

**GREAT NECK LIBRARY
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
Tuesday, December 16, 1997**

The regular meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, December 16, 1997 at the Main Library, Bayview Avenue, Great Neck, N.Y. 11024 (Agenda attached)

The following Trustees were present constituting a quorum:

Ralene Adler
Elayne Bernstein
Marietta DiCamillo
Jo Ann Farley
Steve Glaser
Mischa Schwartz
Renée Zarin

Also present:

Ken Weil, Library Director
Arlene Nevens - Interim Director
Neil Zitofsky - Business Manager

CALL TO ORDER

The President, Steve Glaser, called the meeting to order at 8:07 p.m.

MINUTES

Upon motion made by Marietta DiCamillo, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees of Tuesday, October 28, 1997 be adopted as presented.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion carried unanimously

Upon motion by Ralene Adler, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees of Tuesday, November 19, 1997 be tabled.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Upon motion made by Elayne Bernstein, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED: that the Minutes of the Regular Meeting of the Board of Trustees of Tuesday, November 19, 1997 be adopted.

Motion withdrawn.

Upon motion made by Steve Glaser, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Minutes of the Regular Meeting of the Board of Trustees of Tuesday, November 25, 1997 be tabled.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

CORRESPONDENCE

Ruth Caren to Board of Trustees 11/9/97 re: late arrival of Newsletter
Newsday to Board of Trustees 11/25/97 re: gift of \$500.
Ruth & Richard Cohen to Bd. of Trustees 11/26/97 re: support of Levels
Shirley Lang to Bd. of Trustees 12/19/97 re: thank you letter

TREASURER'S REPORT

During the month of November revenue received was \$58,735.02 expenses were \$518,959.76 which is slightly elevated when compared to the average monthly expense amount. There are no outstanding expenditures for the month of November.

At the close of business, November 30, 1997, total operating fund holdings were \$1,561,95 which is on deposit at Chase, Marine Midland, and Bank of New York. Additionally, the balance of the Restricted Gift fund was \$13,244; Main Building & Special Services was \$1,337,019; the Branch Fund & Special Services was \$300,164; and the Automated Library fund was \$232,824. At November 30, the total of these funds was \$1,882,251.

Upon motion made by Marietta DiCamillo, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED: that the Board of Trustees accept the November 1997 Treasurer's Report with the November 25 through December 1997 personnel changes be adopted as presented.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Upon motion made by Marietta DiCamillo, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the Treasurer to pay the persons named in the check register presented at the December 1997 meeting of the Board of Trustees dated December 16, 1997 paid checks numbered 13214 through 13309 and to be paid checks numbered 13310 through 13989 the sum set against their respective names amounting in the aggregate to \$195,448.82.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unimously

Upon motion made by Marietta DiCamillo, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Board of Trustees approve the budget proceedings totaling \$52,300 as indicated in the summary of December 1997 proceedings in the year-end variance worksheet at December 12, 1997 (Copy attached)

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unaniamously

Public Comment: Marianna Wohlgemuth

Upon motion made by Marietta DiCamillo, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that the Board of Trustees retain the firm of Graber and Company, Inc., Certified Public Accountants to conduct an audit of the library's fiscal matters for the year ending December 31, 1997 at a cost not to exceed \$13,500 in accordance with the terms of the attached letter of engagement dated November 8, 1995.

VOTE: Yes - & (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unaniamously

Upon motion made by Mischa Schwartz, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the unencumbered furniture amount (\$10,332) be forwarded year end 1997 for expenditure in 1998.

Motion Withdrawn to be resubmitted by Business Manager at appropriate time.

LIBRARY DIRECTOR'S REPORT - Attached

OLD BUSINESS

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

RESOLVED, that the Board of Trustees, as per the recommendation of the Architect, award the carpeting bid for the Main building to Country Carpets in an amount not to exceed \$155,847. This project is to be charged to the Main Building refurbishment and restoration fund.

VOTE: Yes - 6 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz)
No - 1 (Zarin)

Motion Carried.

Parkville Renovation - Report given by Ralene Adler. Three renovation schematics were distributed. The Committee recommended that schematic C (estimated investment \$497,990) be reviewed by the Trustees prior to the January board meeting.

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

RESOLVED, that the Board of Trustees authorize Counsel to initiate negotiations to review the Parkville lease and to extend the terms of the lease for a period of ten years.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Branch Committee - Report given by Jo Ann Farley. re: Lakeville Branch (Branch Committee members: Jo Ann Farley, Elayne Bernstein and Ralene Adler).

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize Counsel to draft an agreement with Beaty, Harvey & Associates, Architects, for the design and renovation of the Lakeville Branch. Such agreement shall stipulate that the total cost of the renovation, including but not limited to Architect and engineering fees, permits, plumbing, electrical, HVAC, carpeting, painting and furnishing is not to exceed \$90,000.

Motion withdrawn. Item to be placed on the agenda of the January meeting.

Other - Discussion of November 14, 1997 memo from Trustee Zarin to the Board (attached) referring to 1990 Building Needs Assessment document and related meetings.

Upon motion made by Ralene Adler, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that all discussions, memos and correspondence relating to the renovation, expansion and space assessment of the main building be conducted in public and in district compliance with the open meetings law.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

NEW BUSINESS

Sex Offender Policy - Tabled to January meeting

Purchasing Equipment

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

RESOLVED, that the Board of Trustees authorize the expenditure of \$3,475 to purchase a Spectrum 20 Optical 20 inch CCTV from V-Tech. This purchase is to be charged to the audio visual equipment code in the operating budget.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motin Carried unanimously

Community Room Applications

Upon motion made by Steve Glaser, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the applications for use of the meeting room by Pack 544, Den 12 of the Cub Scouts and the Erve Chapter of the Great Neck Hadassah be approved.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Reinstatement of Levels positions

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

RESOLVED, that the Board of Trustees approve the resumption of the recruitment of the full-time Levels professional included in the original 1997 approved budget, this is in conjunction with the recommendations that the committee to evaluate Levels gave the board.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

Foil Appeal - Robert Sobel: Determination of Appeal to be tabled pending identification of documents requested.

Public Comment - Bill Morrill

EXECUTIVE SESSION

Upon motion made by Steve Glaser, seconded by Elayne Bernstein, and after discussion, it was,

RESOLVED, that the Board go into
. Executive Session to discuss Personnel Matters.

OTHER

9:30 p.m.

The public meeting reconvene at 9:40 p.m.

APPOINTMENT OF INTERIM DIRECTOR

Upon motion made by Steve Glaser, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees appoint Arlene Nevens Interim Director effective December 17, and in the event a new Director is not selected by April 15, 1998, her appointment will be reviewed at that time. The appointment will of course terminate earlier if a new Director is selected prior to that date.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanmously

Prior to recessing the meeting President Steve Glaser and Trustees Renée Zarin, Elayne Bernstein and Mischa Schwartz made statements thanking Director Ken Weil for his ten years of devoted service to the Great Neck Library. President Glaser presented a plaque of appreciation to Director Weil.

OPEN TIME

Public Comments - Alice Nayer re: Ken Weil's departure
Stan Romaine re: Ken Weil
Gladys Ross re: Ken Weil
David Fritz re: Ken Weil

Meeting in recess for reception in honor of Ken Weil - 9:50 p.m.

Meeting resumed at 10:15 p.m.

On motion by Steve Glaser, seconded by Maietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees go into Executive Session to discuss Personnel Matters.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)
Motion Carried unanimously

The Board returned to public session at 11:00 p.m. and upon motion by Steve Glaser, seconded by Marietta DiCamillo the public meeting was adjourned at 11:25 p.m.

Respectfully submitted

Renée Zarin
Secretary