

GREAT NECK LIBRARY
MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
TUESDAY, MAY 28, 1996
8:00 P. M.

The regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, May 28, 1996** at the Parkville Branch Library, 10 Campbell Street, New Hyde Park, N.Y. 11040.

The following Trustees were present constituting a quorum:

Ralene Adler
Elayne Bernstein
Marietta DiCamillo
Cynthia Engel
Jo Ann Farley
Muriel Kane
Renée Zarin
Steve Glaser - Arrived 8:25 P.M.

Also present:

Ken Weil, Library Director
H. Neil Zitofsky, Business Manager
Joe Latini, Assistant Director
Arlene Nevens, Assistant Director
Carol Melnick, Library Counsel
Attendance sheet attached.

CALL TO ORDER

President Jo Ann Farley called the meeting to order at 8:06 P.M. and welcomed those present.

MINUTES

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

RESOLVED, that the Minutes of the Board of Trustees Meeting, Budget Review, Tuesday, April 9, 1996, be adopted as presented.

VOTE: Yes: 6 (Adler, Bernstein, DiCamillo, Engel, Farley, Zarin)
Abstained: 1 (Kane)

MOTION CARRIED.

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

RESOLVED, that the Minutes of the Board of Trustees Meeting, Public Budget Hearing, Tuesday, April 16, 1996, be adopted as presented.

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

MOTION CARRIED.

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

RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees, Tuesday, April 23, 1996, be adopted as presented.

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

MOTION CARRIED.

Renée Zarin noted that the motion regarding adoption of the Minutes of February 27, 1996 was tabled pending further discussion.

CORRESPONDENCE

- A. Elayne Kleinberg to Board of Directors 4/17/96
Library response May 22, 1996. Ms. Kleinberg was not present at the time this was addressed, therefore the Board moved on.
- B. Colonel Richard Boyle to each Member of the Board of Directors 4/30/96
Library response May 24, 1996. Colonel Boyle was not present at the time this was addressed, therefore the Board moved on.
- C. Norman Pader to Jo Ann Farley 5/15/96
Library response May 17, 1996. Mr. Pader was not present at the time this was addressed, therefore the Board moved on.
- D. Marianna Wohlgemuth to Jo Ann Farley 5/16/96
Library response May 24, 1996.

Ms. Wohlgemuth inquired about the status of the Parkville Project and requested a Branch Committee Meeting.

Jo Ann Farley responded that this item was on the agenda for Board discussion.

E. Paul Lazes to Jo Ann Farley 5/16/96

Library response May 22, 1996. Mr. Lazes was not present at the time this was addressed, therefore the board moved on.

TREASURER'S REPORT

Ralene Adler identified new reporting techniques for certain accounts (vending commission, gift income, advertising receipts). To better assess expenditures, *staff development* will replace *continuing education*, *employee benefits* will incorporate *catastrophic illness* and *unemployment* allocations. These changes should appear on next month's Treasurer's Report.

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

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

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

MOTION CARRIED UNANIMOUSLY.

LIBRARY DIRECTOR'S REPORT: Appended hereto.

Steve Glaser entered the meeting at 8:25 p.m.

Renée Zarin moved to rescind the Board Resolution of February 27, 1996, which put in place a new organization chart for the Great Neck Library, which will be effective July 1, 1996. Seconded by Muriel Kane. Suggestion was made that this motion should be brought up during open time, Ms. Zarin agreed.

After a thorough discussion concerning a gift of artwork, it was suggested that a review of the current Library policy for accepting gifts be conducted by either a full complement of the Board of Trustees or by the Policy and By-Law committee.

Following important dates were noted: Book Sale - Sunday, June 9, Main Building
Board Meeting - Tuesday, June 25, Main Building

OLD BUSINESS

A. Asbestos Survey

Upon motion made by Steve Glaser, seconded by Cynthia Engel, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize an expenditure not to exceed \$3,500.00 to engage the services of Western Managers/Designers/Consultants to perform a site inspection, a review Emteque Corporation's *Survey for Asbestos Containing Material* dated April 12, 1996, and provide a written report as specified in their proposal dated May 23, 1996.

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

B. Air Balancing

Upon motion made by Steve Glaser, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Board of Trustees approve additional funds, not to exceed \$1,000.00, and authorize the Tietjen engineering firm to complete their study and recommend a permanent solution for the lower level air problem which has been temporarily resolved as detailed in a letter dated May 22, 1996.

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

C. Adoption of Criteria for Legal Services

The Board discussed Criteria for Legal Service Selection as submitted by three Trustees. A recommendation was made by Jo Ann Farley that she and Steve Glaser apply the Board's edited and agreed upon recommendations of criteria to eliminate some of the law firms up for consideration. She also requested that Board Members be prepared to give availability dates for interviewing purposes.

D. Finance Committee: To be addressed later in the meeting.

E. Policy & By-Law Committee: To be addressed later in the meeting.

F. Branch Committee:

The Branch Committee met to discuss expansion of the Parkville and Lakeville branches. Jo Ann Farley called for two members of the Parkville Advisory Committee to meet with the Branch Committee and review the Committee's report for Parkville's expansion. Ms. Farley also called for an Ad Hoc Committee to schedule interviews with architects. Ralene Adler and Elayne Bernstein volunteered for the Ad Hoc Committee. Ms. Farley indicated that the Board will explore all options with regard to expansion of both the Lakeville and Parkville Branches.

D. Finance Committee

Ralene Adler introduced Neil Zitofsky, the newly hired Business Manager. Upon motion made by Ralene Adler, seconded by Steve Glaser, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the dissolution of the Fixed Asset Fund, Continuing*~~ous~~ Education Fund, Levels Checking Account, Unemployment Insurance Reserve Fund, Catastrophic Illness Fund, and Periodical Reserve Fund and transfer the balances to the operating account. The Library would maintain three restricted/designated funds, the Building/Expansion Fund, Automated Library Fund and Restricted Gift Fund.

Corrected at the 6/25/96
Regular Meeting of the
Board of Trustees.

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

MOTION CARRIED.

E. Policy & By-Law Committee

Ralene Adler stated that the Committee met on April 29. The Committee discussed the Policy concerning the public use of meeting rooms and would like the attorneys to review it. Ms. Adler identified areas in the Policy manual that the Committee and the Director felt needed discussion by the Board. She asked that Board members and the Director submit topics for discussion and consider availability of meeting dates for the Board to meet during the summer. June 19 will be the Committee's next meeting. Its purpose will be to create an agenda by reviewing the suggestions from the Board and the Director.

G. Other

Upon motion made by Renée Zarin, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, to rescind the resolution of February 27, 1996, whereby the new organization chart for the Great Neck Library becomes effective July 1, 1996.

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

MOTION DID NOT CARRY.

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

RESOLVED, to amend the foregoing resolution, whereby the new organization chart for the Great Neck Library becomes effective September 1, 1996.

VOTE: Yes: 4 (Bernstein, Glaser, Kane, Zarin)
No: 4 (Adler, DiCamillo, Engel, Farley)

MOTION DID NOT CARRY

NEW BUSINESS

A. Library Bus

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

RESOLVED, that the Board of Trustees authorize the President to enter into a contract with the Varsity Bus Company to provide daily bus service for an annual cost of \$30,000.00 as specified in the contract dated May 1996.

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

MOTION CARRIED UNANIMOUSLY.

Upon motion made by Elayne Bernstein, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the Director to make arrangements for a summer bus from June 24, 1996 through August 22, 1996, aforementioned bus to make two stops as requested by the Park District, at a cost of \$130 per day, total not to exceed \$3,000.00. This cost is to be divided between the Library and the Park District as follows:

Library 60% of cost -- Park District 40%.

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

B. Holiday Schedule

Upon motion made by Cynthia Engel, seconded by Jo Ann Farley, and after discussion, it was,

RESOLVED, that the Board of Trustees adopt the Sunday and Holiday Schedule for September 1996 - July 1997 be adopted as of May 28, 1996 and be posted at all libraries at the appropriate time.

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

C. ALA Conference

The ALA Conference will be held July 5 - July 9 in New York City. Permission was requested to register 10 staff members for the exhibits and 6* 4 staff members for the full conference. Board members also expressed interest in attending the conference.

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

RESOLVED, that the Board approve an expenditure of \$1,615.00 to send six librarians and ten staff members to attend the ALA Conference.

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

*Corrected at the
6/25/96 Regular
Meeting of the
Board of Trustees.

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

RESOLVED, that the Board approve an expenditure of \$700.00 total for Board members to attend the ALA Conference.

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

D. Community Room Applications

Global Harmony House
Women's Investment Club of Great Neck
Jewish Action Alliance

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

RESOLVED, that the applications for the aforementioned organizations be accepted in accordance with the Board's policy manual, and that these organizations meet not more than one meeting per month.

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

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

RESOLVED, that the application for Reap II be accepted with the understanding that the organization meet once a month and that the intent of the meeting be consistent with the Board's policy manual.

VOTE: Yes: 7 (Adler, DiCamillo, Engel, Farley, Glaser, Kane, Zarin)
Abstained: 1 (Bernstein)
*MOTION CARRIED * UNANIMOUSLY.*

*Corrected at the
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E. Other

Marietta DiCamillo commended Janet Fine, Department Head, for her written report

on the subject of Innovative Interfaces User's Group Meeting which she attended April 27-29, 1996. Ms. Fine responded to questions and provided the Board with information concerning dedicated work stations for WEB based management and other relative topics.

OPEN TIME FOLLOWED

Then, upon motion made by Jo Ann Farley, seconded by Marietta DiCamillo, it was,

RESOLVED, that the Board of Trustees go into Executive Session for the purpose of discussing personnel matters.

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

The President reconvened the Public Meeting at 11:40 P.M.

ADJOURNMENT

Upon motion made by Muriel Kane, seconded by Cynthia Engel the meeting was adjourned at 11:45 P.M.

Respectfully submitted,



Marietta DiCamillo