

**GREAT NECK LIBRARY**  
**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
**Tuesday, November 14, 1995**  
**8:00 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, November 14, 1995** at the offices of the Library on Bayview Avenue at Grist Mill Lane, Great Neck, N.Y. 11024.

The following Trustees were present constituting a quorum:

Ralene Adler  
Jo Ann Farley  
Elayne Bernstein  
Steve Glaser  
Arthur Lerner  
Dolly Relkin  
Renée Zarin

Absent with prior notification: Muriel Kane

Also present: Ken Weil, Library Director  
Joe Latini, Assistant Director  
Attendance sheet attached

**CALL TO ORDER**

The President Jo Ann Farley called the meeting to order at 8 p.m.

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

**RESOLVED**, that the minutes of the  
Special Meeting of the Board of Trustees on October  
17, 1995 be adopted as corrected.

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

Upon motion by Arthur Lerner, seconded by Ralene Adler, and after discussion, it was,

**RESOLVED**, that the Minutes of the Board of Trustees of October 24, 1995 be adopted as corrected.

VOTE: In favor -5 (Adler, Farley, Glaser, Lerner, Relkin)  
Abstaining - 2 (Bernstein, Zarin)  
Motion carried.

Upon motion by Arthur Lerner, seconded by Ralene Adler, and after discussion, it was,

**RESOLVED**, that the Minutes of the Special Meeting of the Board of Trustees of October 25, 1995 be adopted as corrected.

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

Upon motion by Ralene Adler, seconded by Arthur Lerner, and after discussion, it was,

**RESOLVED**, that the Minutes of the Special Meeting of the Board of Trustees of October 29, 1995 be adopted as presented.

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

Upon motion by Ralene Adler, seconded by Arthur Lerner, and after discussion, it was,

**RESOLVED**, that the Minutes of the Special Meeting of the Board of Trustees of November 7, 1995 be adopted as presented.

VOTE: In favor - 6 (Adler, Bernstein, Farley, Glaser, Lerner, Relkin)  
Abstaining - 1 (Zarin)  
Motion carried

#### **CORRESPONDENCE**

- a. R.L. Burstein to Arthur Lerner 10/15/95  
Ms. Burstein was not present. Arthur Lerner responded verbally to her satisfaction.
- b. League of Women Voters to Library Board 10/18/95  
Alice Sheff was not present.

**CORRESPONDENCE (Cont'd.)**

- c. Marianna Wohlgemuth to Jo Ann Farley 11/1/95  
Mrs. Wohlgemuth was present and was told the Board is reviewing the finances of the Library and will respond to her inquiry as soon as possible. Mrs. Wohlgemuth stated that was satisfactory.

**TREASURER'S REPORT**

Treasurer Ralene Adler presented the Revised September Treasurer's report with explanations of additional transactions that will appear and this was the beginning of re-formatting the report. Upon motion by Elayne Bernstein, seconded by Dolly Relkin, it was,

**RESOLVED**, the revised Treasurer's Report for September 1995 be accepted.

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

Trustee Renée Zarin requested the Library Director provide 3-ring binders in the presentation of the Board packets to facilitate Trustees being able to find the material under discussion. This request was made several times at prior Board meetings.

Treasurer Ralene Adler complimented the Bookkeeper Roslyn Gill who has worked very hard to be helpful, informative, and a tremendous resource with time and her experience in helping make the Treasurer's Report more informative to all the Board members. Roz Gill reported that because of the early meeting date this month the bank statements and collateral information was not yet available. Mrs. Adler reviewed pages 2, 3A, 4, 4 A, 5 and outstanding invoices over 30 days.

Upon motion by Arthur Lerner, seconded by Steve Glaser, it was,

**RESOLVED**, that the Board acknowledge receipt of the preliminary Treasurer's Report for October, 1995, and adopt the Payroll Changes for October 1995 as corrected.

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

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

1. Statistics - Circulation - System-wide circulation was down by 1,597 items in October in comparison to the same period last year. Using year-to-date statistics, our overall circulation for 1995 is 630,609 items, an increase of 1.1% over last year.

Also enclosed in the packet is a report that records the number of searches done on the online access catalog. System wide there was a 4% increase in the number of searches done when comparing October 1995 with September of 1995. There was an increase of 4% of these searches overall.

2. Increases in the Book Budget -

From	
1994 to 1995	7.1%
1993 to 1994	4.4%
1992 to 1993	3.0%
1991 to 1992	No change

3. Number of Inter Library Loans Filled.

1995 (to date)	2,638*
1994	5,028
1993	5,108
1992	5,275

\* The number of inter library loans represents only four tenths of a percent of our total circulation to date in 1995. Mr. Weil will report at the next meeting on how many items are loaned out. Additionally, Mr. Weil was requested to provide a report on how the Library arrived at the position of not being a part of a cooperative library system with NLS, and the measures we are taking to become part of it and share our holdings.

4. Repairs to Main Building

Steps - At the last Board meeting we discussed an estimate from the Spector Group for the replacement of the exterior steps leading to the lower level. The estimate was \$22,000 for labor and materials and \$8,000 for architectural costs. I was asked by the Board to inquire of the architect if he could recommend an option other than poured concrete. Mr. Spector indicated that poured concrete steps was, in his professional judgment, the best solution and that he did not have an alternate suggestion. Because of the time element and the approach of colder weather, I have asked the Head of Maintenance to get an estimate(s), depending upon the cost, for temporary repairs. By the February Board meeting I will have alternate proposals to present to the Board so that

the steps can be completely replaced as soon as the weather permits. Upon motion by Arthur Lerner, seconded by Elayne Bernstein, and after discussion, it was,

**RESOLVED**, that the Board approve an expenditure not to exceed \$6,000 to be charged to the 1995 Building Repairs and Maintenance budget line, to rebuild the concrete steps on the south side of the main library. The Director will choose for Board approval the most reliable firm to do this work after consulting with the Tietjen Engineering firm for names of other contractors and the best method of construction. The fees for the Engineering firm are included in the \$6,000 allocated above.

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

5. Carpeting - A decision needs to be made about carpeting the Main Building. At the December Board meeting I plan to present to the Board several options for your consideration including a separate proposal for the Children's room. Please let me know now if there is anyone on the Board who would like to participate in this recommendation process. Mr. Weil will report back to the Board at its December meeting with his recommendations for the replacement of the carpeting, including costs and locations.

6. Oil Tank - Main Library - After the Consulting Engineer's recommendation that the Library solicit new bids in response to his specifications, upon motion by Steve Glaser, seconded by Renée Zarin, and after discussion, it was,

**RESOLVED** that the Board authorize the Director to choose a firm in consultation with the Tietjen Consulting firm in accordance with their letter of 11/3/95, to select a contractor to remove the oil tank and oil piping and do such work as may be required, in the amounts as previously authorized on October 24, 1995.

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

7. Services

Extended Sunday Hours - I have been asked to present a proposal to the Board at the June 1996 meeting for extended Sunday hours. If this proposal is approved such a plan would go into effect in the Fall.

8. Notable Programs in September-

Piet Mondrain art slide/lecture presented by Magda Salvesen

Persian Literature Music & Poetry presented by Bahman Kiai.

Making Sense of the Market series- 108 people signed up.

Playwrights on Family Issues -series led by Herbert Goldstein.

World Of Literature - Harriet Rieff

Standup Comedy -presented by G.N. resident Bonnie Graham

Archaeological Institute of America -L.I. Society (AIA-LIS)

A wine and cheese reception followed the presentation of slides.

Mr. Weil was requested to provide costs and the number of people attending in future reports.

9. Miscellaneous

Computer Equipment - Attached is a list of computer equipment which contains the additional information requested at the last meeting.

Upon motion by Steve Glaser, seconded by Arthur Lerner, and after discussion it was,

**RESOLVED**, that the Library Director be authorized to purchase Computers and Software, in accordance with the Computer Recommendation Update of 11/10/95 in an amount not to exceed \$30,000 which will be charged to the 1995 Operating Budget line Computers and Software.

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

10. Service Contracts - Service contracts which are up for renewal at this time are for the main building's Gas Burner Service and for the HVAC system at Station Branch and is the Board interested in approving such service contracts on an ongoing basis. The response to Mr. Weil was in the affirmative.

Bain Piping & Heating Corporation provided this service for us last year and have been responsive to the Library's needs. Their fee is \$995. which is the same as in the past. The response to Mr. Weil was in the affirmative.

Dynaire Service Corp. installed this system when Station Branch was renovated and has been providing service since that time. Their annual fee for this season is \$390. which represents a 4% increase over last year's fee. Mr. Latini reported both contracts were initialed by all parties, and, reviewed by Counsel. Upon motion by Steve Glaser, seconded by Ralene Adler, and after discussion, it was,

**RESOLVED**, that the Board approve payment to Bain Piping & Heating Corporation in the amount of \$995 to provide the Library with service, as specified in the Service/PM Contract to the Gas Burner, at the Main Library for the period 1/1/95-9/31/96, and be it further

**RESOLVED**, that the Board approve payment to Dynaire Service Corporation in the amount of \$390. to provide the Library with service, as specified in the Planned Service Maintenance Agreement, to the HVAC system at Station Branch for the period 10/15/95-10/14/96

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

Responses to Treasurer's Questions

1. It looked like there was a "drop" in revenue when comparing the September 1994 Lost Book code to the September 1995 code. Actually, in 1994 two transactions totaling \$5,753.12 were credited to Lost Books but should have been coded to interest so the income for lost books was incorrectly inflated. We will seek the assistance of the accountant to correct the records.

2. As you may recall we anticipated a surplus in the Personnel Code when the 1996 budget was prepared. Which is why the Personnel Code in the 1996 budget only went up .09%.

3. Pam Levin head of the AV Department is working on the breakdown of video expenditures you requested. Mr. Weil stated he will send copies to the Board.

4. Telephone lines - Treasurer should request the Consultant for CD ROM to look at the telephone line problem.

## LIBRARY DIRECTOR'S REPORT (Cont'd.)

5. Saddle Rock School auditorium - The Director reported that on an occasional basis there may not be any charge: on a regular basis \$140 for 3 hours, each additional hour \$35., available Mon.-Fri. after 3:30 p.m. to 11 p.m. at Saddle Rock School. Saturday or Sunday afternoons or evenings would be \$170 for 3 hrs. and \$45. each additional hour. It's a 500 seat auditorium - 9 music concerts a year would cost approximately \$1,500 /year. Children's programming might overwhelm the children in so large an auditorium. Perhaps it could be used during Holidays ( if school buildings are kept open) which would take the pressure off ticketing programs. After discussion it was generally agreed that the use of school buildings might be used only under unusual circumstances; and that the Library should make inquiries at the Park District for possible use of their facilities including Great Neck House.

### Important Dates

Thursday, Nov. 16, 1995 NLS Meeting - Elayne Bernstein will attend.

Tuesday, December 19, 1995 8:00 p.m. Board of Trustees Meeting Multipurpose Room - Main Library.

The first Childrens' program with the Archeology Institute of America, Long Island Chapter was scheduled for Saturday, January 20, 1996 at 10:30 a.m. They will present a program entitled "What is Archeology"

The Director reported the death of employee Lynn Kissane. Viewing will be held at the Fairchild Funeral Home in Manhasset, Northern Boulevard, Wednesday, November 15, 1995, 3-5 p.m. and 7-9 p.m. Funeral services on Thursday, November 16th at St. Anastasia Church, Douglaston, Northern Blvd. at 9:45 a.m. The Library will send condolences to the family.

### Other

Goals and Long Range Planning - The Library's Mission Statement could be construed as being within the statute required by N.Y. State. The Director was requested to send copies of the "Mission Statement" and samples of what other libraries do to the Board's Policy Committee who will review and report to the Board. Board members should send their comments to the Committee.

## OLD BUSINESS

a. Wrought Iron Handrails: - Upon motion by Arthur Lerner, seconded by Ralene Adler, and after discussion, it was,



OLD BUSINESS (Cont'd.)

**RESOLVED**, that the Board approve an expenditure of \$1,550 to be paid to the A to Z Iron Works for the repair of the existing hand rail and the installation of a matching hand rail along the perimeter of the walk by the existing bicycle rack, in accordance with their proposal dated 9/11/95. The expenditure is to be charged to the 1995 Operating Budget, Building Repairs and Maintenance, #GL4521.

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

b. CD-ROM Consultant

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

**RESOLVED**, that the Board hire Peter Roberto and Dan Gelman of A & R Associates to assess the Logcraft contract and the CD-ROM System for a fee not to exceed \$3,000, which amount will be charged to the 1995 operating budget professional fees.

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

c. Open Meetings Law and Committee Meetings of the Board - After reviewing the legal opinion of the Jaspan Firm, dated 9/27/95, the Policy Committee presented a new proposed policy "Committee Meetings of the Board, Page B6", for consideration. Upon motion by Ralene Adler, seconded by Arthur Lerner, it was,

**RESOLVED**, that in the future Committee meetings shall be open to public attendance, in accordance with the new Policy "5. Committee Meetings of the Board, Page B6" dated November 14, 1995 ( see attached)

Upon motion by Renée Zarin, seconded by Elayne Bernstein it was,

**RESOLVED**, the last item under General Guidelines read "Members of the public may comment for no more than 2 minutes per person after the Committee has completed its deliberations."

VOTE on Amendment: In favor - 7 ( Adler, Bernstein, Farley, Glaser, Lerner, Motion to amend carried Relkin, Zarin) unanimously.

VOTE on Original Motion with amendment to policy:  
In favor - 7 ( Adler, Bernstein, Farley, Glaser, Lerner, Relkin, Zarin)  
Original motion carried unanimously.

d. Other - Renée Zarin stated there were 3 items she wanted considered since August, as follows:

(1) Upon motion by Renée Zarin, seconded by Elayne Bernstein, it was,

**RESOLVED**, that every regular Board Meeting be posted in each library branch and the Main building not less than 1 week prior to the meeting, and that the Agenda for every regular board meeting and its supporting documentation be distributed to all Board members not less than 1 week prior to the meeting.

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

**RESOLVED**, that the matter be tabled and referred to the Policy Committee for review and recommendation to the Board.

VOTE: In favor - 6 (Adler, Bernstein, Farley, Glaser, Lerner, Relkin)  
Opposed - 1 (Zarin)  
Interceding motion to table and refer to Policy Committee carried.

(2) Discussion of Jaspan bill. It was stated that the Board authorized payment of this bill, and the bill was paid, and that there should be no further discussion of this matter.

(3) Discussion of Contract Approval Procedures, Zarin memo dated 9/14/95. Mr. Glaser recommended this be turned over to the Policy Committee, who will recommend to the Board based on Mr. Graber's report.

(4) Mrs. Zarin claimed that she made motions to amend motions concerning the Jaspan bill at the 8/1/95 Board meeting as appears in the transcript on pages 82,86, and 100, which motions she stated were edited. The August minutes were adopted by the Board on 10/24/95. The Secretary will review the transcript and the Minutes. Arthur Lerner asked that Mrs. Zarin put her request in writing so the Board could think about it and vote on whether to change the Minutes.

## NEW BUSINESS

### Finance Committee

1. Ralene Adler, Treasurer, reported that Mr. Henry Graber's report "Review of Accounting System, Procedures and Controls" will be available tomorrow, November 15, 1995. She stated the report will be available to the public at the Main Library and placed at the Reference Desk, and at all the branches; and the Board will receive their copies at the conclusion of tonight's meeting.

2. Payroll - Upon motion by Ralene Adler, seconded by Steve Glaser, and after discussion, it was,

**RESOLVED**, that the Board engage the firm of ADP to provide payroll services effective January 1, 1996, at the approximate annual cost of \$4,500, in accordance with their proposal of November 11, 1995.

VOTE: In favor - 6 ( Adler, Bernstein, Farley, Glaser, Lerner, Relkin)

Abstaining - 1 (Zarin)

Motion carried.

3. Retainer - Graber & Co. 1994, 1995 - Upon motion by Ralene Adler, seconded by Arthur Lerner and after discussion, it was,

**RESOLVED**, that the Board authorize the President to sign a contract with Graber & Co. for the performance of a financial audit for 1994, for a fee not to exceed \$10,000 in accordance with their proposal of November 9, 1995.

VOTE: In favor - 6 (Adler, Bernstein, Farley, Glaser, Lerner, Relkin)  
Abstaining- 1 (Zarin)  
Motion carried.

Upon motion by Ralene Adler, seconded by Arthur Lerner and after discussion, it was,

**RESOLVED**, that the Board authorize the President to sign a contract with Graber & Co. for the performance of a full-scale audit for 1995, for a fee not to exceed \$13,500, in accordance with their proposal of November 8, 1995, and be it further

**RESOLVED**, that Mr. Graber for the same fee and under the same contract will be the Board's Financial Consultant, who will give direction to the Board and the Library Director in order that Mr. Graber's recommendations are implemented.

VOTE: In favor - 6 (Adler, Bernstein, Farely, Glaser, Lerner, Relkin)  
Abstaining - 1 ( Zarin)  
Motion carried.

At the request of the Finance Committee the President charged the Personnel and Policy Committees review Mr. Graber's report and make recommendations to the Board to implement recommendations for staff and other changes.

4. D & O Liability Insurance

Upon motion by Steve Glaser, seconded by Arthur Lerner, and after discussion it was,

**RESOLVED**, that to the extent a Trustee or the Library Director is required to incur an expense by reason of a deductible under the Director's and Officers Liability Insurance policy, that the Library will pay that deductible expenditure.

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

**NEW BUSINESS (Cont'f.)**

**b. Special Collection Service Plan**

Library Director Ken Weil requested this be postponed to the following meeting.

**c. Fine Structure for Archaeological Slide Collection** - Upon motion by Steve Glaser, seconded by Elayne Bernstein and after discussion, it was,

**RESOLVED**, that the Board approve a fine of \$3.00 for each overdue page of slides per day (approximately 20 slides per pages). Replacement cost will be set at \$3.00 per slide. Slides may be borrowed for up to 28 days. A maximum of 5 pages may be borrowed at one time (total of 100 slides). To be added to Page G4 & G7 of the Policy Manual.

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

**d. Personnel Committee**- Dolly Relkin, Chairperson gave a brief summary of the number of meetings that have been held with the Staff Association and the Personnel Committee regarding a Salary Study. The Library compares very well to the other libraries in the study and the staff is ready to start negotiations for 1996 salaries.

**e. Branch Committee** - President Jo Ann Farley gave a brief report on the several meetings held at Parkville and provided the Board with a list of people in the community who have signed on to the Advisory Committee. The co-chairpersons are Marianna Wohlgemuth, of Spruce Lane, and Ann Palmeri of Patton Blvd. A report from the Branch Committee will be coming to the Board shortly.

The Branch Committee was asked for the status of certain real estate in the vicinity of Lakeville Branch. The subject was not yet reviewed by the Committee.

**f. Annual Election January 1996 - Polling Places** - Upon motion by Elayne Bernstein, seconded by Ralene Adler and after discussion it was,

**RESOLVED**, that the Board authorize a single voting site at the Main Library for 1996.

**NEW BUSINESS (Cont'd.)**

VOTE: In favor - 1 (Relkin)

Opposed - 6 ( Adler, Bernstein, Farley, Glaser, Lerner, Zarin)

Motion denied.

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

**RESOLVED**, that the Board authorize a continuation of 2 voting sites for the election of 1996, on a trial basis; one at the main library, and the other in the South district at the Parkville Library or School or the South School Complex depending on availability.

VOTE: In favor - 7 ( Adler, Bernstein, Farley, Glaser, Lerner, Relkin, Zarin)

Motion carried unanimously.

g. Other - Community Room Application - Upon motion by Jo Ann Farley, seconded by Steve Glaser, it was,

**RESOLVED**, that the application dated 11/8/95 of the Great Neck Camera Club be approved for the use of Meeting Rooms.

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Lerner, Relkin, Zarin)

Motion carried unanimously.

**EXECUTIVE SESSION** - At 11:25 p.m. upon motion by Arthur Lerner, seconded by Ralene Adler, it was,

**RESOLVED**, that the Board go into Executive Session for the discussion of personnel matters.

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Lerner, Relkin, Zarin)

Motion carried unanimously.

At 12 midnight the President reconvened the public session.

Upon motion made by Jo Ann Farley, seconded by Arthur Lerner, it was,

**RESOLVED**, that the Trustees of the Great Neck Library hereby accept the resignation of Terry Green, effective 11/14/95, that Terry Green be paid two weeks severance pay in the amount of \$263.52 if all materials are returned to the Library and the value of all non-returned materials are to be deducted from the severance pay.

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

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

**RESOLVED**, that legal Counsel is authorized to negotiate a settlement with the Spector Group concerning outstanding invoices which the Jaspán firm has been reviewing, not to exceed an amount agreed upon by the Board.

VOTE: In favor - 6 ( Adler, Bernstein, Farley, Glaser, Lerner, Relkin)  
Abstaining - 1 (Zarin)  
Motion passed.

A special meeting of the Board was scheduled for Wednesday, December 13, 1995 at 8:30 p.m. to discuss Personnel matters.

#### **ADJOURNMENT**

Upon motion by Steve Glaser, seconded by Arthur Lerner, and unanimously agreed to the meeting adjourned at 12:05 a.m.

Respectfully submitted,

Dolly Relkin  
Secretary