

GREAT NECK LIBRARY
MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
TUESDAY, OCTOBER 22, 1996
7:15 P. M.

The regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, October 22, 1996** at the offices of the Lakeville Branch Library on 475 Great Neck Road, Great Neck, N.Y. 11021.

The following Trustees were present constituting a quorum:

Ralene Adler
Elayne Bernstein
Marietta DiCamillo
Steven Glaser - Arrived at 9:25 p.m.
Jo Ann Farley
Muriel Kane
Renée Zarin

Absent:

Cynthia Engel

Also present:

Ken Weil, Library Director
H. Neil Zitofsky, Business Manager - Joined Meeting at 8:15 P.M.
William Cullen, Library Counsel
Attendance sheet attached.

CALL TO ORDER

President Jo Ann Farley called the meeting to order at 7:25 p.m. for the purposes of the scheduled Executive Session to discuss Legal and Personnel matters. Upon motion made by Elayne Bernstein, seconded by Ralene Adler, it was,

RESOLVED, that the Board of Trustees go into Executive Session for the purpose of discussing Legal and Personnel matters.

VOTE: Yes: 6 (Adler, Bernstein, DiCamillo, Farley, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY.

The President reconvened the Public Meeting at 8:10 P.M. by welcoming those present and explained that Steve Glaser would be late.

MINUTES

Upon motion made by Ralene Adler, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees of Tuesday, September 24, 1996, be adopted as corrected.

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

MOTION CARRIED UNANIMOUSLY.

Muriel Kane and Marietta DiCamillo requested that approval of the Minutes from the June 25, 1996 Board Meeting be held until the next Regular Meeting of the Board of Trustees Meeting in November.

CORRESPONDENCE

- A. Janet Turbyfill to JoAnn Farley 10/1/96
Library response October 16, 1996.

Ms. Turbyfill was present at the time this was addressed and expressed her feelings about the entrance and exit at Main as they pertain to disabled people, wheelchair bound individuals and parents with small children.

Trustee Adler assured Ms. Turbyfill that her comments would be addressed and that the Board would be exploring different possibilities to remedy this situation.

- B. Parkville Advisory Committee to JoAnn Farley 10/2/96
Library response October 15, 1996.

Marianna Wohlgenuth, Parkville Advisory Committee Co-Chair was in attendance but declined comment. The Board moved on.

JULIAN KANE REQUESTED THAT HIS FOIL APPEAL BE ADDRESSED AT THIS POINT OF THE MEETING. MS. FARLEY RESPONDED THAT IT WOULD BE ADDRESSED DURING OLD BUSINESS.

THE BOARD OF TRUSTEES AGREED TO MOVE THE TREASURER'S REPORT AND BUDGET REAPPROPRIATION UNTIL STEVE GLASER JOINS THE MEETING.

LIBRARY DIRECTOR'S REPORT: Appended hereto.

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

RESOLVED, that the Board of Trustees accept the donation of 4-Rotating Police Beacons, 1-Motorized Mirror Ball, 4-Theatrical Spotlights, 4-Pin spotlights, 2-Strobe Lights, 1-Fog Machine and cables, bulbs, connectors, and miscellaneous items from Mr. Jack Fakterowitz, which will be used in Levels.

VOTE: Yes: 6 (Adler, Bernstein, DiCamillo, Farley, Kane, Zarin)

MOTION CARRIED UNANIMOUSLY.

The Director distributed a memorandum titled *Important Election Dates - 1996/97*. The Director acknowledged and mentioned his appreciation of the efforts made by the children's room staff in preparing a tribute in memory of Doris Lundin. The Director added that Mr. Lundin donated a beautiful magnolia tree which was planted in the front of the Main Library. The Board asked if plaques could be placed near the trees and was advised that Mr. Lundin was taking care of that.

OLD BUSINESS

A. Policy/By-Laws Committee

The Committee and other Trustees, met on September 17, 20, October 14 and 17 to review the current policies regarding proxy voting (8-A-3 of the policy manual), which, ^{in the past} amounts to more than 30% of the ballots cast. Those who attended these meetings expressed varied levels of concern about confidentiality, uniform practices, tabulation, etc. Upon motion made by Ralene Adler, seconded by Marietta DiCamillo, and after discussion, it was,

*Corrected at the
11/19/96 Regular
Meeting of the Board of
Trustees

RESOLVED, that the Board Policy Manual, page O5, Article 4, Section E will be amended as follows: "Members may request a proxy on a form provided by the Library or may request a proxy in writing, and must have a valid library card."

VOTE: Yes: 6 (Adler, Bernstein, DiCamillo, Farley, Kane, Zarin)

MOTION CARRIED UNANIMOUSLY.

Upon motion made by Ralene Adler, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Board Policy Manual, page O5, Article 4, Section H will be amended to read as follows:
"Ballots and proxies will be counted after the polls close by a clerk appointed by the Director of the Library.

VOTE: Yes: 6 (Adler, Bernstein, DiCamillo, Farley, Kane, 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 adopt the following procedural change for the 1997 election:

That the Director of the Great Neck Library appoint two Supervisors for the 1997 election. One for the southern end of the district and the other for the northern end.

VOTE: Yes: 6 (Adler, Bernstein, DiCamillo, Farley, Kane, 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 adopt the following procedural change for the 1997 election:

That all completed proxies be mailed to one site, off-site at the Main Post Office. Further, that two locked boxes, one at Main the other at Parkville, be provided on January 24, 1997 until 5:00 p.m., for people who wish to drop their completed proxies on that day. Also, that the appointed supervisors be present at 5:00 p.m. to insure that no ballots are added after that date and time.

Trustee Steven Glaser joined the meeting at 9:25 p.m.

Public Comment/Questions by:

Dr. Alfred Udow, Chair-Nominating Committee, Howard Feneback, Karen Rubin,
Julian Kane

VOTE: Yes: 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Kane, 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 adopt the following procedural change for the 1997 election:

A double envelope system will be used for proxy voting as recommended by the Director.

VOTE: Yes: 7 (Adler, Bernstein, DiCamillo, 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 Board of Trustees adopt the following procedural change for the 1997 election:

On Saturday, January 25, 1997, at 9:00 a.m. the appointed clerk will compare the outer envelope of the proxies received to the Association member list for voting eligibility and will mark the membership list to record the vote by proxy.

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

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

RESOLVED, that the Director and the Attorney review the By-Laws with regard to the election process and make recommendations to the Board of trustees within three months from today.

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

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

RESOLVED, that photocopies of all proxy votes including name, address, signature and library card number be compiled by the Election clerk and sealed for a period of six months for inspection only pursuant to Court order.

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

B. Air Intake Relocation

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

RESOLVED, that the Board of Trustees approve an expenditure not to exceed \$19,000.00 to engage the services of Acco Glass as described in the Proposal dated October 9, 1996.

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

C. Carpeting - Main

JoAnn Farley reported that we were waiting for the balance of carpeting samples and reminded the Board of their agreement to look at them.

Public Comment:

Dr. Alfred Udow

D. Other - Julian Kane FOIL Appeal:

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

RESOLVED, that the Great Neck Library Board of Trustees' Counsel review and consider Julian Kane's FOIL appeal and provide us with recommendations and procedures, if necessary.

VOTE: Yes: 6 (Adler, Bernstein, DiCamillo, Farley, Glaser, Kane)
No: 1 (Zarin)

MOTION CARRIED

Upon motion made by Renée Zarin, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Board of Trustees make available to the Public the information Mr. Kane requests, that the only deletion from those records be the striking of the names of any employees of the Library.

A motion to amend was presented by Marietta DiCamillo, ~~seconded~~ accepted by Renée Zarin, and after further discussion, it was,

RESOLVED, that the Board of Trustees make available to the Public the information Mr. Kane requests, under this FOIL request, which covers certain bills of the Jaspan firm of 1995, and that the deletions from those records be the striking of the names of any employees of the Library or any matters that deal directly with personnel of the Great Neck Library.

VOTE: Yes: 5 (Bernstein, DiCamillo, Glaser, Kane, Zarin)
No: 1 (Farley)
Abstained: 1 (Adler)

MOTION CARRIED

The Board of Trustees asked the Attorney to redact the information, he respectfully declined. The Board of Trustees then asked if the Director would redact the information and he agreed to do so.

NEW BUSINESS

A. J & A Automatic North, Inc. Agreement:

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

RESOLVED, that the Board of Trustees authorize the President to enter into agreement with J & A Automatic North, Inc. for a five year period effective September 15, 1996.

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

B. Insurance

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

RESOLVED, that the Board of Trustees authorize the renewal of the current insurance policies with our current carrier in an amount not to exceed \$68,000.00, effective November 1, 1996.

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

C. Appointment of Staff

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

RESOLVED, that the Board of Trustees authorize the appointment of Jayne Dutil and Vivian Kowalewski as part-time employees who will work on Sundays and on a substitute basis and that they be placed on the Part-Time Librarian schedule at Step 7B: \$20.26 per hour.

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

The Board of Trustees thanked the Staff for their cooperation with regard to Sunday staffing.

Levels

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

RESOLVED, that the President of the Board of Trustees form a Committee to evaluate Levels. This Committee is to be comprised of two Board Members, two students, two parents not related to the students, the Assistant Head of Levels, Levels Director, the Department Head in Charge of Levels, and the Director. Further, that the work of this Committee begin as soon as practical and that once formed, the Committee will review with the Board the methodology it proposes to follow for such an evaluation. The goal of the Committee should be to complete its evaluation for presentation to the Board by the end of March 1997.

Public Comment:

Colonel Richard Boyle

A motion to amend was presented by Marietta DiCamillo, seconded by Ralene Adler, and after further discussion, it was,

RESOLVED, that the President of the Board of Trustees form a Committee to evaluate Levels. This Committee is to be comprised of two Board Members, two students, two members of the Association not related to the students, the Assistant Head of Levels, Levels Director, the Department Head in Charge of Levels, and the Director. Further, that the work of this Committee begin as soon as practical and that once formed, the Committee will review with the Board the methodology it proposes to follow for such an evaluation. The goal of the Committee should be to complete its evaluation for presentation to the Board by the end of March 1997.

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

Trustee Ralene Adler and member of the Public Richard Boyle both expressed an interest in serving as members on this committee.

Appointment of Staff:

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

RESOLVED, that the Board of Trustees authorize the appointment of Ida Owens and that she be placed at Step 1 of the Librarian/Professional Salary Schedule at an annual salary of \$36,296.00.

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

D. Community Room Applications

Upon motion made by Muriel Kane, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board approve the following applications / renewals of: Artists Network of Great Neck, Foundation of Community Unified Services, Inc., Incorporated Village of Saddle Rock, Saddle Rock Civic Association, Creative Adaptations for Learning, Inc., for use of the meeting room

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

E. Other: None

At 10:51 p.m. a short recess was taken and the President reconvened at 11:00 p.m.

OPEN TIME:

Ivar Isegalowitz commented about his inability to access the Library's computer CD Rom system via home modem. He also described his visit to Juneau, Alaska. He shared pictures with us and compared Great Neck (lack of space) to that of Juneau explained that they could

not determine where to place their Library because of the fact that the area is surrounded by forest. They chose to build the Library on the top tier of a parking lot.

The Board thanked Mr. Isegalowitz for the information.

Colonel Richard Boyle asked about the Lakeville Branch and the status of his correspondence from April to house branch libraries in various abandoned school buildings.

President Farley responded by stating that the Board was reviewing all of its options.

Julian Kane questioned a letter written by Lisann Altman which was about the closing of the Lakeville Branch and appeared in the newspapers.

TREASURER'S REPORT

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

RESOLVED, that the Board of Trustees authorize the Treasurer to pay the persons named in the attached check register, check numbers 1001 and 9474-9635, the sum set against their respective names amounting in the aggregate of \$202,294.70.

*2 Corrected at
the 1/15/97
Special Meeting
of the Board of
Trustees

VOTE: Yes: 7 5 (Adler, Bernstein, DiCamillo, Farley, Glaser, ~~Kane, Zarin~~*1)
~~Trustees Zarin and Kane did not vote.~~*2
~~Trustee Zarin opposed the vote.~~*2
No: 2 (Kane, Zarin) *2

*1 Corrected at
the 11/19/96
Regular Meeting
of the Board of
Trustees

MOTION CARRIED

Upon motion made by Muriel Kane, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board of Trustees take checks separate checks numbered 9596 and 9635 totaling \$36,095.00 and present them for approval as a separate motion.

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

MOTION DID NOT CARRY

Public Comment/Question:

Marianna Wohlgemuth, Julian Kane

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

RESOLVED, that the Board of Trustees approve the budget proceedings as described in the October 22, 1996, the *Budget Reappropriation Worksheet* for a total reallocation of \$123,750.00.

VOTE: Yes: 7 (Adler, Bernstein, DiCamillo, 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 September 1996 Treasurer's Report/Financial Statements with September 21 through October 20, 1996 Payroll changes be adopted as presented.

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

OTHER:

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

RESOLVED, that the Board of Trustees approve the Great Neck School District contract that the Director just received and authorize the President to sign the contract.

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

OPEN TIME:

Marianna Wohlgemuth asked what the procedure was for appealing a denial of a FOIL request.



Corrections to the Minutes of October 22, 1996

Submitted by Renée Zarin, Trustee, Great Neck Library, to be attached to the minutes of 10/22/96 as per resolution passed by the Great Neck Library Board on 1/15/1997

Page 11 of 13: Motion to approve payment of checks number 1001 and 9474-9635.

The minutes do not reflect that a motion was made by Mrs. Kane and seconded by Mrs. Zarin to amend the original motion recorded in the minutes. The amendment was to remove checks number 9596 and 9635 totalling \$36,095 and present them for approval as a separate motion. This amendment to the motion should be recorded in the minutes.

The Board then moved to vote on the first motion without permitting any discussion of the amendment as required by Robert's Rules (see 9th edition, page 60)...the secondary motion takes precedence over the main motion...

The "call to vote" was moved forward by the President over the objection of Mrs. Zarin and Mrs. Kane and without discussion. This was done in error as a "call to vote" cannot take place unless there is a vote to do so (page 197, *ibid.*). The vote was not permitted nor was it taken. Therefore, the vote recorded in the minutes was not taken in accordance with Robert's Rules and is not a valid vote. The vote on the motion was protested by Mrs. Zarin (see page 184 of the transcript). In addition, the presiding officer cannot close a debate until everyone on the Board agrees (page 43, *ibid.*).

The approval of the payments of the checks is therefore not properly authorized by the Board.

Renée Zarin 1/23/97

Mr. Cullen, Library Counsel responded that the appeal must be in writing and to the Board of Trustees.

ADJOURNMENT

Upon motion made by Steve Glaser, seconded by Ralene Adler, the meeting was adjourned at 11:30 P.M.

Respectfully submitted,


Marietta DiCamillo