

**GREAT NECK LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 26, 1993**

The regular meeting of the Board of Trustees was held on **Tuesday, October 26, 1993**, at the office of the Library on Bayview Avenue at Grist Mill Lane, Great Neck, N.Y. 11024.

The following Trustees were present constituting a quorum:

Elayne Bernstein
Jack Eber
Jo An Farley
Richard Fuhrman
Arthur Lerner
Muriel Kane
Dolly Relkin
Renee Zarin

Also present:

Ken Weil, Library Director
Arlene Nevens, Assistant Director
Joe Latini, Assistant Director

CALL TO ORDER

President Elayne Bernstein called the public meeting to order at 8:10 p.m.

MINUTES

Ms. Bernstein asked for approval of the minutes of September 28, October 12 and October 18, 1993, copies of which had been distributed to each Trustee prior to the meeting. Motion made by Dolly Relkin, seconded by Muriel Kane, and carried unanimously, it was,

RESOLVED, that the minutes of September 28, 1993 be accepted as presented.

Motion made by Muriel Kane, seconded by Jo Ann Farley, and carried unanimously, it was,

RESOLVED, that the minutes of October 12, 1993, be accepted as presented.

Motion made by Muriel Kane, seconded by Arthur Lerner, and carried unanimously, it was,

RESOLVED, that the minutes of October 18, 1993, be accepted as presented.

CORRESPONDENCE

- a. League of Women Voters to Elayne Bernstein 10/12/93
- b. Ken Weil to League of Women Voters 10/19/93
- c. Ruth Fried to Board of Trustees 9/23/93
- d. Ken Weil to Ruth Fried 10/22/93

Duly noted and commented on.

TREASURER'S REPORT

After review and discussion a motion made by Arthur Lerner, seconded by Richard Fuhrman, and carried unanimously, it was,

RESOLVED, that the Board of Trustees acknowledge receipt of the September 30, 1993 Financial Statements and adopt the payroll changes for the same period.

Monroe Chalmers our accountant from Gladstone, Madonna & Co., reviewed and answered questions pertaining to the 1993 Audit. Motion made by Arthur Lerner, seconded by Jo Ann Farley, and carried unanimously it was,

RESOLVED, that the Board of Trustees acknowledge receipt of the December 31, 1992 Audit.

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

1. Circulation statistics for the month of September are down 5.7% from the previous year. However, Mr. Weil reminded the Board that the new circulation system is still not counting every item that was checked out. By the beginning of the year the gross circulation figures should be accurate. A chart showing different types of patrons' usage was presented.

2. The new AT&T Merlin Legend telephone system has been installed and working very well.

3. Ken Weil requested that the consideration of opening Sunday Hours at Parkville Branch be deferred until the new budget is discussed. Opening on Sundays has both budgetary and personnel implications.

4. Barbara Stevens, Head of the AV Department, has been transferred to the Reference Department. Pam Levin, who has been working at the Great Neck Library since 1988, will become the Head of the AV Department.

5. The creation of the *Great Neck Library 1999* Committee which was discussed at the last Board meeting has started to meet. Committee members are Helen Crosson, Marge Chodosch, Lisa Paulo, Ann Greco, Ruth Klement, Marsha Kravitz, Evelyn Cohen, Marge Malcolm, Suzanne Fiala, and Mario Blanco. The group is very enthusiastic and already at work. Their first task is to propose a mission statement for review by the Library Board.

6. OPAC - We have begun using a new option on our OPAC. Request An Item. This makes it possible for patrons to reserve books without having to fill out any forms. It also enables patrons who dial into the computer to reserve materials from home.

7. Manny Kline has resigned from the NLS Board of Trustees. NLS has requested that the Great Neck Library call an Area Trustee Meeting to nominate someone to the NLS Board.

OLD BUSINESS

1. Appointment of Board Members to Ad Hoc Committee on Levels- President Elayne Bernstein appointed the following people to serve on the Ad Hoc Committee: Muriel Kane, Richard Fuhrman, Dolly Relkin, and Elayne Bernstein.

2. Bus Report - Jo Ann Farley and Renee Zarin presented to the Board a report detailing the costs and the use of the Library bus. After a discussion a motion made by Jo Ann Farley, seconded by Arthur Lerner, and carried unanimously, it was,

RESOLVED, that the Great Neck Library continue to provide bus transportation to Library patrons using an outside Vendor. The Committee recommends that the Library bus service be reviewed every two or three years.

3. Building Program Report - Muriel Kane presented a Progress Report for the Steering Committee for the Main Building Expansion. The Building Program was finalized in 1990 and has been revised four times. The Committee is still working on the parking aspect and will report back to the Board at the next regular meeting.

4. Other - Jack Eber gave a brief report on the Virtual Reality: Fact or Fantasy meeting which he attended October 14th at Dowling College.

NEW BUSINESS

1. Report of the Nominating Committee - Jack Eber presented the following slate for the Nominating Committee:

To Serve on the Nominating Committee - 2 year term
Leah Foodin
Thelma Stevens

To Serve on the Board of Trustees - 4 year term
William Hartman
Jo Ann Farley

He stated that the Committee worked in a conscientious manner, gave a lot of their time and found it rewarding.

2. Renewal of Insurance Policies - Ken Weil reviewed our insurance coverage with School Brokerage Corp. The Library's insurance coverage is up for renewal this November.

Motion made by Renee Zarin, seconded by Muriel Kane, and carried unanimously, it was,

RESOLVED, that the Board of Trustees approve the renewal, through School Brokerage Corp., of our Package, Auto & Umbrella policies for 1993-94 with Northbrook Insurance Company at a premium of \$64,579.00, and our Boiler & Machinery policy for 1993-1994 with Chubb Insurance Company at at premium of \$2,173.00.

4. 1992 Operating

Fund Balance - After review a motion made by Arthur Lerner, seconded by Renee Zarin, and carried unanimously, it was,

RESOLVED, that the Board of Trustees allocate the remaining \$124,271.00 from the 1992 Operating Fund Balance in the following manner:

- \$9,500 - for the purchase of a Community Information Module for the OPAC
- \$11,270 - for a new public photocopy machine
- \$103,501 -to the Fixed Asset Reserve Fund

FURTHER RESOLVED, that the Board of Trustees approve the following expenditures from the Fixed Asset Reserve Fund. Expenditure Not to Exceed the following amounts:

Replace Concrete walkways at the back of the building	\$38,000.00
Install glass security wall in AV Room	\$12,000.00
Replace sewer ejection pump	\$14,000.00
New Handicapped parking area & repairs to lot	\$ 6,000.00
Painting Lakeville & Parkville Branches &	\$ 8,495.00
Installation of windows -Parkville	
Installation of Slat-Wall panels at Station Branch	\$ 4,200.00
New projection & sound systems in Community Room	\$20,206.00
Total	\$103,501.00

5. Environmental Consultants - JAC Planning.

In 1992, a contract was signed with JAC Planning Corp. for environmental services for the proposed building program. The total estimated cost was \$14,000. The Board of Trustees authorized an initial allocation of \$8,500. JAC has completed the traffic impact study and has prepared the Expanded Environmental Assessment Form; the balance is now due.

Motion made by Muriel Kane, seconded by Arthur Lerner, and carried unanimously, it was,

RESOLVED, that the Board of Trustees authorize an expenditure of \$5,500. from the Main Building Expansion Fund for environmental services provided by JAC Planning Corp.

6. Board Meeting Dates

The November 23, 1993 Board meeting will be held at the Lakeville Branch Library.

The regular December 28th Board meeting date was changed to DECEMBER 21, 1993.

OPEN TIME

Marietta Di Camillo who represents the North Lakeville Civic Association requested responses to Parkville's requests on expansion, more videos, and expanding some of Levels programs to the Parkville branch.

Ken Weil will meet with Marietta and plan to speak to the North Lakeville Civic Association.

David Fritz requested that the date due card be posted on the back of magazines so as not to deface the cover.

Respectfully submitted,

Jack Eber
Secretary