

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, March 24, 1998**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, March 24, 1998** at the Main Building of the Great Neck Library, Bayview Avenue, Great Neck, N.Y. 11024 (Agenda attached).

The following Trustees were present constituting a quorum:

Ralene Adler
Elayne Bernstein, Vice-President
Marietta DiCamillo
Steve Glaser, Assistant Treasurer
Catherine Moore, Treasurer
Mischa Schwartz, President
Renée Zarin, Secretary

Also present:

Arlene Nevens, Interim Library Director
Neil Zitofsky, Business Manager
Henry Graber and Don Fisher, Graber & Co.

Attendance Sheet attached.

CALL TO ORDER

The President, Mischa Schwartz, called the meeting to order at 8:00 p.m.

MINUTES

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

RESOLVED, that the minutes of the meeting of January 27, 1998 of the Board of Trustees be accepted as amended.

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

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

RESOLVED, that the of the Board of Trustees approve the minutes of the Special Meeting of February 5, 1998 as presented.

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

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

RESOLVED, that the of the Board of Trustees approve the minutes of the Special Meeting of February 17, 1998 as presented.

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

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

RESOLVED, that the of the Board of Trustees approve the minutes of the Special Meeting of February 19, 1998 as presented.

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

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

RESOLVED, that the of the Board of Trustees approve the minutes of the Special Meeting of March 10, 1998 as presented.

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

CORRESPONDENCE

The following list reflects correspondence addressed to the Board of Trustees and received at least one week prior to the Board Meeting. Writers present may speak to their letter. (3 minutes)

Pearl Malcus spoke re: Appreciation to Trustee Bernstein for her work with the Lakeville community.

Janet Turbyfill spoke re: Sliding doors for library entrance.

Julian Kane spoke re: Comments concerning him by member of the public.

Debra Schichtman spoke re: Renovation of Lakeville Branch.

Correspondants Carol Poll Aronson, Gayle Brenner and Lillian Zamora were not present.

Marianna Wolhgemuth chose not to speak to her letter.

TREASURER'S REPORT

During the month of February, 1998, revenue received was \$829,834.54; total expenses were \$441,299.67. There are no outstanding expenditures for the month of February.

At the close of business February 28, 1998, total operating holding funds are \$2,539,159.60 on deposit at Marine Midland Bank and the Bank of New York in the form of US Treasury Bills, and in petty cash funds at Main and the Branches. This sum includes \$390,000 in reserve designated for renovations to the Parkville and Lakeville Branches.

Additionally, the balance of the Main building and Special Services Funds was \$1,337,683. The Automated Library Fund was \$233,816. The Restricted Gift Fund was \$13,333. The Branch and Special Services Fund was \$300,270. These funds total \$1,885,102.

Upon motion by Catherine Moore, seconded by Elayne Bernstein, and after discussion, it was ,

RESOLVED, that the Board of Trustees accept the February 1998 Treasurer's Report with the amended personnel changes of January 21 through February 24, 1998, and the additional amended personnel changes of February 25 to March 24, 1998.

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

Upon motion by Catherine Moore, 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 dated February 21 through March 20, 1998; Paid checks numbered 13800 through 13885 and to be paid, checks numbered 13886 through 14002. The sums set against their respective names amounting in the aggregate to \$175,988.40.

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

AUDIT REPORT

President Schwartz then called for the Audit Report for 1997.

Henry Graber, Graber & Co. gave the report which indicated that the Library is in good financial shape. He commended the Business Manager and Interim Director for their work during the year.

Public Comment

Julian Kane, Debra Schichtman spoke to the audit.

LIBRARY DIRECTOR'S REPORT (copy attached)

OLD BUSINESS

Branch Committee: Elayne Bernstein, Chair
Ralene Adler, Member
Catherine Moore, Member

Parkville: Ralene Adler reported that a meeting was scheduled with the Great Neck School District, owner of the Parkville property, to discuss the lease agreement and other matters.

Lakeville: Elayne Bernstein gave a full report of the recent meeting with the Lakeville Committee (attached).

Upon motion by Elayne Bernstein, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize the president to sign the contract with Beatty, Harvey and Associates, architects for renovation to the Lakeville Branch at an amount not to exceed \$90,000. These funds to be charged to the Lakeville Renovation Reserve Fund.

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

Budget Review

Neil Zitofsky, Business Manager, again reviewed the proposed 1999 budget in which comments from the last review had been incorporated.

Board discussion. No action taken.

Next Budget Meeting is April 7, 1998

Public Comment

Stanley Schimmel, Marjorie Chodosch, Mel Zeller spoke to the Budget.

Personnel Committee

Staff Contract:

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

RESOLVED, that the Board of Trustees approves the collective bargaining agreement with the Great Neck Library Staff Association for the period January 1, 1997 through December 31, 2000, in the form annexed and the President of the Board of Trustees is hereby authorized to execute the agreement on behalf of the Board of Trustees.

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

Public Comment

Julian Kane, Mel Zeller, Stanley Schimmel, Stan Romaine, Janet Turbyville and Marjorie Chodosch spoke to the staff contract.

Policy and By-Law Committee

President Schwartz appointed Trustee Zarin to Chair the committee. Other members to be appointed at the next meeting.

Public Comment

Gladys Ross, Stanley Schimmel, Joann Farley, Bobbie Zeller

Attorney's Retainer

Upon motion by Renée Zarin, seconded by Ralene Adler, and after discussion, it was ,

RESOLVED, that the Board of Trustees approve the contract with William Cullen, Esq. presented under the memo dated March 13, 1998 which listed a description of the general retainer services, and an annual retainer fee at \$7,000 with Alternative A (deleting the words "Committee Chairpersons" from the text so that that the contract reads: Telephone access by the Board President and the Director.)

VOTE: Yes - 4 (Glaser, Moore, Schwartz, Zarin)
No - 3 (Adler, Bernstein, DiCamillo)

Motion Passed

Technology Contract

Upon motion by Steven Glaser, seconded by Renée Zarin, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize an expenditure not to exceed \$60,000 to be allocated from the Automated Library Fund to upgrade the library's telecommunication infrastructure pending receipt of an education discount as follows: (1) Applied Theory Internet connection, \$11,828; (2) Bell Atlantic for Branch connections, \$12,462; (3) Hardware from Lucient Technology, \$29,088; (4) Miscellaneous, \$6,622.

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

Other

Great Neck Library Association Mailing List

President Schwartz noted that the next Newsletter mailing will have a return address request to begin the process of cleaning up the Association Membership List to assure a more accurate mailing.

NEW BUSINESS

Conferences

Innovative Interfaces User's Group Meeting

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

RESOLVED, that the Board of Trustees approves sending two (2) Staff persons to the 1998 Innovative Interface Users Group Meeting at a cost not to exceed \$2,304 and the General Ledger category to be expensed to Travel Conferences.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Moore, Schwartz, Zarin)
Abstain -1 (Adler)

Motion carried

NYSALB

Upon motion by Ralene Adler, seconded by Mischa Schwartz, and after discussion, it was,

RESOLVED, that the Board of Trustees authorize one (1) Trustee to attend the NYSALB Annual Trustee Institute at a cost not to exceed \$269, to be charged to the Trustee Travel Code.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Glaser, Moore, Schwartz, Zarin)

Motion carried unanimously

Levels Door Repair

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

RESOLVED, that the Board of Trustees authorize an expenditure not to exceed \$3,200 to be charged to the Operating Budget line 4521, Repairs and Maintenance, greater than \$1,000 and award this job to Acco Glass, Inc.

VOTE: Yes - 7 (Adler, Bernstein, DiCamillo, Glaser, Moore, Schwartz, Zarin)

Motion carried unanimously

SERVICE CONTRACTS

Lawn Care

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

RESOLVED, that the Board of Trustees authorize signing the gardening contract with Tender Lawn Care for a period of three (3) years at an annual cost of \$6,247 to be charged to the Grounds Maintenance budget line.

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

HVAC CONTRACT

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

RESOLVED, that the Board of Trustees authorize the renewal of the County Pneumatic Control contract for the library's HVAC control system maintenance for the period of April 1, 1998 through March 31, 1999 at an annual cost of \$3,734 to be charged to the Service Contract budget line.

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

OTHER: None

OPEN TIME

Julian Kane re: Comments made at Board Meeting by a member of the public.

ADJOURNMENT

Upon motion by Ralene Adler, seconded by Marietta DeCamillo, and after discussion, the meeting was adjourned at 10:47 p.m.

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

Respectfully Submitted,

Renée Zarin
Secretary