the Board of Trustees from eight (8) to seven (7) to read as follows: A. The Board of Trustees shall consist of seven (7) members who shall be chosen from the members of the Association. The Board shall be divided into four classes, three of which classes consisting of two members each and one class consisting of one member. One class of Trustees shall be elected at each annual meeting, each for a four-year term of each office to commence on election. In the event that a Trustee shall cease to be a Trustee or shall cease to be a member of the Association, his or her office shall be deemed vacant. And the President or Vice-President and Secretary shall execute and file a certificate authorizing the aforesaid reduction in number of Trustees and certifying the abolishment of the Trustee position currently vacant for the January 1996 - January 2000 term.

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

Levels - Discussion concerning an alleged incident at a Levels rock concert. Upon motion made by Steve Glaser, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that the holding of concerts after 9 o'clock on a weekend, be suspended at this time until further discussion by the Board.

Motion was withdrawn.

Public Comment: Dr. Leslie Popoff, Marianna Wohlgemouth, Bill Morrill, and Bob Sobel all spoke to the issue.

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

RESOLVED, that the Library not hold the June 21st rockfest pending a full investigation and a recommendation from both the Director and the Department Head concerning the rockfest program.

VOTE: Yes - 3 (Adler, DiCamillo, Farley)
No - 4 (Bernstein, Glaser, Schwartz, Zarin)
Motion not carried.

President Steve Glaser asked that the Director submit a plan for increased security at Levels prior to the next scheduled concert.

OPEN TIME

Levels - Bob Sobel, Levels Committee member, spoke on behalf of himself and fellow committee member Dr. Leslie Popoff, urging the Board to seriously consider implementing the committee's recommendations listed in the *Report to Evaluate Levels*.

EXECUTIVE SESSION

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

RESOLVED, to go into executive session to discuss personnel issues.

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

Motion Carried unanimously

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Board went into Executive Session at 9:52 p.m.

Upon motion by Steve Glaser, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board return to public session.

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

Returned to public session at 10:44 p.m.

ADJOURNMENT

Upon motion by Steve Glaser, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the meeting be adjourned at 10:45 p.m.

VOTE - Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)

Respectfully submitted,

Renée Zarin
Secretary