

GREAT NECK LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
Tuesday, October 24, 1995
8:00 p.m.

A meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, October 24, 1995 at the Lakeville Branch Library, 475 Great Neck Road, Great Neck, N.Y. 11021.

The following Trustees were present constituting a quorum:

Ralene Adler
Jo Ann Farley
Steve Glaser
Muriel Kane
Arthur Lerner
Dolly Relkin

Absent with prior notification: Renée Zarin
Elayne Bernstein - arrived approx.
10 p.m. with prior notice

Also present: Ken Weil, Library Director
Arlene Nevens - Assistant Director
Joe Latini - Assistant Director
Attendance Sheet - see attached

CALL TO ORDER

The President Jo Ann Farley called the meeting to order at 8:06 p.m. Before presiding the President reminded everyone the November Board meeting was changed from November 28th to November 14th, 1995

MINUTES

Upon motion by Ralene Adler, seconded by Steve Glaser, it was,

RESOLVED, that the minutes of
August 1, 1995 be adopted as presented.,

VOTE: In favor - 6 (Adler, Farley, Glaser, Lerner, Kane, Relkin)
Motion carried unanimously.

Upon motion by Steve Glaser, seconded by Ralene Adler, it was,

RESOLVED, that the minutes of
August 7, 1995 be adopted as presented.

VOTE: In favor - 6 (Adler, Farley, Glaser, Lerner, Kane, Relkin)
Motion carried unanimously.

Upon motion by Steve Glaser, seconded by Ralene Adler, it was

RESOLVED, that the minutes of
September 19, 1995 be adopted as presented.

VOTE: In favor 6 - (Adler, Farley, Glaser, Lerner, Kane, Relkin)
Motion carried unanimously.

Upon motion by Steve Glaser, seconded by Ralene Adler, it was,

RESOLVED, that the minutes of
September 20, 1995 be adopted as presented.

VOTE: In favor -6 (Adler, Farley, Glaser, Lerner, Kane; Relkin)
Motion carried unanimously.

Upon motion by Ralene Adler, seconded by Steve Glaser, it was,

RESOLVED, that the minutes of October
10, 1995 be adopted as presented.

VOTE: In favor -6 (Adler, Farley, Glaser, Lerner, Kane, Relkin)
Motion carried unanimously.

CORRESPONDENCE

- a. Benjamin Copito to Jo Ann Farley & Bd. of Trustees 9/23/95
Library response Oct. 18, 1995. Mr. Copito was not present.
- b. Janice Josephson to Jo Ann Farley 9/14/95
Library response Oct. 18, 1995. Ms. Josephson was not present.
- c. Julian Cohen to Jo Ann Farley 9/11/95
Library response Oct. 18, 1995. Mr. Cohen was not present
- d. Chau Lee to Bd. of Trustees, undated
Library response Oct. 18, 1995. Chau Lee was not present.
- e. Rebecca Gilliar Oct. 1, 1995. Rebecca Gilliar was not present.

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

RESOLVED, that the Treasurer's Report for August 1995 be accepted as presented, and be it further

RESOLVED, that the Revised and Corrected "August 1995 Payroll Changes - Salary Update" be accepted as presented.

VOTE: In favor - 6 (Adler, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously.

The Treasurer highlighted the following aspects of the August financial report and requested the Director respond on the following questions: reasons for a drop in revenue for lost books; even after a retroactive increase in salaries there is surplus of \$166,000 on the personnel line. Videos and recordings are expected to be over budget, and information is requested on what % is due to higher priced new releases; how are loss and theft reflected; are we purchasing duplicates to lost or missing videos?. We need to understand why there are increases in telephone charges for 1995, and must anticipate that charges will be even higher in 1996 due to the CD-ROM Network. Can the Library explore owning its own telephone lines, or pursue other options to be more cost effective. The latter question was presented to the Director in June and the Finance Committee is still awaiting a response.

The Treasurer also reported the Finance Committee will review all contracts for 1996; and that the 1994 Fund Balance of \$421,339 is still to be allocated.

The Finance Committee was requested to prepare a written definition for the Library's "Gift Fund" reserve account, together with the Policy/By-Law Committee, since that definition is missing from the Policy Manual.

Upon motion by the Treasurer Ralene Adler, seconded by Arthur Lerner, it was,

RESOLVED, that due to concerns about AMEX and NYNEX accounts and to avoid future problems that the Library's AMEX and NYNEX accounts be closed immediately.

TREASURER'S REPORT (Cont'd.)

VOTE: In favor -5 (Adler, Farley, Glaser, Lerner, Relkin)
Abstaining - 1 (Kane)

The Treasurer reported that reimbursement vouchers would be available within a week for attendance at the NYLA Conference. Upon motion by Arthur Lerner, seconded by Muriel Kane, it was,

RESOLVED, that the September 1995 Treasurer's Report with Payroll Changes for that period be adopted as presented.

VOTE: In favor - 6 (Adler, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously.

LIBRARY DIRECTOR'S REPORT- Ken Weil reported on the following:

1. Circulation - System-wide circulation was down by 292 items in September in comparison to the same period last year. Using year-to-date statistics, our overall circulation for 1995 is 587,612 items, an increase of 1.5% over last year. Station and Lakeville Branches are showing strong increases in circulation this year that is largely attributable to increases in video circulation.

Also enclosed in the packet is a report that records the number of searches done on the online public access catalog. System wide there was a 4% increase in the number of searches done when comparing September of 1995 with August of 1995. For the month of September, 29,548 searches were done at Main, 3,634 at Station, 2,898 at Parkville and 1,078 at Lakeville. In addition 1,597 searches were completed by patrons dialing in from home. Currently we have 733 households registered as dial-in patrons for our OPAC. The search statistics represent the number of searches done on the OPAC. Each time a patron enters a search on the OPAC, it is recorded and counted.

Comparison of Circulation
vs. Expenditures for Library Materials
by location

<u>1994 Circulation</u>	<u>% of Total</u>	<u>Amount Spent on Library Materials*</u>	<u>% of Materials Budget</u>
Main 543,724	72%	\$196,383.73	67%
Parkville 81,612	11%	42,037.00	14.3%
Station 78,559	10.5%	35,982.00	12.6%
Lakeville 42,263	5.5%	18,638.28	6.3%

* Represents list price expenditures for Books, Recordings & Videos from Jan. 1995 to Oct. 11, 1995. A small number of purchases may not be reflected in these numbers.

2. Building & Grounds - Replacement of Oil Tank - After full discussion of Mr. Latini's report, Attachment 1, dated 10/20/95 the Board decided not to replace the existing Oil Tank, and upon motion by Muriel Kane, seconded by Steve Glaser, it was,

RESOLVED, that the proposal submitted by Bona-Fide Industrial Tank Corp, dated June 27, 1995 to remove the existing oil tank be reviewed the Werner E. Tietjen Consulting Engineering firm for a cost not to exceed \$3,000, and be it further

RESOLVED, that upon approval by the Tietjen firm, the Bona-Fide Industrial Tank Corp. be contracted to remove the oil tank and oil piping at a cost not to exceed \$5,000. If it is found that the ground is contaminated, it is further

RESOLVED, that Bona-Fide Industrial Tank Corp. be responsible for removal of contaminated soil at a cost not to exceed \$150.00 per cubic yard, and that the Tietjen firm be engaged to oversee the removal of such contaminated soil This RESOLUTION nullifies the earlier Resolution adopted on September 19, 1995.

VOTE: In favor -6 (Adler, Glaser, Farley, Kane, Lerner, Relkin)
Motion carried unanimously.

3. Services - Upgrade to OPAC software - Our OPAC software will be upgraded on November 11, 1995. This upgrade will provide increased functionality. Fortunately we were able to schedule this upgrade on a day that the Library is closed as the system must be shut down for approximately 4 hours. The cost of the software upgrade is included as part of our annual maintenance contract.

4. Services - CD ROM Network - Significant progress continues to be made on the CD-ROM network. If you would like to see the system first hand we will be at the Branch at 7:30 p.m. and will be happy to demonstrate the system including the printing functions. We will also demonstrate full dial-in capabilities from IBM and a MAC computer. If you are not able to be at the Lakeville Branch at 7:30 p.m. please call me at any time and I will set up a demonstration for you at a convenient time.

LIBRARY DIRECTOR'S REPORT (Cont'd.)

I am concerned about the gravity of this unresolved situation as we recently were denied technical support due to the status of our account. Because our contract has been turned over to special counsel for review I do not think it is appropriate to discuss the merits of the system in public. Therefore I am requesting an executive session to discuss this matter.

Trustee Steve Glaser requested the Library have a "hold harmless" stipulation for users of "Share ware" which the Library is offering to patrons who dial in from a home modem to the Library's technology, specifically stating that the Library not be responsible for any "virus" patrons may encounter. A specific proposal will be written up by the Director defining the role & responsibilities of the Library.

5. Notable Programs in September - See attachment 2 for Adult, Children's and Levels programming.

6. Miscellaneous - see attachment #3. Treasurer Ralene Adler requested that the Director, or Assistant Director, provide a needs assessment for the purchase of new computers, at a cost of \$30,000. i.e. why are we doing this?; who benefits, patrons or staff?; what is the level of service, etc.

Also enclosed in the Board packet is an update of the Library's Organization Manual.

7. Staff - The Director reported staff member Mae Goldberg died; Mary Dehn is retiring and a farewell party will be held on Sunday, December 3, 1995; and that Helen Banaciski will be celebrating 50 years of working at the Great Neck Library.

8. Important Dates - October 25-28 NYLA Conference

Sunday, October 29th - 4:00 p.m. Presentation of Archaeological Slide Collection.

Tuesday, November 14th - 8:00 p.m. Board Meeting - Multipurpose Room

The Library Director was requested to obtain the cost of renting school auditoriums for programs sponsored by the Library.

OLD BUSINESS

1. Finance Committee Report - Treasurer Ralene Adler reported that Henry Graber and Donald Fisher have been working at the Library for 3 weeks and they anticipate 1 more week's work.

Upon motion of Ralene Adler, seconded by Steve Glaser, it was,

RESOLVED, the Finance Committee be authorized to interview 2 or more firms to hire a Computer Consultant to assess the equipment and installation of the CD-ROM Network and make a recommendation to the Board at the next meeting.

VOTE: In favor -6 (Adler, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously

2. Open Meetings to the Public - President Jo Ann Farley read the legal opinion of Carol Hoffman of the Jaspan firm, dated 9/27/95. Mrs. Farley requested the Policy/By-Laws Committee review the Library Counsel's opinion and submit guidelines for adoption by the Board. After discussion it was determined that all Trustees who were present were in favor of having Committee meetings open to the public.

3. Policy/By-Laws Committee Report - Upon motion by Dolly Relkin, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that page A5, of the Associations By-Laws, Article VII, Paragraph A be amended to include as a last sentence "Each Trustee shall be limited to serving for no more than 3 consecutive terms of 4 years each for a total of 12 years maximum," and be it further

RESOLVED, that this Resolution will take effect on adoption, operate retroactively, and will count terms prior to adoption of the By-Law changes except that no current Trustee will be removed from office during his/her existing term as a result of the adoption. Additionally, Library Counsel is requested to review the language for legal polishing to present to the Association membership at the annual meeting in January 1996.

VOTE: In favor - 5 (Adler, Glaser, Farley, Lerner, Relkin)
Abstaining - 2 (Bernstein, Kane. Mrs. Bernstein just arrived at the Board Meeting)

Motion Carried.

Upon motion by Dolly Relkin, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that page A7 of the Association By-Laws, Article VIII, Paragraph A be amended to include that "the maximum number of terms each member of the Nominating Committee may serve shall be three 2 year consecutive terms for a maximum of 6 years, and be it further

RESOLVED, that this Resolution will operate retroactively and will count terms prior to adoption of the By-Law changes except that no current person on the Nominating Committee will be removed from office as a result of the adoption of this change during her/his existing term. Additionally, Library Counsel is requested to review the language for legal polishing to present to the Association membership at the Annual Meeting in January 1996.

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Lerner, Kane, Relkin)
Motion carried unanimously

Upon motion by Dolly Relkin, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that Article IX-Officers, Page A9, paragraph C be amended as follows: delete original paragraph and revise as follows: "The President shall preside over all regularly scheduled and special meetings. The President signs documents authorized by Board action and enforces and follows the laws, rules and regulations governing the Board of Trustees. The President also appoints special committees and representatives to meetings from volunteer trustees, where Board participation is desired. The President calls special meetings when he or she deems it advisable, and when requested by a total of three Board members. He or she performs all duties assigned that office by the Board By-Laws, policies and regulations. The President has the same right as other members to offer resolutions, to discuss questions, and to vote."

OLD BUSINESS (Cont'd.)

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VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously.

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

RESOLVED, that Article VII, paragraph K, page A7 be amended as follows: Delete "By unanimous vote" and change to "By a majority vote of the Trustees present at any meeting at which a quorum of the Board is present ..."

VOTE: In favor 7 (Adler, Bernstein, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously

Procedures were then voted upon, as follows, having to do with the Board's Policy Manual:

Upon motion by Dolly Relkin, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that Page B1, paragraph B3 be revised as follows: revise first sentence to read "Meeting order of regularly scheduled monthly meetings to be as follows:

Be it further RESOLVED, that page B1 a new paragraph B4 be added as follows: "The meeting order for special meetings is in the discretion of the President."

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously

Upon motion by Dolly Relkin, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that Page B2 of the Policy Manual be amended as follows: Paragraph 8 revise to read "not act or speak for the Board on an individual and/or committee basis unless empowered by the Board to do so." Further, that the 3rd paragraph under "President" be revised as follows: "Shall appoint special Board committees from volunteer trustees as necessary and establish the scope and purpose in the charge to each committee."

VOTE: In favor -7 (Adler, Bernstein, Farley, Glaser, Lerner, Kane, Relkin)
Motion carried unanimously

Upon motion by Dolly Relkin, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that page B3 of the Policy Manual be amended as follows: Paragraph 2, revise first sentence as follows: "No person shall be elected to the same office for more than two (2) consecutive years." The second sentence is deleted. Paragraph 3, revise as follows: "For the purposes of the 1996 elections, officers' current and prior service will be counted to conform with item 2 above."

VOTE: In favor -7 (Adler, Bernstein, Farley., Glaser, Lerner, Kane, Relkin)
Motion carried unanimously

Upon motion by Dolly Relkin, seconded by Ralene Adler, and after discussion, it was;

RESOLVED, that page B4 of the Policy Manual be amended as follows:
Paragraph 1 revise to read as follows: "Standing Board Committees are formed following the Annual Association Meeting in January, by appointment by the President from volunteer trustees. The President is a member of all committees. Committees gather information and make recommendations preferably in writing, to the Board as a whole. A Committee may only act on behalf of the Board pursuant to a Board resolution made in public session. In addition to the following, committees may be formed as needed:

Nominating Committee - Article VII, Section E of the By-Laws states that within one month following the annual meeting the Board shall elect to the Nominating Committee^ε two persons from the Board, or the general membership of the Association, to serve for one or until their successors are elected. No Trustee may serve on the Nominating Committee in the year that such Trustee's term expires. The Board President shall advise the chairperson of the Nominating Committee to convene the Committee when required by the By-Laws.

Personnel and Salary Negotiations - correct the first sentence to read "This Committee shall consist of 3 and not more than 4 Trustees...."

VOTE: In favor -7 (Adler, Bernstein, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously.

Upon motion by Dolly Relkin, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that Page B5 of the Policy Manual be amended as follows: The name of the Policy Committee read "Policy/By-Laws Committee."

VOTE: In favor -7 (Adler, Bernstein, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously

4. Repairs to Main Building

Steps to Lower Level - There was discussion of proposed repairs to the Exterior Steps to the Lower Level, and memorandum dated 10/24/95 from Michael Spector/Arthur Johnson to Ken Weil. The estimated costs quoted by Mr. Weil were \$22,000 for labor and materials and \$8,000 for architectural costs. Mr. Weil was directed by the Board to go back to the architect and ascertain if other options, other than poured concrete, could be considered e.g. steel steps with open risers, prefab, etc. to keep repairs and maintenance to a minimum. Ice, snow and rain deteriorate the concrete and the cost of maintaining the steps should be minimalized if possible.

Outside Light Poles:

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

RESOLVED, that \$8,405 be allocated from the 1995 Operating Budget, Building Repairs line, and that fifteen Sterner Mercury Vapor Fixtures (250 Watt) with 20" Globe Assembly, be ordered from the Miller Lighting Co., Inc. Bensalem, Pa., in accordance with their quotation of September 15, 1995, which includes a delivery charge of approx. \$200.

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously.

OLD BUSINESS (Cont'd.)

Power Washing and Painting Exterior

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

RESOLVED, that Allstate Painting, 510 South Third Avenue, Mount Vernon, N.Y. be authorized to prepare and paint all overhang masonry ceilings and pressure wash limestone in accordance with their proposal of September 14, 1995, in the amount not to exceed \$4,400 which will be charged to the Building Repair 1995 operating budget.

VOTE: In favor -7 (Adler, Bernstein, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously.

5. Branch Committee Report

Ralene Adler reported a meeting was held at the Parkville Branch with approximately 30 members of the community on October 11, 1995 at which time the community was asked to actively participate in the Board's evaluation of services and to help design the use of space particularly the use of the extra room. The Director was requested to provide specific information in terms of what limitations were on that space, according to the lease, cost, etc. A list of specific things were requested. The next meeting is scheduled for November 1st at Parkville. A Citizen's Advisory group is being planned for the Lakeville Branch and notice of a meeting will be posted soon.

NEW BUSINESS

1. Nominating Committee Report

The Secretary Dolly Relkin read the report of the Nominating Committee to the Board and the members of the Library Association, in accordance with Article VII, Paragraph H of the By-Laws. This information was posted at the Main Library and Branches on October 19th in accordance with the By-Laws. A press release was issued to local newspapers, the following candidates were informed by telephone, and the Association will be notified of the following positions to be voted upon at the Annual Business Meeting in January 1996:

For the Board of Trustees - 4 year term

Dr. Cynthia Engel (Lerner Seat)
Great Neck, N.Y. 11021

Steven Glaser (Relkin seat)
Great Neck, N.Y. 11021

1 year unexpired term:
Marietta DiCamillo (Glaser seat)
New Hyde Park, N.Y. 11040

For the Nominating Committee - 2 year term

Gladys Ross (Steven's seat)
Great Neck, N.Y. 11023

Harold Schichtman (Foodim Seat)
Great Neck, N.Y. 11020

2. NLS (Nassau Library System) Contract

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

RESOLVED, that the Board President be authorized to sign the Contract and Amendment to the Contract entitled "Scope of Services" with the Nassau Library System, as presented.

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously

3. Insurance Renewal

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

RESOLVED, that the Board accept the proposal submitted by School Brokerage for the Library's Insurance renewal with Northbrook for the Package, Auto and Umbrella; with Chubb for Boiler and Machinery; and Philadelphia for the Director and Officer's Liability for 1995-96 for the total amount of \$75,763.89, dated October 18, 1995.

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Lerner, Relkin)
Motion carried unanimously.

OPEN TIME

Rebecca Gilliar, resident, commented on her letter to the Board since she teaches on Tuesday evenings and was not able to address her correspondence at the proper time on the agenda. The topic of the Newsletter will be placed on the Board's agenda to evaluate the way the Library communicates with the public; what is in the newsletter; physical size; compare it to other library newsletters; and the level upon which it speaks to the public.

Marianna Wohlgemuth, resident informed the Board the Voter Guide of the League of Women Voters had not been received in New Hyde Park; and she questioned when there will be discussion on Sunday hours.

ADJOURNMENT

Upon motion by Arthur Lerner, seconded by Ralene Adler, the Board unanimously voted to adjourn at 11:25 p.m.

Respectfully submitted,

Dolly Relkin
Secretary