

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING**

Monday,

~~Tuesday~~, June 30, 1997
8:00 p.m.

A meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, June 30, 1997 at the offices of the Library at the Lakeville branch on 375 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: Arlene Nevens, Head of Collection Development
Neil Zitofsky, Business Manager

Absent with prior Notification: Ken Weil, Director (attending professional
Conference)
Attendance Sheet attached

CALL TO ORDER

President Steve Glaser called the meeting to order at 8:05 p.m.

MINUTES

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

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees of Tuesday, April 8, 1997 be adopted as presented.

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

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

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees of Tuesday, April 15, 1997 be adopted as corrected.

Approval of the minutes of May 20, 1997 were tabled for review and will be presented at the next regular Board meeting.

CORRESPONDENCE

Robert Sobel to Steve Glaser 6/5/97 re: Levels Evaluation Report
Library response 6/18/97

President Glaser informed the public that the Levels report will be on the agenda for the September 1997 meeting.

TREASURER'S REPORT

During the month of May, revenue was \$834,403, expenses were \$416,308, which is \$25,000 less than April expenses. There are no outstanding expenditures for the month.

The Operating Fund balance was \$3,429,648 which is on deposit at Bank of New York, Chase, Marine Midland, Treasury Bills and Petty Cash funds located at the Main Library and branches.

The balance of the Restricted Gift fund was \$13,158; Main Building & Special Services was \$1,290,505; the Branch Fund and Special Services was \$283,500; and the Automated Library fund was \$223,292. The total of these restricted funds is \$1,810,454.

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

RESOLVED, that the May 1997 Treasurer's Report be adopted by the Board of Trustees as presented.

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

Upon motion made 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 June 1997 regular meeting of the Board of Trustees, paid checks numbered 1006 through 1007, 12000 through 12095, and to be paid checks numbered 12096 through 12251 the sums set against their respective names amounting in the aggregate to \$201,636.23

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

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

RESOLVED, that the May 19 through June 30th personnel changes, additions, separations and other changes be adopted as presented.

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

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

RESOLVED, that the Board of Trustees approve the re appointment of Neil Zitofsky as the business manager effective July 1, 1997 and ending on June 30, 1998 at an annual salary of \$60,000, and be it further resolved that the Board authorize and direct the President to execute a letter of employment in accordance with these terms between the Board of Trustees and Neil Zitofsky for a one year period July 1, 1997- June 30, 1998.

Amended by Steve Glaser, seconded by Marietta DiCamillo, that the President is directed to execute the contract in accordance with the terms and in such other form as he, with the advice of library's Counsel, finds acceptable.

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

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

RESOLVED, that the Great Neck Library approve the appointment of Joseph Marchione as the Administrative Assistant for computer services for a period of six months effective July 1, 1997 and ending on December 31, 1997 at an hourly salary of \$15.00, and be it

FURTHER RESOLVED, that the Board authorize and direct the President to execute a letter of employment in accordance with these terms between the Board of Trustees and Joe Marchione for a six month period July 1, 1997 through December 31, 1997.

Amended by Steve Glaser, seconded by Ralene Adler that the President is directed to execute the contract in accordance with the terms and in such other form as he, with the advice of library's Counsel, finds acceptable.

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

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

RESOLVED, that the Board of Trustees approves the recommended reapportions as indicated in the June 30, 1997 budgets reapportion worksheet effectively reducing library materials by \$2,000 and other administrative by \$10,500, increasing furniture and equipment by \$3,000, increasing vehicles and transportation by \$1,500, and reducing employee benefits by \$123,000.

Upon amendment by Marietta DiCamillo, seconded by Steve Glaser that the reappropriations also reduce periodicals on microfilm by \$5,000 and adding to database services the sum of \$5,000.

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

LIBRARY DIRECTOR'S REPORT - (Attached)

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

RESOLVED, that the Board of Trustees authorize work by Firecraft be increased by \$1,600.

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

OLD BUSINESS

a. Finance Committee - (Report dated 5/23/79 be filed with the Minutes as a part of the record of the meeting.)

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

RESOLVED, that the Board of Trustees adopt the changes to the Policy Manual D-2 (Reserve and restricted Funds) as approved.

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

Public Comment: Karen Rubin spoke to the subject.

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

RESOLVED, that the Board of Trustees adopt the changes to the Policy Manual D-3 entitled Limitation on Expenditures as approved.

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

Upon motion made by Mischa Schwartz, seconded by Steve Glaser, and after discussion, it was,

RESOLVED, that the Board of Trustees adopt the changes, to the Policy Manual in H-1, H-2 and H-3 and H-4, H-6, the whole of Section H as corrected and approved.

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

Adopted changes appear in the current Manual.

b. Carpeting - Upon motion made by Steve Glaser, seconded by Ralene Adler, it was,

RESOLVED, that the Board of Trustees approve the recommendations of the staff committee for carpeting the main building and authorize the architect to proceed with preparation of building documents and the procurement of bids.

Motion amended by Steve Glaser, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the Board of Trustees approve the recommendations of the staff committee for carpet tiles where appropriate in the main building and authorize the architect to proceed with the preparation of bid documents and the procurement of bids, those bids not to exceed \$120,000.

VOTE:Yes - 6 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz)
Abstention: 1 (Zarin)
Motion carried

c. Other - Long Range Planning.

Upon motion made by Mischa Schwartz, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board of Trustees be constituted as a Long-Range Planning Committee and the Committee study and make recommendations on the following issues: 1. Electronic technology, computer, Internet and other digital services the library might be expected to provide in the future; 2. Impact of changing demographics in Great Neck over the past decade on library services. 3. Serving the various age segments of the Great Neck community most effectively.

Motion amended by Renée Zarin, seconded by Steve Glaser to add to #2. project future changes in demographics and 4. Meetings to begin in October.

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

Public Comment: Gladys Ross, Ellen Baskin, Karen Rubin, Bill Morrill, Joan Linden, all spoke to the issue.

NEW BUSINESS

a. Appointment of Architect - Parkville Renovations

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

RESOLVED, that the Board of Trustees approve the appointment of Beatty Harvey & Associates as architects for Parkville renovation project in accordance with the attached contracts. The total fee for the basic services is not to exceed \$22,500. Exclusive of thi basic fee is a payment of \$850 to make measured drawings of the Parkville branch, with such changes as President with the advice of Counsel, may negotiate.

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

b. Contract Business Manager - See Treasurer's Report

c. Bus Contract

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

RESOLVED, that the Board of Trustees authorize the President or Vice-President to sign a contract with Varsity for the 1997/1998 bus service from October through May in such form as the President or Vice-President with the advice of Counsel shall approve. The bus route is to include service six days a week including Saturdays and Sundays with a reduction in cost of approximately 15% over the 1996/1997 contract.

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

d. Early Retirement Incentive

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve to provide the benefits of Chapter 41 of the laws of 1997 commencing on October 3, 1997 for all eligible employees to retire with an effective date of retirement set during the 90 day period immediately following the commencement date otherwise eligible as specified in Chapter 41.

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

e. Holiday Schedule

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

RESOLVED, that the Board of Trustees adopt the Sunday and Holiday schedules as presented.

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

**f. Repairs - Cooling Tower
Exterior Pre Cast Panels**

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

RESOLVED, that the Board of Trustees authorize the expenditure not to exceed \$4,600 to engage the services of Patricia Garbit, PE, professional engineer for services as per the proposals dated June 10, 1997 which are attached.

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

g. Automation Plan

Review of plan tabled for early fall.

h. Community Room Application

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

RESOLVED: that the application for approval of use of meeting rooms by the Village of Saddle Rock and by the Village Court of Saddle Rock be approved subject to our user fees.

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

i. Open Time - None

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

RESOLVED: that the Board of Trustees move into Executive Session to discuss personnel matters. 10 p.m.

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

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

RESOLVED: that the Board of Trustees return to public session. 11 p.m.

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 meeting of the Board of Trustees adjourn. 11:05 p.m.

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

Respectfully submitted,

Renée Zarin
Secretary