

GREAT NECK LIBRARY
MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
TUESDAY, JUNE 25, 1996
8:00 P. M.

The regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, June 25, 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
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 8:02 P.M. and welcomed those present.

MINUTES

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

RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees of Tuesday, May 28, 1996, be adopted as corrected.

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

CORRESPONDENCE: None

TREASURER'S REPORT

The Treasurer reported no unusual expenditures this month and the balance of the report was given by the Director. The Director noted the following and requested that the Board consider a reallocation of budget line items.

- A. **ADP Payroll Charges:** This category was created during 1996 after the 1996 budget was voted on and adopted by the Public. It is estimated that an additional \$3,200 is needed to finish out the year.
- B. **Heat/Utilities - Main:** Due to the extreme cold winter, 42.3 percent more natural gas was used than what had been originally allocated in the budget. It is estimated that an additional \$10,000 will be needed to finish the year.
- C. **Professional Fees:** This category contains professional fees for accounting, legal, transcript fees (Board Meetings), and miscellaneous professional fees.
- D. A typographical error was identified in the 1996 Annual Budget, the category Office Equipment Maintenance was listed at \$35,000 instead of \$3,500 reducing the Total Other Administrative to \$311,670 and reducing the Grand Total Expenditures to \$5,930,352.

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

RESOLVED, that \$3,200.00 be moved from the General Ledger - Personnel Services line and be reallocated to the newly created category, Payroll Processing Fees, (4375).

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

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

RESOLVED, that \$10,000.00 be moved from the General Ledger - Personnel Services line and be reallocated to the category Heat (4502).

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 \$41,653.00 be moved from the General Ledger - Personnel Services line and be reallocated to the category Professional Fees (4370).

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 Board of Trustees adopt payroll changes from May 1 through June 20, 1996 as attached to the Treasurer's report entitled "Payroll Changes" and dated June 24, 1996.

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

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

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

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

LIBRARY DIRECTOR'S REPORT: Appended hereto.

The Director's report was corrected due to a minor typo in addition concerning the book sale. The total amount received was \$2019.01 net of expenses. \$1,224.97 was made of which 527.26 was distributed to the gift committee and 697.72 to the Director's discretionary fund.

Following important dates were noted:

- A. Constitution & By-Law Meeting - Monday, July 15, 1996, Main Building
- B. Board Meeting - Tuesday, July 16, 1996, Main Building

OLD BUSINESS

A. Sunday Openings

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

RESOLVED, that the Board approve opening the Main Library, on a trial basis, one additional hour on Sunday by opening at 12:00 noon instead of 1:00 p.m. and to open the Parkville Branch from 1:00 p.m - 5:00 p.m. on a trial basis from September 29 through December 29, 1996 for an approximate cost of \$17,000.00.

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

AT THIS TIME MURIEL KANE CLAIMED A POINT OF PRIVILEGE BASED UPON AN EXPECTATION THAT IF THE BOARD ADOPTS A RESOLUTION ALLOWING FOR TIME, THAT THE BOARD, BEFORE IT BECOMES EFFECTIVE, REVIEW ALTERNATIVES.

Jo Ann Farley requested an interpretation by Library Counsel present and suggested that the Board utilize the research time by continuing the meeting's Agenda.

B. Branch Committee:

Ms. Adler reported that the Branch Subcommittee, two Board Members, Marianna Wohlgemuth and Anne Palmieri met for purposes of interviewing architects. Ken Weil met interviewed two additional firms and the Subcommittee will meet with those two firms in July. Proposals had been received from interior space designers as well. Ms. Bernstein felt pleased with the caliber of architects and was enthused by their input.

C. Policy & By-Law Committee: Committee Meeting Scheduled July 15, 1996
Main Library

D. Adoption of Criteria for Legal Services:

Ms. Farley and Mr. Glaser reported that they would like to have additional names of firms for consideration. They also asked Board members their availability during the month of July for interviewing of firms.

E. Carpeting at Main:

Mr. Glaser reported that Ms. Adler and the Director met with Mr. Gershon Povlevsky of Aaron Cohen Associates [architectural firm, assisting in the recarpeting of Main]. Mr. Glaser asked that everyone take note of the northwest quadrant of the diagram - "patio in the back." Mr. Povlesky also responded to inquiries made by Mr. Glaser and Ms. Adler concerning the increased area to this quadrant as well as exploring maximum utilization of the current space within the Library.

F. Air Balancing

Having discussed the information provided by the consulting Engineer, Werner E. Tietjen, dated June 20, 1996, the Board asked Joe Lantini to return with additional written information clarifying his recommendation.

H. Other:

- 1) Then, upon motion made by Jo Ann Farley, seconded by Ralene Adler, it was,

RESOLVED, that the Board of Trustees go into Executive Session.

MOTION WAS WITHDRAWN.

- 2) Helene Hall, president of the Staff Association, commented about increased Sunday Hours and advised the Board of the results of a recent survey on this issue.
- 3) Muriel Kane read a statement concerning the Director's proposed reorganization management.

THE PRESIDENT REQUESTED A SHORT RECESS OF THE MEETING.

Then, upon motion made by Ralene Adler, seconded by JoAnn Farley, it was,

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

VOTE: Yes: 5 (Adler, DiCamillo, Engel, Farley, Glaser)

MOTION CARRIED.

*REMAINING MEMBERS DID NOT VOTE ~~*AND TRUSTEES' BERNSTEIN AND ZARIN LEFT THE MEETING ROOM.~~*

*Amended at the
9/24/96 Regular
Meeting of the
Board of Trustees

THE PRESIDENT RECONVENED THE PUBLIC MEETING AT 9:52 P.M.

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

RESOLVED, that the Board postpone the July 1, implementation of the Board majority's reorganization plan until the Board votes on and allows public comment on the Director's recommendations for reorganizing the Library's operations, procedures and table of organization, and to discuss the Director's recommended reorganization plan immediately so that it may be given appropriate consideration and due comparison as with the majority's reorganization plan before that plan goes into effect.

Frank Phillips voiced his concern over giving the Public the opportunity to attend a review of the Director's proposal and over the interaction of the Business Manager with the Board and the Director.

Barbara Zeller commented about the difference between a lay Board and a professional organization and asked that the Public be given the opportunity to judge fairly the difference between both recommendations.

Bill Dobkin asked for one member to change his or her vote. He also expressed his concern over the chain of command in his [the Director's] absence, as well as the moral of the Staff of the Library.

Stanley Romaine asked for one member to change their vote and to drop the veil of secrecy.

VOTE: Yes: 3 (Bernstein, Kane, Zarin)

No: 5 (Adler, DiCamillo, Engel, Farley, Glaser)

MOTION DID NOT CARRY.

NEW BUSINESS

A. Minimum NLS Library Card Fee

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

RESOLVED, that the Board of Trustees approve the new minimum fee of \$150.00 per household, out-of-district card with direct access privileges for the period of September 1, 1996 through August 31, 1997.

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

B. Dental Insurance

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

RESOLVED, that the Board of Trustees ratify the cancellation of the First Fortis Group Dental Plan and accept Guardian DentalGuard Preferred Proposed Dental Coverage (at an amount of \$19.00 per month, per employee with the balance of the monthly premium paid by employee through payroll deduction), to be effective July 1, 1996 and that the Director be authorized to sign the contract.

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

C. Attorney Bills

Ms. Adler asked that the Board give her guidance and direction in terms of reviewing these bills. The total amount, for five month period of January, February, March, April and May, is \$31,484. The Board recommended that the Finance Committee request the computer printouts/documentation, and upon receipt, as is normal practice, review them [the bills] for accuracy and validity.

E. Other

Dr. Udow, Chairman, Great Neck Library Nominating Committee advised the Board that they have received relatively few candidates for the Board and the Nominating Committee. He asked to place notices at the checkout counters of the various branches and Main so that the Public might volunteer their services. The Board of Trustees had no objections to his request.

OPEN TIME:

Julian Kane asked for a summary of the total amount that the library has paid or is committed to pay to the attorneys.

Ms. Zarin responded that the total amount, since June 1995, was \$81,500.

ADJOURNMENT

Upon motion made by Ralene Adler, seconded by Elayne Bernstein, the meeting was adjourned at 10:40 P.M.

Respectfully submitted,

Marietta DiCamillo
Marietta DiCamillo