

GREAT NECK LIBRARY
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
TUESDAY, JULY 16, 1996
8:00 P. M.

The Special Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, July 16, 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	Jo Ann Farley
Elayne Bernstein	Steve Glaser
Marietta DiCamillo	Muriel Kane
Cynthia Engel	

Absent with prior notice:

Renée Zarin

Also present:

Ken Weil, Library Director	Carol Hoffman, Library Counsel
H. Neil Zitofsky, Business Manager	Attendance sheet attached.

CALL TO ORDER

President Jo Ann Farley called the meeting to order at 8:07 P.M. and welcomed those present.

BANKING ARRANGEMENTS & CONSOLIDATION OF ACCOUNTS

Mr. Zitofsky, Business Manager, together with the Finance Committee, in an effort to achieve better control of the Library's financial assets and to maximize investment earnings, requested banking proposals from five banks currently holding Library assets. Those being: Bank of New York, Chase, Chemical, European American Bank, Marine Midland; two additional banks were considered because of their location, Citibank and Fleet.

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

RESOLVED, that the Great Neck Library open a Payroll Checking Account at Marine Midland; a Director's Checking Account at the Bank of New York; a Custody/Safekeeping Account at the Bank of New York.

RESOLVED, that the Great Neck Library close the Director's Discretionary Account and increase the Director's check writing amount to a maximum amount of \$750.00 in the newly opened Director's Checking Account.

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

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

RESOLVED, that the Great Neck Library authorize the Business Manager to close the Director's Discretionary Account and increase the Director's Checking Account check writing authorization to a maximum of \$750.00 per check.

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

Ms. Adler commended Mr. Zitofsky on the preparation and good work that went into these recommendations. Ms. Adler then presented a written status report about modernizing the manner in which the Library's makes purchases and receives inventory. Ms. Adler continued that by *~~December~~ November we should have a full purchasing order department and initiate centralized purchasing which will implement requisition sheets and a warrant system. This will insure that the Board of Trustees approves checks and payments prior to the expenditure.

A. Amendments to the Operating Budget

The Director reported on the following and requested that the Board consider a reallocation of the following budget line items.

1. **Social Security:** \$21,000.00 reduction be made in the Social Security code relative

to payroll line changes made to the budget during the June Regular Meeting of the Board of Trustees.

2. **Office Supply:** This category be reallocated and reduced by \$5,000.00 to represent a charge to Computer Supplies.
3. **ADP Payroll Processing:** This newly created category be increased by \$4,000.00.
4. **Repairs & Maintenance:** This category be increased by \$15,500.00
5. **Miscellaneous Equipment:** This category be increased by \$1,500.00.
6. **Computer Supplies:** This category be increased by \$5,000.00.

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

RESOLVED, that a total reallocation of \$26,000.00 be made to the Operating Budget which includes a reduction of \$21,000.00 to Social Security, a reduction of \$5,000.00 to Offices Supples, an increase of \$4,000.00 to Payroll Processing Fees, an increase of \$15,500.00 to Repairs and Maintenance, an increase of \$5,000.00 to Computer Supplies and an increase of \$1,500.00 to Miscellaneous Equipment.

Public Comment/Questions by:

Marianna Wohlgemuth, Richard Boyle, Karen Rubin

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

MOTION CARRIED.

COMPARISON OF DIRECTOR'S PROPOSED REORGANIZATION OF MANAGEMENT

Muriel Kane opened the discussion by reading a written statement expressing her opinion concerning the Director's Proposal of Reorganization of Management. The Director then presented and explained his plan in its entirety.

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

RESOLVED, that the Library Management Organization Plan which went into effect on July 1, 1996 be rescinded and that the Director's Administrative Reorganization Proposal dated June 14, 1996 be implemented in its place, effective immediately, and that the reorganization plan be reevaluated at the end of six months.

Public Comments/Questions by:

Alice Mayer, Marianna Wohlgemuth, Karen Rubin, Marie Tyler, Julian Kane

VOTE: Yes: 2 (Bernstein, Kane)
No: 5 (Adler, DiCamillo, Engel, Farley, Glaser)

MOTION DID NOT CARRY.

(The President recessed the meeting at 9:18 and reconvened at 9:30)

PAYROLL CHANGES

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

RESOLVED, that the Board of Trustees approve the appointment of Jean Bennett as a part-time Librarian, in the Reference Department, Step 1 (\$16.48), effective July 16, 1996 and she will be scheduled to work 17.5 hours on a regular basis.

RESOLVED, that the Board of Trustees approve the appointment of Michael Meehan as a part-time Professional, in Levels, Step 1 (\$16.48), effective July 16, 1996 and he will be scheduled to work 17.5 hours on a regular basis.

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

MOTION CARRIED UNANIMOUSLY.

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

RESOLVED, that the Board of Trustees initiate an evaluation of Levels; furthermore, that the process of this evaluation be placed on the Agenda at the September Board Meeting.

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

ATTORNEY'S BILLS

JoAnn Farley stated that this issue would be removed from discussion until all information, pertaining to its complete evaluation, was received.

POLICY/BY-LAWS COMMITTEE

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

RESOLVED, that the Board of Trustees adopt the Great Neck Library Internet News Policy as presented and that it would be placed in the Great Neck Library Board Policy Manual and posted outside the Reference area by the applicable work station.

Public Comments/Questions by:

Richard Boyle, Julian Kane, Janet Turbyfill, Harriett Fagnoli

VOTE: Yes: 6 (Adler, Bernstein, DiCamillo, Farley, Glaser, Kane)
Abstained: 1 (Engel)
MOTION CARRIED.

AIR BALANCING PROPOSAL

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

RESOLVED, that the Board of Trustees authorize an expenditure not to exceed \$2,000.00 to the Tietjen Engineering firm for the design, supervision and solicitation

of bids for air quality work in connection with the Garage Door area.

Public Comments/Questions by:

Karen Rubin

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

MOTION CARRIED UNANIMOUSLY.

OPEN TIME

Stan Romaine reminded the Board about a suggestion he made sometime ago concerning reducing the number of Board members to seven or increasing to nine. He asked that the Board consider this suggestion.

Ralene Adler advised Mr. Romaine that this topic was discussed at last evening's By-Law Committee meeting and that it was under consideration.

Julian Kane asked if the attorneys' bills would be paid between now and the time that the Board would take up the matter? The second item was a continuation of sentiments expressed by Dick Boyle about reducing the percentage with respect to changing the By-Laws.

JoAnn Farley responded that the Board doesn't pay any bills unless the amount of money is identified and approved, in Public, by the Board.

ADJOURNMENT

Upon motion made by Ralene Adler, seconded by Cynthia Engel, the meeting was adjourned at 10:07 P.M.

Respectfully submitted,



Marietta DiCamillo