

**GREAT NECK LIBRARY
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
Tuesday, January 20, 1998**

The regular meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, January 20, 1998 at the **Lakeville Branch Library**, 475 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 - arrived 8:35 p.m.

Also present: Arlene Nevens, Interim Director
Neil Zitofsky, Business Manager

CALL TO ORDER

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

MINUTES

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

RESOLVED, that the Minutes of the Special meeting of the Board of Trustees of November 19, 1997 be adopted as amended.

VOTE: Yes - 6 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz)
Motion Carried unanimously

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

RESOLVED, that the Minutes of the Regular meeting of the Board of Trustees of Tuesday, November 25, 1997 be adopted as amended.

VOTE: Yes - 6 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz)
Motion Carried unanimously

Upon motion made by Ralene Adler, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees of Tuesday, December 16, 1997 be adopted as presented.

VOTE: Yes- 6 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz)
Motion Carried unanimously

TREASURER'S REPORT

During the month of December, revenue received was \$845,649.19, total expenses were \$659,644.91. There are no outstanding expenditures for the month of December. A preliminary comparison of the 1997 budget versus actual expenses appears to result in a favorable position. We received just over \$70,000 more than anticipated and expended over \$300,000 less than forecasted. Once the Board receives the audited numbers, it should consider the disposition of the 1997 surplus - with a final determination during the 1999 budget preparation.

At the close of business, December 31, 1997, total operating fund holdings were \$1,727,678 which is on deposit at Chase, Marine Midland, Bank of New York, Treasury Bills and Petty Cash funds. Of this, \$387,177 remains designated to the improvement of Parkville and Lakeville branches. Additionally, the balance of the Main Building & Special Services was \$1,337,247; Automated Library fund was \$232,827; Restricted Gift fund was \$13,275; the Branch Fund and Special Services was \$300,201. At December 31, the total of these funds was \$1,883,550.

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

RESOLVED, that the Board of Trustees accept the December 1997 Treasurer's Report with the December 27 through January 20, 1998 personnel changes be adopted as amended and identified as revised copy.

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 authorize the Treasurer to pay the persons named in the check register presented at the January 1998 meeting of the Board of Trustees dated January 20, 1998, paid checks numbered 13475 through 13515, 13557 through 13561 and to be paid checks numbered 13516 through 13556, 13562 through 13577, the sum set against their respective names and amount being in the aggregate to \$67,627.96.

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 Great Neck Library accept a \$500 contribution in support of the Great Neck Library from Newsday and further resolve that this amount be deposited into the general operating fund.

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 approve the temporary position of Helen Banaciski as the Administrative Assistant to the Interim Library Director on a month-to-month basis, effective January 1, 1998, at the same salary received prior to Ms. Banaciski's retirement, and be it further resolved that the Board authorize the President or Vice-President to execute a letter of employment in accordance with these terms between the Board of Trustees and Helen Banaciski 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

DIRECTOR'S REPORT - Attached to the minutes.

OLD BUSINESS

Parkville Renovation - Ralene Adler reported. Board members were asked to review a schematic prepared for the proposed Parkville renovation. The following items were questioned: Jo Ann Farley, placement of children's room; Marietta DiCamillo, allocation of space to program room and new bathrooms; Ralene Adler, sound consideration between areas; Elayne Bernstein, office space; Interim Director, Arlene Nevens, placement of circulation desk; attorney William Cullen, lease extension. The next Branch Committee meeting is scheduled for the first week in February.

Lakeville Renovation - Upon motion made by Jo Ann Farley, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize Counsel to draft an agreement with Beatty Harvey and Associates, Architects for the design and renovation of the Lakeville branch. Such agreement shall stipulate that the total cost of the renovation including, but not limited to architect, engineering fees, permits, plumbing, electrical HVAC, carpeting, painting, and furnishing, is not to exceed \$90,000

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

Public Comment: Frank Marcellino, Debbie Shictman, Stanley Schimmel, Ronald Brinn, Mel Fayerman, spoke to the subject.

Sex Offender Policy - Upon motion made by Renée Zarin, amended by Steve Glaser, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Board of Trustees approve the policy for notification of release of sex offenders by the division of parole and that we accept it as given to us in this memorandum of December 2, deleting the sentence four from the bottom on page two which says all requests for copies of information provided by law enforcement agencies must be directed to the library's freedom of information all records access officer. Move to amend the policy to delete E and the second paragraph and the second to last paragraph in the aforementioned memo.

Request to Attorney for clarification.

Long Range Planning Committee Meeting Dates - Trustees were requested to notify the Library's Secretary concerning their availability for February 17th

Other - None

NEW BUSINESS

Conferences - Public Library Association - Upon motion made by Steve Glaser, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the Board of Trustees approve sending three librarians to the 1998 Public Library Association Conference in Kansas City - March 11-15, 1998 at a cost not to exceed \$3,900. Funds from Travel-Conference budget line.

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

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

RESOLVED, that the Board of Trustees allocate one position for a Trustee, add an additional expense of \$1,300 for a Trustee to attend the conference in Kansas City from March 11 to March 15, 1998. Funds from Travel-Conference Budget line.

VOTE: Tabled to next meeting.

Computers in Libraries -

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

RESOLVED, that the Board of Trustees approve sending two staff members to the 1998 Computers in Library meeting at a cost not to exceed \$1,909.

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the renewal of the Graphic Arts Mutual Insurance Company Worker's Compensation policy for calendar year 1998, as proposed by Sterling and Sterling at a cost of \$25,668. Funds from Workers Comp. budget line.

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

OPEN TIME

Marjorie Chodosch, President of Staff Association requested a quick conclusion to staff negotiations.

Julian Kane - re: personal comments about him made at earlier board meeting.

EXECUTIVE SESSION

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

RESOLVED, that the Board of Trustees go into Executive Session to discuss Personnel Matters. 10:08 p.m.

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

The Board returned to public session at 10:35 p.m. and upon motion by Marietta DiCamillo, seconded by Steve Glaser the public meeting adjourned.

Respectfully submitted,

Renée Zarin
Secretary