

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, September 23, 1997
8:00 p.m.**

A Special Meeting followed by a Regular Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, September 23, 1997** at the offices of the Library on Bayview Avenue at Grist Mill Lane, Great Neck, New York 11024. (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

The President, Steve Glaser, called the meeting to order at 8:00 p.m.:

Special Meeting of the Great Neck Library Association

The President announced the results of the September 16, 1997 Special Election to amend the By Laws of the Association to reduce the number of Trustees from eight (8) to seven (7). A total of 205 votes were cast in favor of the amendment. Seventeen (17) members of the Association voted against the amendment. The Secretary, Renée Zarin certified the vote.

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

RESOLVED, that the Board of Trustees pass a resolution adopting the results of the special election held on September 16, 1997 which amended the By Laws of the Association to reduce the numbers of Trustees from eight (8) to seven (7).

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

Upon motion made by Renée Zarin, seconded by Steve Glaser, and after discussion, it was,

RESOLVED, to adjourn the special meeting.

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

CALL TO ORDER

The President, Steve Glaser called the regular meeting of the Board of Trustees to order at 8:04 p.m.

MINUTES

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

RESOLVED, that the Board of Trustees adopt the minutes of May 20, 1997

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

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

RESOLVED, that the Board of Trustees adopt the minutes of June 30, 1997.

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

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

RESOLVED, that the Board of Trustees adopt the minutes of August 5, 1997 as corrected.

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

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

RESOLVED, that the Board of Trustees adopt the minutes of September 8, 1997.

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

CORRESPONDENCE

Madge Kaplan to Steve Glaser 8/18/97 Mrs. Kaplan was present and spoke to her letter requesting support of the Board for her re appointment as regional representative to the Nassau Library System

Sidney Polansky to Steve Glaser 8/18/97 - Concerning print access to information tracked through the library's computer. Mr. Polansky was not present.

TREASURER'S REPORT

Monthly Treasurer's Report - June, July and August

During this three month period revenue collected was \$958,174.63. At second quarter close we had received 83% of our budgeted amount. We expended \$1,384,829.88 during June, July and August. At second quarter close, which represents the first half of the year, we utilized 44% of our budgeted allocation. If expenses continue in the same manner, we will once again end the year with a minor surplus.

There are no outstanding expenditures for this period.

At the close of business, August 31, 1997, the Operating Fund balance was \$2,928,544.92 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 \$13,163; Main Building & Special Services was \$1,292,201; the Branch Fund and Special Services was \$300,066; and the Automated Library fund was \$225,268. The total of these restricted funds is \$1,830,797 as at August 31, 1997.

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

RESOLVED, that the June, July, and August 1997 Treasurer's Reports, together with the Treasurer's Report dated July through September 1997 personnel 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 authorize the Treasurer to pay the persons named in the check register presented at the September 1997 regular meeting of the Board of Trustees dated July 21, 1997, paychecks numbered 12252 through 12334 and paychecks numbered 12335 through 12428, the sum set against their respective names amounting in the aggregate to \$167,797.70.

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 Board of Trustees authorize the Treasurer to pay the persons named in the check register presented at the September 1997 regular meeting of the Board of Trustees dated August 20, 1997 paychecks numbered 12429 through 12504 and to be paid checks 12505 through 12639 the sum set against their respective names amounting in the aggregate to 147,353.16; further, that the Board of Trustees authorize the Treasurer to pay the persons named in the check register presented at the September 1997 regular meeting of the Board of Trustees dated September 23, 1997 paid checks numbered 12640 through 12710 and to be paid checks numbered 12711 through 12822 the sum set against their respective names amounting in the aggregate to \$168,201.01.

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 position of Sean D'Alessio as the Administrative Assistant for Computer Services for a period of six months effective October 1, 1997 and ending on March 31, 1998 at an hourly salary of \$15; and be it further resolved that the board authorize and direct the President (or Vice-President) to execute a letter of employment in accordance with these terms between the Board of Trustees and Sean D'Alessio for a six month period October 1, 1997 through March 31, 1998 in accordance with the terms and in such other form that the library counsel finds acceptable.

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

Upon motion made by Marietta DiCamillo, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board of Trustees extend Mr. Yaeger's part-time professional status, step 16, as Acting Director of Levels through the next Board Meeting for further renewal, next regular board meeting for further consideration at the current salary level which is \$25.52 per hour.

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

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

RESOLVED, that the Board of Trustees approve the recommended reapportions as indicated in the September 1997 budget reappropriation worksheet effectively reducing the following line items: Junior Levels by \$720, Local Travel by \$3,500, Service Contracts by \$5,500, Lakeville Branch rental by \$2,000, and Bus Transportation by \$1,000, for a total reallocation of \$12,720 effectively increasing Levels by \$720, Travel Conference and Meeting \$3,500, Repairs and Maintenance over \$1,000 by \$5,000, Landscaping by \$500, Branch Rental, Parkville by \$2,000 and Vehicle Maintenance by \$1,000.

LIBRARY DIRECTOR'S REPORT

The President asked the Director to dispense with a discussion of his report and asked the Trustees to refer to the written report.

OLD BUSINESS

Carpeting: Todd Harvey. Mr. Harvey's report noted that the bids for carpeting the Main Building, earlier estimated to be \$130,000, was now \$250,000. No action was taken.

Branch Committee: Ralene Adler reported on the Branch Committee meeting at Parkville on August 4 (Report of the meeting filed with the minutes as a record of the meeting.) No action taken.

Levels: The report of the Committee to Evaluate Levels was given to the Board in May, 1997 and made available to the public at that same time.

PUBLIC COMMENT - Louise Sloane, Leslie Popoff, Robert Sobel and Richard Boyle spoke to the issue.

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

“ ” **RESOLVED**, that the Board of Trustees endorse the following recommendations of the Committee to Evaluate Levels:
1. Develop a plan of service for Parkville area youngsters. 2. Create programs to attract more young women, and 3. Create programs to attract more high school students, and ask the Director and his staff to begin implementing these.

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

NEW BUSINESS

Unattended Children Policy - The Board reviewed the draft policy and will send additional comments to the Library Director.

Appointment - Board Representative to Vote for Area Trustee to the Nassau Library System

The President recommended that the President or Vice-President attend the area meeting and cast the vote for the Board. The question was raised as to whether the Board member appointed to vote be instructed on their vote by the entire Board.

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

RESOLVED, that the President, or in his absence, the Vice-President or Treasurer be appointed to attend that meeting to cast such ballot.

VOTE: Yes - 4 (Adler, DiCamillo, Farley, Glaser)
No - 3 (Bernstein, Schwartz, Zarin)
Motion Carried.

Upon motion made by Renée Zarin, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the representative attending this meeting Thursday evening vote for Madge Kaplan, the current Great Neck representative, to represent this district to the Nassau Library System.

VOTE: Yes - 3 (Bernstein, Schwartz, Zarin)
No - 4 (Adler, DiCamillo, Farley, Glaser)
Motion Defeated

NYLA Conference

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

RESOLVED, that the Board of Trustees approve sending five (5) staff members to the 1997 NYLA Conference at \$4,615, which is to be held October 29 through November 2, 1997 in Syracuse, New York.

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

Public Comment: Richard Boyle spoke to the issue.

Gift

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

RESOLVED, that the Board of Trustees gratefully accept a gift of \$1,285 in memory of Lillian Anderson to purchase the complete works of Shakespeare.

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

Consultant - Communications Act of 1996 - No action taken

Job Description - Head of Levels

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

RESOLVED, that the Board of Trustees approve the job description for the Levels Director which is attached to the memo from Ken Weil to the Board of Trustees dated August 26, 1997.

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

Repairs - Water Tower and Concrete Fascia Panels

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

RESOLVED, that the Board of Trustees engage the services of Patricia Garbutt, PE for engineering services in order to secure the bids and oversee the work for repairs to the precast exterior panels and steel supports for the cooling tower, the expenditure for such services shall not exceed \$9,250 to be expensed to Repairs & Maintenance.

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

Upon motion made by Renée Zarin, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees approve the expenditure of \$9,360 to engage the services of La Pinto for repair of the coping stone and that the Board of Trustees also approve the expenditure of \$2,350 to engage the services of A to Z Ironworks for the repair of the railing to be expensed to Repairs & Maintenance.

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 Board of Trustees approve the reappropriation of an increase to the repairs and maintenance line above \$1,000 by a figure of \$10,000 and a reduction from the service contract line of the equal amount.

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

Purchases

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

RESOLVED, that the Board of Trustees authorize the purchase of two Dell Computers from OCLA at a cost of \$1,466 each for a total cost of \$2,932, and further move that the existing Acer model 7031 be excessed,

Motion withdrawn by Steve Glaser.

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

RESOLVED, that the Board of Trustees authorize the purchase of two Dell Computers with 200 MMX speed from OCLC at a total cost not to exceed \$3,400.

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

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

RESOLVED, that the Board of Trustees authorize the expenditure of \$8,700 for a Xerox BK35 photocopier and that the existing Xerox photocopier be used for trade-in value.

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

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

RESOLVED, that the Board of Trustees authorize the purchase of video editing equipment in an amount not to exceed \$4,100.

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

Service Contracts

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

RESOLVED, that the Board of Trustees authorize the purchase of a service contract with Sav-Mor Mechanical for \$3,160 effective 10/1/97

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

EXECUTIVE SESSION

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

RESOLVED, that the Board of Trustees go into Executive Session to discuss Personnel issues.

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

Upon motion by Renée Zarin, seconded by Steve Glaser it was,

RESOLVED, that the Board of Trustees return to public session at 10:40 p.m.

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

Upon motion made by Renée Zarin, seconded by Steve Glaser, it was,

RESOLVED, to adjourn the meeting
of September 23, 1997 at 10:45 p.m.

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

Respectfully submitted,

Renée Zarin
Secretary