

GREAT NECK LIBRARY
MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
TUESDAY, DECEMBER 17, 1996
7:30 P. M.

A regular meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, December 17, 1996 at the Station Branch Library located at 40 B Great Neck Road, Great Neck, New York 11021.

The following Trustees were present constituting a quorum:

Ralene Adler
Marietta DiCamillo
Jo Ann Farley
Muriel Kane
Renée Zarin

Absent with prior notification:

Elayne Bernstein
Steve Glaser

Also Present:

Ken Weil, Library Director
William Cullen, Library Counsel
H. Neil Zitofsky, Business Manager-Joined Public Meeting at 8:37 p.m.
Attendance sheet attached.

CALL TO ORDER

President Jo Ann Farley called the meeting to order at 7:30 p.m. for the purposes of the scheduled Executive Session to discuss personnel and legal matters.

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

RESOLVED, that the Board of Trustees go into Executive Session for the purpose of discussing legal and personnel matters.

VOTE: Yes: 5 (Adler, DiCamillo, Farley, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY

The President reconvened the Public Meeting at 8:37 p.m. by welcoming those present.

Note: The following unanimously approved motion to approve the Minutes of the Regular Meeting of the Board of Trustees of November 19, 1996, be adopted as corrected was not moved or seconded by any Member of the Board of Trustees and will need to be done.

RESOLVED, that the Board of Trustees approve the Minutes of the Regular Meeting of the Board of Trustees of Tuesday, November 19, 1996 be adopted as corrected.

VOTE: Yes: 5 (Adler, DiCamillo, Farley, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY.

APPOINTMENT OF ACTING SECRETARY FOR 1997 ELECTIONS:

Upon motion made by Renée Zarin, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Board of Trustees approve the appointment of Steve Glaser to serve as Acting Secretary for the purposes of the 1997 elections.

VOTE: Yes: 5 (Adler, DiCamillo, Farley, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE:

- A. Julian Kane to Board of Trustees, dated December 7, 1996.
Library response: December 12, 1996.

Mr. Kane was in attendance and requested that an explanation be given for an attorney's \$140.00 charge for a single telephone call on August 29, 1995 with a trustee as: "A letter, revisions and policy on personal matters." He added that the member of the board who was named at having discussed the personal matters with an attorney be requested by Board vote to reimburse the \$140.00 which the Library appears to have paid for that one phone call.

Renée Zarin moved, Muriel Kane seconded, that the Board of Trustees

now consider the following motion.

RESOLVED, that the Board of Trustees make available to the Public the information Mr. Kane requests, under this FOIL request, which covers certain bills of the Jaspán firm of 1996, and that the deletions from those records be the striking of the names of any employees of the Library or any matters that deal directly with personnel of the Great Neck Library.

Vote did not occur at this time.

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

RESOLVED, that the Board of Trustees move the vote on the motion to make available to the Public the information Mr. Kane requests, under this FOIL request, which covers certain bills of the Jaspán firm of 1996, and that the deletions from those records be the striking of the names of any employees of the Library or any matters that deal directly with personnel of the Great Neck Library.

No vote, motion tabled.

NASSAU LIBRARY SYSTEM SERVICES:

Guest Speakers:	Virginia Lowell	Director, Nassau Library System
	Shirley Lang	President, Nassau Library System
		Trustee, Syosset Public Library Board

The Director of NLS, Ms. Lowell, presented an overview of the system including a model defining the relationship NLS has to NYS and to its members, public libraries. Ms. Lowell also explained the procedure and formula for funding. NLS now has an Internet server that will*¹ connects circulation/public access as well as a CD-Rom Server and World Wide Web server. The Great Neck Library's OPAC can be accessed via TelNet as a menu choice. Ms. Lowell also discussed their new training center which provides training for member library's staff and will make available expert talent to keep member

*¹Correction/addition agreed upon on at the 1/21/97 Regular Meeting of the Board of Trustees

library's staff informed and trained on technological advances. The President, Ms. Lang explained that NLS is a means to share resources among all the libraries of Nassau County. She concluded by inviting the Public to all NLS Board Meetings which are the second Monday of every month held at the offices of NLS, 900 Jerusalem Avenue, Uniondale.

Public Comment/Questions:

Ivar Isegalowitz, Alice Nayer, Bill Morill, Deidre Gottlieb

Ms. Farley thanked Ms. Lowell and Ms. Lang for sharing their valuable information and for taking the time.

Trustee Zarin requested a return to the resolution at this point.

Trustee Kane requested that the Board of Trustees vote on the resolution to make available to the Public the information Mr. Kane requests, under this FOIL request, which covers certain bills of the Jaspan firm of 1996, and that the deletions from those records be the striking of the names of any employees of the Library or any matters that deal directly with personnel of the Great Neck Library.

Trustee Adler excused herself temporarily.

Public Comment/Questions:

Julian Kane

Secretary DiCamillo re-read the motion made by Renée Zarin and seconded by Muriel Kane.

RESOLVED, that the Board of Trustees make available to the Public the information Mr. Kane requests, under this FOIL request, which covers certain bills of the Jaspan firm of 1996, and that the deletions from those records be the striking of the names of any employees of the Library or any matters that deal directly with personnel of the Great Neck Library.

VOTE: Yes: 3 (DiCamillo, Kane, Zarin)
No: 2 (Adler, Farley)

MOTION CARRIED

TREASURER'S REPORT:

The Treasurer requested to move the report to later in the meeting.

LIBRARY DIRECTOR'S REPORT:

Appended hereto.

President Farley added to the Director's Report that the Committee is being formed to evaluate the Levels Program, Richard Boyle has agreed to be a member of this committee and Ralene Adler as one of the Board Members. Ms. Farley also asked Mischa Schwartz if he could be part of the Board and was advised that he would try but was unable to definitely commit.

Public Comment/Questions:

Richard Boyle

OLD BUSINESS:

A. Lakeville Lease:

President Farley advised that the Lakeville lease was signed and look forward to meeting with the Lakeville Branch committee.

B: Parkville - Option for Additional Space:

Director Ken Weil advised that several items had to take place before consultants, which were authorized at the November Regular Meeting of the Board of Trustees, could evaluate Parkville relating to compliance with school board policy and their regulations. The consultants will be at the Parkville Branch at 6:00 p.m., December 18, 1996 to evaluate the existence of asbestos in the additional space and their report should be available within a few days thereafter.

Public Comment/Questions:

Harold Shichtman

C. Policy By-Law Committee Report:

At this point, Trustee Kane requested to make a motion on an unidentified item which would be "uncontroversial". President Farley asked if she could do this under E. Other and finish what we are currently discussing Trustee Kane agreed.

Trustee Zarin requested a point of personal privilege and expressed her desire to do it before getting into the next item. President Farley asked if she could do this after the policy and by-laws committee report and asbestos report. Trustee Zarin responded negatively. Discussion ensued and decision was reserved.

~~Chairperson Adler explained that the following recommendation came from the Finance Committee and Director and is based upon a recommendation by Mr. Henry Graber [Library's Accountant]. The purpose of this recommendation is to set a beginning to insure the return of many of our items that are identified as missing, lost or overdue. Chairperson Adler added that the next meeting of the Policy and By-Laws Committee would be January 14th at 7:00 p.m.*¹~~

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

RESOLVED, that the Great Neck Library Board Policy Manual, Section G4 - *Circulation of Materials*, paragraph 6 - *Overdue Notices, Fines* be amended to read as follows:

OVERDUE NOTICES - ALL MATERIALS EXCEPTS VIDEOS AND SLIDES

The computer prints overdue notices when materials are three weeks overdue; a second notice will be sent three weeks later at which time patrons will also be billed the cost of the material. Patrons will receive a third notice for all outstanding materials that are still overdue at nine weeks. Patrons are billed list price on all library materials.

OVERDUE NOTICES - VIDEOS AND 28 DAY SLIDES

Overdues for videos and 28 day slides are sent when videos and slides are one week late. A second notice will be sent two weeks later at which time patrons will also be billed the cost of the material. Patrons will receive a third notice for all outstanding videos or slides that are overdue by three weeks. Notices for overnight videos are sent on the first, second and third day after the material is overdue.

*¹Correction/addition agreed upon on at the 1/21/97 Regular Meeting of the Board of Trustees

VOTE: Yes: 5 (Adler, DiCamillo, Farley, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY

Public Comment/Questions:

Karen Rubin, Arlene Nevens, Julian Kane

THE PRESIDENT REQUESTED A SHORT RECESS OF THE MEETING AT 10:56 P.M. AND RECONVENED THE MEETING AT 11:20 P.M.

TRUSTEE ZARIN RENEWED HER REQUEST FOR POINT OF PERSONAL PRIVILEGE.

Upon the advice ~~and explanation given by~~ of Mr. William Cullen, Library Counsel, who ~~identified three reasons why the Board should not allow~~ Trustee Zarin's request for a point of personal privilege, President Farley continued with the meeting's agenda the Board refused Trustee Zarin's request for a point of personal privilege*¹.

D. Asbestos Report -, Main Building:

The Weston Consultants have advised the Board of Trustees that this project should not be undertaken until after the heating season is concluded.

TREASURER'S REPORT

The Treasurer reminded the Board of certain transfers made in October, some of the ledger categories were custodial, repairs and maintenance, computer hardware and software, vehicle maintenance, and others. Treasurer Adler asked that the Board consider these transfers when contemplating the 1998 budget. She also added that the Finance Committee would be looking into vehicle liability exposure to the Great Neck Library as well as the costs associated with the maintenance of both vehicles. The Board discussed the disposition of the proceeds from the January 12, 1997 Library Book Sale.

Trustee Kane motioned that the practice [concerning the Book Sale] as it stands be left alone, and subject to a detailed discussion some time next year. Motion was not seconded and no vote took place.

*¹Correction/addition agreed upon on at the 1/21/97 Regular Meeting of the Board of Trustees

Upon motion made by Renée Zarin, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Board of Trustees allocate revenue, not to exceed \$500.00, from the book sale of January 12, 1997 in the same manner they were last year and the year before that and the year before that.

No Vote, Trustee Zarin withdrew her motion.

Public Comment/Questions:

Bill Morill, Arlene Nevens, Julian Kane, Richard Boyle, Madge Kaplan

Upon motion made by Marietta DiCamillo, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the distribution of twenty-five percent (25%), not to exceed \$500.00 of the proceeds of the semi-annual Book Sale to the Staff Gift Fund in consideration of the Staff's volunteering in conducting such sale, and the expenditure shall be set forth in the Library's Budget.

VOTE: Yes: 5 (Adler, DiCamillo, Farley, Kane, Zarin)
MOTION CARRIED UNANIMOUSLY

Public Comment/Questions:

Helene Hall, Bill Morill, Arlene Nevens, Muriel Turk

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

RESOLVED, that the November 1996 Treasurer's Report with November 18, 1996 through December 19, 1996 Payroll changes be adopted as presented.

VOTE: Yes: 4 (Adler, DiCamillo, Farley, Zarin)
Abstained: 1 (Kane)

MOTION CARRIED

Trustee Kane requested that President Farley schedule another meeting to conclude the items remaining on the meeting's agenda.

Trustee Zarin responded that there were two motions that had to be made at this meeting. President Farley identified the items as Worker's Compensation renewal and Personnel Committee items. Trustee Kane agreed to stay for the insurance.

Upon motion made by Renée Zarin, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the renewal of the Workers Compensation Insurance with our current carrier, Utica Insurance, Sterling and Sterling, for the January 1, 1997-98 period at a cost of \$29,701.00.

VOTE: Yes: 5 (Adler, DiCamillo, Farley, Kane, Zarin)

MOTION CARRIED UNANIMOUSLY

Upon motion made by Ralene Adler, seconded by Jo Ann Farley, 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 1996 Regular Meeting of the Board of Trustees (check numbers 12600 and 9782 through 10018) the sums set against their respective names for a total amount of two hundred forty-two thousand five hundred forty-six and seventeen cents (\$242,546.17).

VOTE: Yes: 5 (Adler, DiCamillo, Farley, Kane, Zarin)

MOTION CARRIED UNANIMOUSLY

The Board of Trustees decided to have further discussion concerning future employment contracts with department heads and confidential employees, Personnel Committee Chairperson DiCamillo recommended that the President of the Board write a letter to each applicable employee explaining the subsequent resolution and that it should also assure them of uninterrupted employment and that any adjustment to the respective employee salary be effective January 1, 1997.

Upon motion made by Marietta DiCamillo, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board of Trustees extend the employment of department heads and confidential employees pursuant to the employment contracts expiring December 31, 1996 at the 1996 salaries. Such employment extension shall continue through January 21, 1997. A special meeting will be called on or before January 21, 1997 for purposes of discussion of personnel issues and employment contracts.

VOTE: Yes: 4 (DiCamillo, Farley, Kane, Zarin)
Abstain: 1 (Adler)

MOTION CARRIED

ADJOURNMENT:

Upon motion made by Marietta DiCamillo, and seconded by Renée Zarin, the meeting was adjourned at 12:25 A.M., December 18, 1996.

Respectfully submitted,



Marietta DiCamillo