

**GREAT NECK LIBRARY**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE**  
**BOARD OF TRUSTEES**  
**TUESDAY, SEPTEMBER 24, 1996**  
**8:00 P. M.**

The regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, September 24, 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	Renée Zarin

Also present:

Ken Weil, Library Director  
H. Neil Zitofsky, Business Manager  
William Cullen, 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.

*THE BOARD OF TRUSTEES AGREED TO CONDUCT THE EXECUTIVE SESSION AFTER CORRESPONDENCE.*

## MINUTES

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

**RESOLVED**, that the Minutes of the Regular Meeting of the Board of Trustees of Tuesday, June 25, 1996, be adopted as presented.

Steve Glaser withdrew the motion after Muriel Kane asked the Board of Trustees to defer the approval until Ms. Kane could submit a written proposal for change to the Minutes, which could affect pages five and six. Ms. Kane advised that she would submit this proposal for review and

discussion before the next Regular Meeting of the Board of Trustees on October 22, 1996.

*THE BOARD OF TRUSTEES AGREED TO HOLD THE DISCUSSION AND VOTE OF APPROVAL OF THE OTHER SETS OF MINUTES UNTIL AFTER CORRESPONDENCE.*

#### **CORRESPONDENCE:**

- A. Rosalyn Udow to Board of Trustees 7/24/96  
Library response. Ms. Udow was not present at the time this was addressed, therefore the Board moved on.
- B. Jill Toby to Jo Ann Farley, Board President, 8/25/96  
Ken Weil, Director addressed this issue by advising the Board of Trustees that if Ms. Toby, a fee paying applicant, wished to have a Great Neck Library card she would have to provide us with a home address. (This is in accordance with the Circulation Department Manual, page 7, paragraph 3 and Board Policy Manual, G2.) Ms. Toby was not present at the time this was addressed, therefore the Board moved on.
- C. Lakeville Civic Association to Jo Ann Farley, Board President, 8/25/96  
Library response September 12, 1996. Jo Ann Farley advised the Public that this issue would be addressed later during the meeting. Ms. Altmann was not present at the time this was addressed, therefore the Board moved on.
- D. Gordon and Ellen Charlop to Jo Ann Farley, Board President, 8/25/96  
Library response September 18, 1996.
- Mr. Charlop was present at the time this was addressed and expressed his concern over reports of relocation and temporary closure of the Lakeville branch.
- President Farley assured Mr. Charlop and the community by stating that the Board of Trustees is committed to the Lakeville Branch as well as all the branches. She added that it was unfortunate that this information was being circulated.
- E. Parkville Advisory Committee to Ralene Adler, Chair, Branch Committee, 9/10/96  
Marianna Wohlgemuth was in attendance.
- Ralene Adler thanked Marianna Wohlgemuth and Ann Palmeri (Chairs, Parkville Advisory Committee), Ken Weil, Elayne Bernstein, and Jo Ann Farley for their work and felt that the meeting of September 3 had been extremely productive. She added that she attended the North Lakeville Civic Association's meeting the following Wednesday to discuss the committee's work. She also advised all present that

Parkville Library would be hosting an opening event on Sunday, September 29. She added that juice and pastries would be donated by Staff and the Board of Trustees.

- F. Lakeville Estates Civic Association to Jo Ann Farley, 9/12/96  
Marianna Wohlgemuth was in attendance.

Ms. Adler explained that the Lakeville Estates Civic Association has offered a gift of a globe, in the value of \$200.00, for the children's section of the Parkville Library.

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

**RESOLVED**, that the Board of Trustees accept the gift of a Globe, valued at \$200.00, from the Lakeville Estates Civic Association, which will be placed in the children's section of the Parkville Library.

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

The Board of Trustees having concluded the correspondence portion of the Agenda and at 8:22 p.m. voted to enter Executive Session for the purposes of discussing Personnel matters. Upon motion made by Ralene Adler, seconded by Cynthia Engel, 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 9:37 P.M.*

## MINUTES

Upon motion made by Elayne Bernstein, seconded by Cynthia Engel, and after discussion, it was,

**RESOLVED**, that the Minutes of the Special Meeting of the Board of Trustees of Tuesday, July 16, 1996, be adopted as corrected.

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

*MOTION CARRIED*

Upon motion made by Elayne Bernstein, seconded by Cynthia Engel, and after discussion, it was,

**RESOLVED**, that the Minutes of the Special Meeting of the Board of Trustees of Tuesday, August 15, 1996, be adopted as corrected.

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

*MOTION CARRIED*

### **TREASURER'S REPORT**

The Treasurer asked that the Board of Trustees defer discussion and vote on the proposed amendments to the 1996 budget until the Board has had the opportunity to review the packets completely. She advised the Board of the procedural changes in that the bills included for discussion and subsequent Board vote have not as yet been paid. She added that the bills currently being paid are routine and recurrent costs.

*Questions concerning the bill payment bundles caused the discussion of this portion of the agenda to occur later.*

**LIBRARY DIRECTOR'S REPORT:** Appended hereto.

Following important date was noted: Board Meeting - Tuesday, October 22, 1996  
Lakeville Branch

The Director added that Doris Lundin, a cherished member of the children's room staff, passed away a few years ago. Currently, there is an effort to recognize her contributions to the Library. Her husband would like to organize a fund in her name for the purpose of planting a tree in the front of the Main Library.

Comment/Questions by public:

Colonel Richard Boyle, Julian Kane, Marianna Wohlgemuth, Bill Morell

## OLD BUSINESS

### A. Asbestos Update

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

**RESOLVED**, that the Board of Trustees approve an expenditure not to exceed \$7,393.00 to engage the services of Weston Managers/Designers/Consultants to perform *Asbestos Abatement Design and Project Monitoring - Boiler Room at Great Neck Library*, as referenced in their proposal to Joseph Latini, dated July 10, 1996.

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

### B. Policy/By-Laws Committee - Internet Policy

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

**RESOLVED**, that the Board of Trustees delete the current item 7, Section A and B, as approved at the July 16, 1996 Special Meeting, and replace it with current item 8. The new number 7 of the Internet Policy will read as follows: Failure to observe the above guidelines will result in termination of the Internet access privileges.

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

Ms. Adler added that the next meeting of the Policy and By-Laws Committee would be September 30 from 7:30 - 8:30 p.m. at the Main Library. The agenda will be the proxy voting process, confidential proxy ballot and the American Arbitration Association.

### C. Personnel Committee:

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

**RESOLVED**, that the Board of Trustees approve William M. Cullen, Esq. as labor council for collective bargaining negotiation with the Library Staff Association, with compensation of \$125.00 per hour.

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

#### **D. Branch Committee**

\*Corrected at the  
10/22/96 Regular  
Meeting of the  
Board of Trustees

Ms. Adler reported that the committee, together with the Director, is in the final interviewing process <sup>of Architect selection</sup> and should be able to report back to the Board in less than three weeks.

**E. Other:** None

#### **TREASURER'S REPORT**

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

**RESOLVED**, that the Board of Trustees approve the issuing of checks numbered 9279 through 9356 for a total amount of \$47,364.50.

**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 approve issuing checks numbered 9357 through 9472, excluding check number 9415 which has been voided, for a total amount of \$68,628.38.

**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 approve issuing check number 9473 in the amount of \$13,733.85.

Renée Zarin motioned to amend the motion, seconded by Muriel Kane, that the Board of Trustees return all the bills received from the Jaspin firm for clarifications of discrepancies in many of the items in all of the bills from January through April 1996 and then again in July 1996.

**VOTE:** Yes: 3 (Bernstein, Kane, Zarin)  
No: 4 (Adler, Engel, Farley, Glaser)  
Abstained: 1 (DiCamillo)

*AMENDED MOTION DID NOT CARRY*

The motion that the Board of Trustees approve check number 9473 in the amount of \$13,733.85 was withdrawn based upon information supplied to Ms. Adler which will necessitate further research.

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

**RESOLVED**, that the June, July and August 1996 Treasurer's Report/Financial Statements be accepted as presented.

**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 the payroll changes dated June 21 through July 22, 1996 be adopted as presented.

**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 the payroll changes dated August 25 through September 20, 1996 be adopted as presented.

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

*MOTION CARRIED*

Renée Zarin asked that all of the paid 1995 bills of the Jaspin firm be sent back for review. Mr. Cullen calling for a point of order, advised the Board that this matter should be taken up in Executive Session. At 10:47 p.m. the Board voted to enter Executive Session for the purposes of discussing Legal matters. Upon motion made by Ralene Adler, seconded by Jo Ann Farley , it was,

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

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

*The President reconvened the Public Meeting at 11:25 P.M.*

## **NEW BUSINESS**

### **A. Salaries - Pages**

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

**RESOLVED**, that the Board of Trustees, acting in compliance with the recently enacted Federal Minimum Wage increase, increase the Page I starting salary to an hourly rate of \$4.75 effective October 1, 1996.

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

*MOTION CARRIED*

Comment/Questions by Public:

Colonel Richard Boyle



## **B. NYLA Conference**

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

**RESOLVED**, that the Board of Trustees approve sending five (5) staff members to the 1996 NYLA Conference, October 24 - 27, 1996 in Saratoga Springs, New York at a cost not to exceed \$3,480.00.

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

Comment/Questions by Public:

Colonel Richard Boyle, Julian Kane

## **C. Roof Repair**

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

**RESOLVED**, that the Board of Trustees accept North Shore roofing Company's proposal at a cost not to exceed \$1,500.00 as detailed in their proposal dated September 17, 1996.

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

Upon motion made by Muriel Kane, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees authorize an expenditure not to exceed \$7,500.00 to engage the services of AACO Glass, Inc. as referenced in their proposal dated September 12, 1996 for the replacement of caulking on windows on the main floor of the Main Library.

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

**D. Service Contracts**

- 1) *Bain - Heating*: Upon motion made by Steve Glaser, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees authorize the Director to enter into a Service Contract with Bain Heating & Piping Corporation to cover one Power Flame Heating Burner for the period of October 1, 1996 through September 30, 1997 for a cost not to exceed \$1,045.00.

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

- 2) *Logicraft - CD Rom Network*: Upon motion made by Steve Glaser, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees authorize the Director to enter into a Service Contract with Logicraft Information Systems, Inc. for Annual Maintenance in accordance with the Annual Service Agreement CDWORKS 2235 for the period of September 7, 1996 through September 6, 1997 for a quarterly cost of \$2,313. and total annual cost of \$9,250.00

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

- 3) *Dynaire*: Upon motion made by Steve Glaser, seconded by Elayne Bernstein, and after discussion, it was,

**RESOLVED**, that the Board of Trustees authorize the Director to enter into a Service Contract with Dynaire Service Corp. for the Renewal of Labor and Inspection Agreement for the period of October 15, 1996 through October 14, 1997 for a cost of \$405.00.

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

**E. Foil Request Appeal - Julian Kane**

Mr. Kane filed a FOIL request appeal concerning his request to review the Jaspin legal bills. President Farley explained to Mr. Kane that the documents, computer worksheets/time sheets, are items that are not Public. She added that Mr. Kane has every right to have copies of the paid bills, but not the worksheets/time sheets.

**F. Other:** None

**OPEN TIME:**

*Julian Kane* asked for the worksheets of the legal bills.

**Mr. Cullen** responded that the details of attorney's services are confidential. They are not subject to disclosure.

*Colonel Richard Boyle* asked a follow up question concerning details of attorney's services.

**Mr. Cullen** reiterated his response.

*Bill Morell* asked whether the sensitive information could be removed and then distributed to the Public.

**Mr. Cullen** responded by explaining that the material would be meaningless once you removed the sensitive information.

*Julian Kane* asked how much was paid to the Jaspin firm in 1995.

**Ms. Adler** responded that she would call him with the amount.

*Sylvia Weiner* asked whether or not bills must be certified by the Director before being submitted for approval to the Board and were the 1995 legal bills certified by the Director before the Board received them.

**Ms. Adler** responded yes to the first question and **Mr. Weil** responded no to the latter.

**ADJOURNMENT**

Upon motion made by Muriel Kane, seconded by Marietta DiCamillo, the meeting was adjourned at 12:05 A.M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "M. DiCamillo".

Marietta DiCamillo