

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE
GREAT NECK LIBRARY ASSOCIATION

Tuesday, November 19, 1991

The regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, November 19, 1991**, 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:

Elayne Bernstein
Jack Eber
Jo Ann Farley
Muriel Kane
Emanuel Kline
Arthur Lerner
Dolly Relkin
Rene 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 8:15 p.m.

MINUTES

Ms. Bernstein asked for approval of the minutes of October 22, 1991, copies of which had been distributed to each Trustee prior to the meeting. The following motion made by Muriel Kane, seconded by Emanuel Kline, and carried unanimously, it was,

RESOLVED, that the minutes of
October 22, 1991 be adopted as presented.

PUBLIC HEARING - No members of the public attending.

TREASURER'S REPORT

After review and discussion a motion made by Emanuel Kline, seconded by Jo Ann Farley, and carried unanimously, it was,

RESOLVED, that the Board of Trustees acknowledge receipt of the October 31, 1991 Financial Statement and adopt the Payroll Changes for the same period.

LIBRARY DIRECTOR'S REPORT

In addition to his written report Ken Weil reported on the following;

1) Presented a summary on the community meetings which he, some Board members and Joe Latini attended regarding our proposed expansion program.

2) The library has contracted with NLS for the purchase of a port in their CLSI system. This will give us better access to the NLS Union Catalog. Having our own port will enable us to provide improved service to our patrons.

OLD BUSINESS

a. Station Branch - After reviewing the space proposals available the Committee was asked to investigate and see what is viable and to come back to the Board with a firm recommendation. The Board has already allocated \$150,000 from the fixed asset fund for the renovation of the Station Branch and it is recommended that we proceed with the renovation. Ken Weil checked with the architects to see if we should obtain additional space in the future and if this renovation can be incorporated into the additional space. In their opinion there should be no problem.

Muriel Kane made the motion, seconded by Emanuel Kline, and carried unanimously, it was,

RESOLVED, that the Board of Trustees endorse the renovation of the Station Branch as per the January 21, 1991 plans and that the Director solicit additional bids from contractors.

b. Marc Record & Data Conversion - In order to implement our new Online Catalog and circulation system we must convert our title files to MARC(a standard format) and make our patron and item files compatible with the new system.

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

RESOLVED, that the Board of Trustees authorize the President of the Board to sign a contract with Auto-Graphics in the estimated amount of \$68,465 for the conversion of our title, item and patron files and to install authority control to our title file.

NEW BUSINESS

a. Muriel Kane reported that the Investment Committee has met and is asking the Board for authorization to change policy #1 of the Financial Operations of the Board Policy Manual. She stated ^{this would} simplify accounting procedures and would ~~like to consolidate~~ ^{make it possible to} the accounts into four banks: Chase Manhattan, Marine Midland, European American and Bank of N.Y. After discussion a motion made by Arthur Lerner, seconded by Emanuel Kline, it was,

RESOLVED, that the investment policy #1 under Financial Operations of the Board Policy Manual which limits that no investment of more than one million may remain in any one bank for more than 15 working days be changed to read two million dollars.

7 in favor, J. Eber opposed

b) Arthur Lerner reported on the Board Salary Committee's recommendations for the proposed 1992 salary schedule for the following categories: Administrative Assistants, Assistants to the Director, and Assistant Directors.

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

RESOLVED, that the Board of Trustees adopt the proposed 1992 salary schedule for the Administrative Assistants.

Motion Carried

Motion made by Arthur Lerner, seconded by Emanuel Kline, and carried unanimously, it was,

RESOLVED, that the Board of Trustees adopt the proposed 1992 salary schedule for the Assistants to the Director.

Motion Carried

Motion made by Arthur Lerner, seconded by Muriel Kane, it was,

RESOLVED, that the Board of Trustees adopt the salary schedule covering the Assistant Directors as proposed by the Salary Committee covering compensation for promotion plus annual adjustment in salary for 1992.

7 in favor, R. Zarin opposing

ADJOURNMENT

Upon motion duly made and seconded the public meeting adjourned at 9:25 p.m.

Respectfully submitted,

Arthur Lerner
Secretary