

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, October 13, 1998
8:00 P.M.**

A Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, October 13, 1998**, at the Main building Bayview Ave. at Grist Mill Lane, Great Neck, NY 11023. (Agenda attached.)

The following Trustees were present constituting a quorum:

Mischa Schwartz, President
Elayne Bernstein, Vice President
Catherine Moore, Treasurer
Steve Glaser, Assistant Treasurer
Renée Zarin, Secretary
Ralene Adler
Marietta DiCamillo

Also present:

Christine Salita, Library Director
Neil Zitofsky, Business Manager
Todd Harvey, Architect, Beatty, Harvey and
Associates

CALL TO ORDER

President Mischa Schwartz called the meeting to order at 8:00 p.m.

APPOINTMENT OF SECRETARY TO THE BOARD OF TRUSTEES

Upon motion by Renée Zarin, seconded by Catherine Moore, and after discussion, it was,

RESOLVED, that the Board of Trustees establish the position of Secretary to the Board of Trustees and for the purpose of minutes preparation and other duties as may be deemed appropriate, with a monthly stipend of \$200.

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

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

RESOLVED, that the Board of Trustees appoint Barbara Santoro as Board Secretary,

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

MINUTES

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

RESOLVED, that the Board of Trustees approve the minutes of the Special Executive Session meeting of September 10, 1998, as presented.

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

Special Guest Presentation

Architect, Todd Harvey gave a presentation on the status of the bid responses for the Branch Renovation Project: Lakeville and Parkville. The bid responses are somewhat above the amount designated for the project. Mr. Harvey will follow-up and make every effort to reduce cost without diminishing the scope or quality of the renovation. Mr. Harvey anticipates making a contract award recommendation at the regular November Board meeting. By then, AIA Contractor Qualification Statements (disclosing financial status, bank and professional references) will have been received.

Note: The Board requested a special meeting be held in early November with Todd Harvey. The tentative date is November 3, Library Director to confirm date, time, and location.

The second part of Mr. Harvey's presentation concerned the redesign of the Children's Room of the Main Library. Lisa Paulo, Head of the Children's Department, and Christine Salita, Library Director, summarized the inadequacies of the current space and reviewed the discussions Todd Harvey has had with the staff during the past six months. Todd Harvey then presented the latest concept for the redesign of the Children's Room.

Public Comment: Bill Morrill, Nick Camastro.

TREASURER'S REPORT

During the month of September, 1998, revenue received was \$47,964.58. Total expenses were \$423,284.99. There are no outstanding expenditures for the month of September. At the close of business September 30, 1998, total operating fund holdings were \$2,540,082.79 which were on deposit in Marine Midland and The Bank of New York in US Treasury Bills, and in Petty cash funds at Main and the Branches.

This sum includes \$648,378.17 in reserves designated for renovations to the Parkville and Lakeville branches.

Additionally, the balance of the Main Building and Special Services fund was \$1,217, 754.00; the Automated Library fund was \$234, 242.71; the Restricted Gift fund was \$13,184.65; the Branch and Special Services fund was \$218,690.29. These funds totaled \$1,684,872.64 on September 30, 1998.

Upon motion by Catherine Moore, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board of Trustees accept the September, 1998, Treasurer's Report with the Personnel Changes of September 9 through October 9, 1998.

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

Upon motion by Catherine Moore, 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 Registers dated September 10 through October 6, 1998. Paid Checks numbered 15070 through 15237, and Checks To Be Paid numbered 15238 through 15361, the sums set against their respective names, amounting in the aggregate to \$170,710.09.

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

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

RESOLVED, that the Board of Trustees adopt a policy whereby capital expenditures in excess of \$5,000 to purchase equipment, and with a useful life of five years or more or which extends the useful life of existing property or equipment by five years or more, be charged to the Main Building and Special Services Fund or the Branch and Special Services Fund, as appropriate.

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

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

RESOLVED, that the Board of Trustees authorize the consolidation of the "Repairs and Maintenance Equal to or over \$1,000" budget line and the "Repairs and Maintenance Under \$1,000" budget line, into a single "Repairs and Maintenance" budget line.

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

LIBRARY DIRECTOR'S REPORT (Attached)

BOARD COMMITTEE REPORTS

Branch Committee: Elayne Bernstein, Chairperson

Station: Committee met during September to refine a branch mission statement to present to the Board for consideration, to review survey response, and to consider alternate locations. Thus far, no other currently available downtown location is thought as conveniently situated.

Lakeville and Parkville: There was a meeting on October 8 at which Todd Harvey reviewed the renovation bid process and the preliminary bid responses. Temporary relocations during the renovation were discussed, (trailer for Lakeville, former Tot Lot site for Parkville).

Main: Dr. Schwartz reported that he has appointed the members of the Main Library "Ad Hoc" Committee to examine the current facility and make recommendations for improvement. The committee will be comprised of three trustees (Glaser, DiCamillo, and Schwartz), four staff members (Salita, Latini, Crosson, and Fargnoli) and seven community members. Library Director Christine Salita will chair the committee.

OLD BUSINESS

Assisted Listening Devices

Upon motion by Renée Zarin, seconded by Catherine Moore, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the purchase of three (3) PR-72B receivers and headphones with Option 5 volume control at a total cost of \$909, as per the quotation received 9/28/98 from Sawtech Communications, Inc., to be charged to the Audio-Visual Equipment budget line.

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

Library Bus Service Roll-Over Contract

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

RESOLVED, that the Board of Trustees approve a roll-over contract for bus service with Varsity Coach for the period running from October 1, 1998, through December 31, 1998, at an hourly cost of \$13.16 to be charged to the Bus Service budget line.

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

Landscaping

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

RESOLVED, that the Board of Trustees award the 1999 landscaping contract for the grounds of the Main Library to L&M Ramazzotti Garden Concepts, in the amount of \$11,450, per their proposal received 10/5/98, to be charged to the Landscaping budget line.

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

Insurance Policies

Boiler and Machinery

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

RESOLVED, that the Board of Trustees authorize the renewal of the Boiler and Machinery insurance policy, effective October 21, 1998, through October 21, 1999, with Hartford Steam Boiler Inspection and Insurance Company, through our agent A.C. Edwards, at a premium of \$1,648 as per the quotation dated October 6, 1998, to be charged to the Insurance budget line.

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

Directors and Officers

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

RESOLVED, that the Board of Trustees authorize the renewal of the Philadelphia Indemnity Insurance Company Directors and Officers insurance policy, effective November 28, 1998, through November 28, 1999, through

our agent A. C. Edwards, at a premium of \$8,112 as per the quote dated August 31, 1998, to be charged to the Insurance budget line.

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

POLICY

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

RESOLVED, that the Board of Trustees adopt the Continuing Education Support Policy as presented. (Copy attached).

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

Public Comment: Marianna Wohlgemuth

EXECUTIVE SESSION

Upon motion by Steve Glaser, seconded by Renée Zarin, the Board convened into Executive Session to discuss legal matters at 10:10 p.m.

RECONVENED INTO OPEN SESSION

Upon motion by Steve Glaser, seconded by Catherine Moore, the Board reconvened into Open Session at 10:24 p.m.

ADJOURNMENT

Upon motion by Steve Glaser, seconded by Renée Zarin, the meeting was adjourned at 10:25 p.m.

Respectfully submitted,

Renée Zarin
Secretary