

**GREAT NECK LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
Tuesday, December 19, 1995
postponed to
Thursday, December 21, 1995
8:45 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on Thursday, December 21, 1995 at the offices of the Library on Bayview Avenue at Grist Mill Lane, Great Neck, NY. 11024, postponed from Tuesday, December 19, 1995 due to a snowstorm.

The following Trustees were present constituting a quorum:

Ralene Adler
Jo Ann Farley
Steve Glaser
Muriel Kane
Arthur Lerner
Dolly Relkin
Renée Zarin

Absent with prior notification: Elayne Bernstein

Also present: Carol Melnick, Library Counsel
Ken Weil, Library Director
Joe Latini, Assistant Director
Arlene Nevens, Assistant Director
Attendance sheet attached

CALL TO ORDER

The President Jo Ann Farley called the meeting to order at 8:49 p.m. with a statement that this meeting was rescheduled from Tuesday, December 19, 1995 due to the snowstorm. After polling the Board on 12/19/95, this was the only available date a quorum could meet, and a notice of the meeting was posted on Tuesday 12/19/95.

A statement objecting to the meeting was made by Muriel Kane. Further objection was made by Renée Zarin. Library Counsel, Carol Melnick, stated the meeting was legal and sufficient notice was provided the public. Members of the public were in attendance and Gladys Ross stated she called the Library for the rescheduled date when it became obvious the 12/19 meeting would be cancelled.

Upon motion by Dolly Relkin, seconded by Jo Ann Farley, and after much discussion, it was,

RESOLVED, that the meeting of
December 21, 1995, postponed from December 19, 1995
would proceed as scheduled.

VOTE: In favor - 5 (Adler, Farley, Glaser, Lerner, Relkin)
Opposed - 2 (Kane, Zarin)
Motion Carried.

MINUTES

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

RESOLVED, that the minutes of the regular meeting of November 14, 1995 be adopted as presented.

VOTE: In favor - 5 (Adler, Farley, Glaser, Lerner, Relkin)
Abstained - 2 (Kane, 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 December 13, 1995 be adopted as presented.

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

CORRESPONDENCE

Upon motion by Renée Zarin, seconded by Arthur Lerner, and after discussion it was,

RESOLVED, that the Board include Mr. Richard Fuhrman's covering letter with petition under Correspondence on the Agenda of 12/21/95

VOTE: In favor - 2 (Kane, Zarin)
Opposed - 5 (Adler, Farley, Glaser, Lerner, Relkin)
Motion did not carry

- a. Ernest Feldman to Jo Ann Farley 11/23/95. Library response
Mr. Feldman was not present.
- b. Robert Klein to Jo Ann Farley 12/7/95. Library response
Mr. Klein was not present.

TREASURER'S REPORT

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

RESOLVED, that the Board accept the Revised October 1995 Treasurer's Report as presented.

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

The Board received a draft of the November 1995 Treasurer's Report. No vote was taken.

LIBRARY DIRECTOR'S REPORT

1. Circulation Statistics - System-wide circulation was up by 2,023 items in Novembers in comparison to the same period last year. All locations had increases in circulation. Using year-to-date statistics, our over all circulation for 1995 is 683,672 items, an increase of 1.3% over last year.

2. OPAC - Also enclosed in the packet is a report that records the number of searches done on the online public access catalog. System-wide there was a 12% decrease in the number of searches done when comparing November of 1994 with October of 1995. For the month of November, 27,423 searches were done at Main, 2,239 at Station, 2,592 at Parkville and 1,277 at Lakeville. In addition 1,741 searches were completed by -patrons dialing-in from home. Currently we have 836 households or 886 individuals registered as dial-in patrons. The search statistics represent the number of searches done on the OPAC. Each time a patron enters a search on the OPAC, it is recorded and counted.

3. Internet Resources - The new innovative software release provides statistics on the use of various Internet resources. The following information represents use from November 11th through November 30th 1995.

Gateway Usage

	11/11 - 11/30/95*	
	<u># of times used</u>	<u># of hours</u>
General Periodicals Index/Full Text	925	192.1
New York Public Library	318	17.8
CARL	76	7.2
New York State Library	99	6.6
University of Maine	287	70.1

Library loaded Innovative update in mid-November.

4. Demonstrations of OPAC & CD ROM Network - As reported earlier this year, we have been offering community groups demonstrations of our **OPAC and CD ROM computer systems**. **The following presentations have been made:**

Lake Success Civic Association - Lake Success Village Hall
presented by Arlene Nevens and Ken Weil

Artists Network of Great Neck - Main Library
presented by Joe Latini, Leila Mattson, Helen Crosson and Ken Weil

Village Official's Association - Meeting room Village of Great Neck Plaza -
presented by Arlene Nevens and Ken Weil

Great Neck Estates Civic Association - Main Library
presented by Joe Latini, Arlene Nevens and Ken Weil

These outreach programs have been well received. A substantial effort went into each of these programs especially those conducted outside the Library from both a logistical and technical perspective. Computers, telecommunications equipment and video projectors were part of equipment transported to each site. These presentations could

not have been made without the technical expertise of Joe Latini. Many compliments have been received regarding Arlene Nevens' sbility to present the information in a manner that is easy to understand, informative and even entertaining. The next presentation will be made by Joe Latini and Ken Weil to REAP on January 3, 1996.

5. Repairs to the Main Building; Steps - At the November 14, 1995 Board Meeting, a resolution was passed authorizing an expenditure of \$6000 to rebuild the concrete steps on the South side of the Main Library. According to the minutes the resolution further stated that : "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 methods of construction." Unfortunately as reported in my memo of December 1, 1995 to the Board, Joe Latini contacted the Tietjen firm for their input and was advised that the Tietjen firm does not do this type of work. The School District recommended Patricia A/ Garbutt. {E/. a structural engineer, who has estimated her costs will not exceed \$1,000.00. his amount falls within the budget that has been approved. After initially receiving approval to have Mrs. Garbutt proceed with the work, the Board President advised me late in the day on December 5, 1995 not to have Mrs. Garbutt do any more work pending Board Approval at the December Board Meeting. AT this point due to weather conditions I do not know if it is possible to have this repair completed before Spring. In order to move this process forward, a resolution is needed to appoint Mrs. Garbutt.

Upon motion by Dolly Relkin, seconded by Arthur Lerner, it was

RESOLVED, that Mrs. Patricia Garbutt, PE, a structural engineer, be the consultant on repairing the steps to the lower level of the Library; the cost of which advice shall not exceed \$1,000 as previously authorized by the Board on November 14, 1995.

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

6. Oil Tank Replacement Update - Proposals to remove the oil tank were received from the following firms:

<u>Contractor</u>	<u>Contract Price</u>
Bain Heating & Piping Corp	\$4,900.00
Rice Services Corp.	\$3,900.00
Bona-Fide Ind Tank Corp	\$3,150.00

After consulting with Mr. Osgood of the Tietjen Engineering Firm we selected Rice Services Corp. to remove the tank. Please refer to letter from Mr. Osgood dated Nov. 20, 1995 which is attached. The works is scheduled for Tuesday Dec. 19, 1995 and is expected to be completed the same day. Note: Because of the snowstorm, the work has been postponed to December 28, 1995.

7. Railing and Repairs - Repairs to the outside railing approved at the November Board Meeting have been completed.

8. Outdoor Pole Lights - New ballasts and globe fixtures have been replace on several of the outdoor fixtures. We are now waiting for the balance of the parts to be delivered.

9. Air Quality - Over the past 2 months staff members have noticed an unpleasant odor on the lower level of the main building. The odor seems to be

associated with headaches and/or nausea in a few individuals. The areas directly affected are the Personnel and Bookkeeping offices and the Audiovisual Room. Inexpensive monitoring devices were purchased but are thus far not responsive to the bad air. At this time it is unclear where the noxious air is coming from. The two areas affected are serviced by the same intake ducts which originate under the steps to the Library entrance. Occurrences are intermittent but may be associated with vehicular emissions produced when automobiles idle near the entrance and exhaust fumes are sucked into the building. We have requested Brad Associates perform air testing to determine the air quality and to identify the source of the problem. The cost of this service is \$625.00.

10. Notable Programs in November: see attachment

11. Miscellaneous

a. Union Catalog Inter-Library Loan Report - at the last Board meeting a request was made for information regarding how and when the holdings of the Great Neck Library were no longer reflected in the NLS Union Catalog and when this situation might be remedied. Arlene Nevens has completed the following report:

NLS has the responsibility of maintaining a Union Catalog, list the holdings of all the public libraries in Nassau County. When Great Neck, in 1978, purchased a stand along circulation system, CSLI, our holdings were still reflected in the NLS Union catalog because all book purchases were done centrally through NLS. They were thus able to enter our holdings from their Acquisition reports, although the status of our items (on shelf, circulating) was unavailable to other NLS libraries. We sent the duplicate catalog cards for titles purchased outside the system. In 1992, the Great neck library introduced its new on-line system, which included an Acquisitions module and began purchasing materials directly from the wholesalers; NLS soon stopped centralized purchasing . Therefore, there was no vehicle for recording out new titles. However, our old holdings were still listed. In late 1993, as NLS started preparing for their new automated system, the HOLDINGS line, which was where our holdings were listed, was eliminated from the data base. Currently, most NLS libraries are using ALIS' DRA system to circulate their material. The off line libraries can enter their holdings in the DRA data base even if they are not using the system for circulating. We and Elmont have not been doing so because it means double entry and would only reflect new titles.

We have made our OPAC available, through dial-in to all the NLS libraries; however, it probably is only being used by our neighbors. Tom Gabia, at NLS, has assured me that ALIS is working on placing our catalog as an item in the DRA gateway which would give all NLS libraries access to our collections. We already have the technology in place for this to happen. I spoke to Brenda Giovannello, the ALIS coordinator, and we have worked out a way to place our catalog on the staff terminals of the ALIS libraries. However, they have not yet worked out how to make our catalog available on Public Access terminals in NLS libraries so that patrons could search our catalog themselves. We would also like to be able to put NLS on our gateway so that our patrons would have direct access to the holdings of other NLS libraries. Tom said this would probably take a little longer and would more than likely need to be reviewed and approved by ALIS.

**BOOKS LENT BY GREAT NECK
ON DIRECT ACCESS**

(Patrons from other libraries
borrowing our books by
coming to our library)

1985 - 9,143
1986 - 10,606
1987 - 9,267
1988 - 10,573
1989 - 10,014
1990 - 9,523
1991 - 9,123
1992 - 10,045
1993 - 6,457 *
1994 - 8,175
1995 - 8,018 (to date)

BOOKS LENT TO NLS LIBRARIES

1986 - 1,105
1987 - 1,140
1988 - 1,190
1989 - 1,112
1990 - 1,078
1991 - 880
1992 - 826
1993 - 643
1994 - 71
1995 - 30 (to date)

*partial figure as we changed systems in the early part of 1993

12. Computer Equipment - All the computer equipment approved at the last Board Meeting has been ordered. Most of this equipment has been received and installed. The balance of the order is expected within the next week.

13. Accident / Potential Litigation - Our broker North Brook Insurance Company has advised us that a claim has been presented against the Great Neck Library as the result of an incident that occurred on September 20, 1995. The insurance broker is investigating and defending this claim. No damage determination has been made at this time.

14. Gifts - Mr. and Mrs. David Cohen of Bayside made a generous donation to the Library in memory of the Stone Family. The funds have been used to purchase the Guinness Encyclopedia of Popular Music, published by Grove.

15. Library Budget Vote - May 21, 1996 - The New York State Legislature changed the law which affects school budget voting. Every Nassau County School District will vote the third Tuesday in May for 1996. Therefore, voting day will be May 21, 1996. As a result the School District has requested having the Library's budget information no later than April 25, 1996. I would like to begin discussing the budget process for preparing the 1997 budget at the January Board Meeting.

16. Use of School/Park District Facilities for Programming - Muriel Turk contacted the Park District regarding the possible use of their facilities to present adult Library programs on Sundays. She was told that the Park District would make Great Neck House available to us without charge. Ed McCann, Director of Great Neck House, also suggested that discussions should take place in the future about cooperative programming. This is good news as we have been suggesting the possibility of cooperative programming with the Park District for several years.

In discussing the concept of offering programs off site with several staff members there seems to be a consensus that, unless it is essential, we should not hold Children's programs outside the Library. However, to ease crowded conditions at the Main Library we could encourage but not require parents and children who are en route to the Community Room to attend a program, especially during school vacation times, to enter and exit the Library from the lower level entrance adjacent to the Community Room.

In terms of adult programming using the Saddle Rock School auditorium is

probably more desirable than Great Neck House, unless we are co-sponsoring programs with the Park District.

I asked Arlene to review the use of school facilities for library programs with our insurance broker. Their recommendation is that if at all possible the Library should use its own facilities. The School District needs to protect itself by having the Library sign a Hold Harmless Agreement and naming the School as an additional insured on our policy. What this means is if any one is hurt, the Library will be totally responsible. Our insurance company will have to respond to any claims arising from the Library sponsored program, even if it is on the School grounds. Ultimately, losses play a major role in determining premiums.

If the Board is interested in pursuing the concept of scheduling off -site programs on a trial basis, I will look into scheduling the Sunday music concerts on March 24th & April 21st at the School. We would need to verify availability of the auditorium and if the School has a piano that is acceptable to the musicians.

17. Book Sale - On Sunday, January 7th the Library will hold its Winter Book Sale from noon till 4 P.M. Please let Arlene know if you would be able to "man" a sales table for an hour or two.

18. Personnel: Marge Kahan - Regrettably, Margery Kahan a part-time staff member at the Circulation Desk since 1979 passed away on Friday, December 8, 1995. She was an enthusiastic and eager member of the staff. She became ill in the Spring of 1995, and went on sick leave this past July.

19. Important Dates -

Tuesday, January Board of Trustees Meeting - 8 P. M. -
Multipurpose Room

Friday, January 26 th- Deadline for Receiving Proxies
Monday, January 29th - Voting 10 A.M. to 10 P.M.
Main & Parkville

Tuesday, January 30th - Annual Meeting - 8 P.M.
Community Room

Tuesday, January 9, 1996 - A Special Meeting in Executive
Session on Personnel Issues

A meeting will be scheduled for the public to Meet the Candidates some time in January, at the candidates' convenience.

OLD BUSINESS

a. Long Range Plan - The Policy Committee recommended that since the "Mission Statement" of the Library currently in place meets the standards of NY. State concerning Long Range goals, no change be made at this time. No action necessary.

b. Other - Renée Zarin requested items to be placed on the agenda of the January 16 Board Meeting. It was reiterated that the final determination of the Agenda for Board Meetings is the responsibility of the President.

NEW BUSINESS

a. Code of Ethics - The Policy Committee recommended the Board send a proposed Code of Ethics to Library Counsel for them to review and submit a document the Board will consider for adoption. After discussion, it was agreed that after input of the Director and Board members, in writing, to the Policy Committee by January 16, suggestions and recommendations will be submitted to Counsel for preparation of a Code of Ethics.

b. Legal Fees - Upon motion by Ralene Adler, seconded by Steve Glaser, and after discussion, it was

RESOLVED, that the Board approve payment of \$9,549.25 to the Jaspian firm for legal fees, for the period August 7, 1995 through September 30, 1995 in accordance with their bill dated November 3, 1995.

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

Upon motion by Ralene Adler, seconded by Dolly Relkin, and after discussion, it was

RESOLVED, that the Board approve payment of \$7,165.40 to the Jaspian firm for legal fees, for the period October 1, 1995 through October 31, 1995, in accordance with their bill dated November 30, 1995.

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

Renee Zarin requested an explanation of a "Variance, \$11,136.70 credit" on p.2 of the Jaspian bill dated 11/3/95; and formally requested of Counsel Carol Melnick that the Jaspian firm submit a breakdown of their bill for \$7,165.40 dated 11/30/95; and proposed holding up the payment of that bill until the breakdown was received.

c. Special Collection Service Plan - A report was given by Arlene Nevens. The following additional information was requested by Board Members:

1. grants - a description of the grants that other libraries have been awarded.
2. a written proposal for the Special Collection that Mrs. Nevens proposed for the Library.

d. Carpeting/Electric Door - The Director reported on meetings held with Architects and submitted proposed costs submitted by three firms. Present at the meetings were Ken Weil, Library Director, Ralene Adler and Dolly Relkin. The Director requested Board members who would like to participate let him know. Dolly Relkin stated she would not be able to attend further meetings.

e. Personnel Issues - In accordance with the Board Resolution to hire a Business Manager, adopted December 13, 1995, a proposed ad was reviewed by the Board for Section 4 of the Sunday NY Times for December 31, 1995 and January 7, 1996. The President will send the ad to the newspaper. The Board will be informed as to interview dates.

A revised Organization Chart was submitted to the Board, after the input of the Library Director and the financial consultant, as requested by the Board by resolution on December 13, 1995. It was presented as a flexible, organic structure, subject to change and evaluation on a continuing basis. Mr. Weil requested his views on staff functions be heard in Executive Session and after much discussion, adoption was postponed to the next Board Meeting.

The Personnel Committee requested Executive Session to review employment contracts which were expiring December 31, 1995. Upon motion by Ralene Adler, seconded by Dolly Relkin and approved by majority, the board went into Executive Session.

At 12:20 a.m., upon motion by Arthur Lerner, seconded by Steve Glaser and approved by the majority, the Board returned to public session.

f. Service Contracts - Trash removal

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

RESOLVED, that the Board approve the service agreement with Planet Waste Management for refuse removal, effective December 1, 1995 through November 30, 1998, in the amount of \$403 per month for 36 months, totaling \$4,836 over 3 years.

VOTE: In favor - 5 (Adler, Farley, Glaser, Lerner, Relkin)

Abstaining - 2 (Kane, Zarin)

Motion Carried.

Service Contracts - Snow Removal

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

RESOLVED, that the Board approve payment to Galvin Brothers in the amount of \$6,300, to provide the Library with service as specified in the Snow Removal Contract, dated November 14, 1995 for the period December 16, 1995 through March 30, 1996.

VOTE: In favor - 5 (Adler, Farley, Glaser, Lerner, Relkin)

Abstaining - 2 (Kane, Zarin)

Motion Carried.

COMMUNITY ROOM APPLICATIONS

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

RESOLVED, that the following Community Room Applications be approved as presented:

American Jewish Congress
Great Neck Sane/Peace Action
Women's American ORT
Great Neck Garden Club
Brandeis University National Womens Committee

VOTE: In favor - 5 (Adler, Farley, Glaser, Lerner, Relkin)

Abstaining - 2 (Kane, Zarin)

Motion Carried.

ADJOURNMENT

Upon motion by Steve Glaser, seconded by Ralene Adler and approved by majority, the Board adjourned at 12:30 a.m.

Respectfully submitted,

Dolly Relkin, Secretary