

**GREAT NECK LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday October 25, 1994**

The regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, October 25, 1994**, at the offices of the Library on Bayview Avenue, Great Neck, N.Y. 11024.

The following Trustees were present constituting a quorum:

Elayne Bernstein
Jack Eber
Jo Ann Farley
Richard Fuhrman
Muriel Kane
Dolly Relkin
Renée Zarin

Absent with prior notification: Arthur Lerner

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

CALL TO ORDER

President, Renée Zarin, called the public meeting to order at 8:02 p.m.

MINUTES

Renée Zarin asked for approval of the minutes of September 27, 1994, copies of which had been distributed to each Trustee prior to the meeting. Upon motion made by Elayne Bernstein, seconded by Muriel Kane, and carried unanimously, it was,

RESOLVED, that the minutes of the
September 27, 1994 meeting be accepted
as presented.

CORRESPONDENCE

- a. Marianna Wohlgemuth to Bd. of Trustees 9/12 - American Express Bills
- b. Ken Weil to Marianna Wohlgemuth 10/4
- c. Marianna Wohlgemuth to Renée Zarin 9/19 - Parkville Meetings
- d. Ken Weil to Marianna Wohlgemuth 10/5
- e. Donna Cherno to Muriel Kane 9/18 -Landscaping existing parking lot
- f. Muriel Kane to Donna Cherno 10/10
- g. Ken Weil to Marianna Wohlgemuth 10/5- Parkville Shelving

TREASURER'S REPORT

Treasurer, Richard Fuhrman, reviewed the September 1994 Treasurer's Report. After discussion and upon motion made by Muriel Kane, seconded by Dolly Relkin, and carried unanimously, it was,

RESOLVED, that the Board of Trustees acknowledge receipt of the September 30, 1994 Financial Statement and adopt the Payroll Changes for the same period.

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

1. Circulation system-wide was down 3% in September in comparison to the same period last year. Station and Parkville's circulation was up and Main and Lakeville's activity was down. Renée Zarin asked for a six month comparison of the circulation figures to track the decline in circulation.
2. The Police Booth on our property was demolished. Patrons now have use of the three additional parking spaces that were previously reserved for the police officers' cars.
3. New doors and safety locks, and new partitions have been installed in the bathrooms at the Parkville Branch. We are now working with the School District to repair the floors in the bathrooms.
4. The latest enhancement to the Library's online computer system is a Community Information Network (CIN). This gives an in-depth listing of agencies, organizations, clubs and other resources serving the Great Neck/New Hyde Park Community. This new service was available on Monday, 10/24; and the public can access the CIN from terminals located in the main library and the branches, as well as from computers at home through the use of a modem.
5. CD-ROM Network Update - Joe Latini has been working on integrating the CD-ROM network system with our existing Online Public Access Catalog. Fairly extensive research is needed and we are considering hiring a consultant to assist us.

6. Helen Chen, our new part-time Bookkeeper assumed her new responsibilities on October 10th.

7. Presented to the staff a program entitled "Dealing With Difficult Patrons/Building a High Performance Team" on Wednesday, October 20th. Forty staff members attended and the feedback was positive

8. Two significant gifts to the Library are forthcoming. One of the programs we are planning to do is a Welcome Wagon at local hospitals to include books for parents and baby, and a library card for the newborn.

OLD BUSINESS

a. Station Branch Sign - Renée Zarin reviewed the problems with the landlord with regard to the Station Branch Sign. After meeting with our attorney and village officials the landlord agreed to pay half the cost of the sign and half the cost of installation. It was the general consensus of the Board to proceed with the installation of the sign and send a bill to the landlord for other pending expenses.

b. Insurance Renewal - Ken Weil reviewed the proposals submitted for our insurance renewal. Our existing broker, School Brokerage, submitted a revised proposal which was less than the one submitted by Sterling & Sterling. Upon motion made by Richard Fuhrman, seconded by Jack Eber and carried unanimously, it was,

RESOLVED, that the Board accept
the Insurance renewal proposal for 1994-95
submitted by School Brokerage in the amount of
\$66,444.

c. Board Building Committee - Muriel Kane reported that the revised schematic plans will be delivered tomorrow. A meeting date will be set with the Committee to review the plans with the Architect. There has been no further news from the Sewer District with regard to the purchase of a parcel of land.

d. Honoring Library Benefactors - Elayne Bernstein reported that the Committee discussed the proposal and found it fitting and proper to honor Louise Udall Eldridge as the Library's primary Founder and Benefactor. The decision as to when and where to place her photograph has not been decided. The Committee will come back with recommendations.

e. Children's Services Report - Elayne Bernstein gave a preliminary report regarding Children's Services, plus a list of programs provided during the last five years. It was felt that more information was needed about the circulation of children's material (books, videos, etc.) at the main library and branches. Collection size, computer availability, demography and usage, plus handicapped services for children, should also be included in the report.

NEW BUSINESS

a. Proposed Changes to Board Policy Manual - Dolly Relkin reported that changes to election procedures are being proposed so that the wording of the Board Policy Manual coincides with the By-Laws.

(1) Upon motion made by Richard Fuhrman, seconded by Elayne Bernstein, and carried unanimously, it was,

RESOLVED, that the Board change Article O, Section 4-D p.5 of the Board Policy Manual to reflect the proposed changes on availability of proxies.

(2) Upon motion made by Dolly Relkin, seconded by Richard Fuhrman, and carried unanimously, it was,

RESOLVED, that the Board change Article O. Section 4-E in the Board Policy Manual to reflect the proposed change on requesting proxies by phone.

b. Videos - Registration and Fines - Dolly Relkin reviewed the proposed changes in Video registration and the Fine structure. Upon motion made by Dolly Relkin, seconded by Muriel Kane and carried unanimously, it was,

RESOLVED, that the Board change Article G, Section 9 -Video Circulation Policy and Regulations of the Board Policy Manual to reflect the new procedures for registration and a new fine structure.

c. Sunday Hours - Ken Weil reported that in response to a patron's request to extend Sunday Hours at the Main Library (1:00 -6:00 p.m. instead of 1:00 to 5:00 p.m.) the cost per year would be \$18,500. Since Sunday work is voluntary, scheduling becomes a problem. He stated that perhaps opening one hour earlier instead of one hour later would be more practical for scheduling purposes. The subject needs further review.

d. Retainer for Labor Lawyer - The original retainer allocated in June 1994 has been expended. The Board Personnel Committee feels it is appropriate and proper to retain his counsel. Upon motion made by Richard Fuhrman, seconded by Muriel Kane, and carried unanimously, it was,

RESOLVED, that the Board of Trustees allocate \$5,000. for services of the firm of Ehrlich, Frazer & Feldman against which hourly charges of \$140. will be applied.

e. Report from the Nominating Committee - Dolly Relkin reported that in accordance with the By-Laws, the Nominating Committee notified her prior to October 15th that the following individuals were selected as Candidates:

To Serve on the Board of Trustees (4 yr. term)

Seat currently held by Jack Eber	Ralene Adler
Seat currently held by Renée Zarin	Steven Glaser

To Serve on the Nominating Committee (2yr. term)

Seat currently held by Sandra O'Connor	Pearl Sutter
Seat currently held by Al Udow	Al Udow
Seat currently held by Stephen Losi	Stephen Losi

This information was transmitted to the Board of Trustees and members of the Library Association before the October 20th date specified in the By Laws. Any independent nominations by petition would have to be received by November 1st.

OPEN TIME - Questions were received and responded to regarding the Children's Services Report, Cost of Programs & Salaries, population shift at Parkville and Circulation Statistics.

Upon motion duly made and seconded, the Board went into Executive Session to discuss Personnel Matters.

ADJOURNMENT

Upon motion duly made and seconded the public meeting adjourned at 9:26 p.m.

Respectfully submitted,

Dolly Relkin
Secretary