

GREAT NECK LIBRARY
MINUTES OF THE REGULAR
BOARD OF TRUSTEES MEETING
Tuesday, April 27, 1999
8:00 P.M.

DRAFT
APPROVED 5/25/99

A Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, April 27, 1999**, at the Main Building, Bayview Ave. at Grist Mill Lane, Great Neck, NY 11023. (Agenda attached.)

The following Trustees were present constituting a quorum:

Mischa Schwartz, President
Elayne Bernstein, Vice President
Marietta DiCamillo, Secretary
Catherine Moore, Treasurer
Steve Glaser, Assistant Treasurer
Joyce Klein (Arrived 8:10 p.m.)
Bette Weidman

Also present: Christine Salita, Library Director
Neil Zitofsky, Business Manager

CALL TO ORDER

President Mischa Schwartz called the meeting to order at 8:00 p.m. and welcomed those present.

MINUTES

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the minutes of March 9, March 23, and March 30, 1999, be adopted as presented.

VOTE: Yes - 7 (Bernstein, DiCamillo, Glaser, Klein, Moore, Schwartz, Weidman)
Motion Carried Unanimously

CORRESPONDENCE

- 1) Debbie Shichtman, League of Women Voter's Study
Ms. Shichtman addressed the Board concerning her correspondence.
- 2) Gladys Ross/Marianna Wohlgemuth
Ms. Wohlgemuth addressed the Board concerning her correspondence.
- 3) Ralene Adler
Ms. Adler addressed the Board concerning her correspondence.
Ms. Adler, for recording purposes, presented the Board Secretary with a copy of correspondence addressed to her from Mr. Robert Freeman, Executive Director of the Committee on Open Government, Department of State, State of New York and asked that the Policy and By-Laws

Committee consider its content.

Copies Attached.

TREASURER'S REPORT

During the month of March, 1999, revenue received was \$854,282.62. Total expenses were \$552,922.31.

At the close of business, March 31, 1999, total operating fund holdings were \$2,904,071.27, which were on deposit at Marine Midland Bank and The Bank of New York, in US Treasury Bills, and in Petty Cash funds at Main and the Branches. This sum includes \$533,468.14 in reserves designated for renovations to the Parkville and Lakeville Branches.

Additionally, the unadjusted balance of the Main Building and Special Services fund was \$1,141,772.10; the Automated Library fund was \$116,328.80; the Restricted Gift fund was \$11,139.69; the Branch and Special Services fund was \$190,059.75. These funds totaled \$1,459,300.34 on March 31, 1999.

Upon motion by Catherine Moore, seconded by Steve Glaser, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the March, 1999, Treasurer's Report with the Personnel Changes of March 24, 1999, through April 27, 1999.

VOTE: Yes - 7 (Bernstein, DiCamillo, Glaser, Klein, Moore, Schwartz, Weidman)
Motion Carried Unanimously

Secretary DiCamillo submitted a list of questions concerning the Analysis of Changes in Parkville and Lakeville Reports dated 12/31/98, and 3/31/99. She requested that the Business Manager prepare a document that traces the old expense categories, 12/31/98, to the new categories, 3/31/99.

Upon motion by Catherine Moore, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Treasurer to pay the persons named in the Check Register presented at the April, 1999, Regular Meeting of the Board of Trustees, dated March 18, 1999, through April 20, 1999. Paid Checks numbered 16568 through 16691, To Be Paid Checks numbered 16692 through 16828, the sums set against their respective names, for a total amount of three hundred thirty seven thousand five hundred sixty five dollars and sixty one cents (\$337,565.61).

VOTE: Yes - 7 (Bernstein, DiCamillo, Glaser, Klein, Moore, Schwartz, Weidman)
Motion Carried Unanimously

LIBRARY DIRECTOR'S REPORT: Appended hereto.

COMMITTEE REPORTS

BRANCH COMMITTEE: Trustee Bernstein commented that she visited the sites and noted that the work at the branches is progressing well. Everyone looks forward to the completion of the project in the early summer.

MAIN LIBRARY "AD HOC" COMMITTEE: Director Salita, Committee Chairperson, reported that the Main Library "Ad Hoc" Committee, composed of trustees, staff, and the public, has met monthly since December. The committee is still in the conceptual phase, envisioning possibilities. The Reference and Children's Departments have made presentations to the Committee detailing concerns, needs and requirements from the standpoint of the provision of public service. The next two departmental presentations will be those of Circulation and Programming/Publicity. In the fall, the small group interviews and community survey are planned.

POLICY AND BYLAWS COMMITTEE: Board President Schwartz, Chairperson, Policy and Bylaws Committee, stated that the committee met on April 16 and determined to go through the Bylaws and Policy Manual with a view toward clarification and consistency. Next meeting is May 18, at 4:30 p.m.

PUBLIC COMMENT

- 1) Shirley Samansky - Branch Committee Report: Requested consideration be given to religious occurrences when preparing the schedule for Branch Project open houses.
- 2) Rebecca Gilliard - Ad Hoc Committee Report: survey process.
- 3) Stan Romaine - Ad Hoc Committee Report: wanted to know when he could submit his suggestions to improve the library.
- 4) Ralene Adler - Ad Hoc Committee Report: survey process.

OLD BUSINESS

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve Change Order #2 as outlined in the Library Director's memorandum dated April 21, 1999, in connection with the Branch Renovation Project: Lakeville and Parkville in the amount of \$24,160, and authorize the Board President/Vice President to sign said change order.

Director Salita explained the sixteen components of Change Order #2. At the suggestion of Trustee DiCamillo and Director Salita, it is noted that, should an additional transfer of funds be necessary, the Board may do so at a future Board meeting. At this time, it is not necessary to transfer additional funds.

VOTE: Yes - 7 (Bernstein, DiCamillo, Glaser, Klein, Moore, Schwartz, Weidman)
Motion Carried Unanimously

Steve Glaser commended the Director and staff on the management of the renovation project.

Upon motion by Elayne Bernstein, seconded by Bette Weidman, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library award the Furniture and Shelving Contract for the Branch Renovation Project: Lakeville and Parkville as outlined in the Director's memorandum dated April 21, 1999, and American Interfile and Library Services proposal dated April 15, 1999, to American Interfile and Library Services, Bay Shore, New York, in the amount of \$145,735. Funds to come from the Branch Renovation Fund.

VOTE: Yes - 7 (Bernstein, DiCamillo, Glaser, Klein, Moore, Schwartz, Weidman)
Motion Carried Unanimously

Public Comment

- 1) Rebecca Gilliard - re: discussion at Board meetings.
- 2) Mary Peckerman - re: conduct of Trustees.

Upon motion by Steve Glaser, seconded by Bette Weidman, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the purchase of twenty computers and twelve printers, at a cost not to exceed \$44,160 as outlined in the Library Director's memorandum dated April 22, 1999. Funds to come from the Automated Library Fund.

Secretary DiCamillo asked if the option of leasing could be considered and if we could cost compare both options, buying versus leasing. She asked that Trustee Glaser consider a motion to amend the resolution, and after further discussion, it was

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the purchase and/or lease of twenty computers and twelve printers, at a cost not to exceed \$44,160 as outlined in the Library Director's memorandum dated April 22, 1999. Funds to come from the Automated Library Fund.

VOTE: Yes - 7 (Bernstein, DiCamillo, Glaser, Klein, Moore, Schwartz, Weidman)
Motion Carried Unanimously

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the installation of a security/burglar alarm system at the Parkville Branch by Telstar Security Systems, at a cost of \$1,175, per their proposal dated 4/21/99 and outlined in the Library Director's memorandum dated April 22, 1999. Funds to be charged to Sundry Equipment.

VOTE: Yes - 7 (Bernstein, DiCamillo, Glaser, Klein, Moore, Schwartz, Weidman)
Motion Carried Unanimously

Upon motion by Bette Weidman, seconded by Catherine Moore, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the disposal of computer equipment and peripheral devices as itemized in a memorandum from the Department Head in Charge of computers to the Director dated April 13, 1999.

Public Comment

- 1) Murray R. Klein: asked about the excessed equipment.
- 2) Ralene Adler: asked about policy concerning the process to excess equipment.

VOTE: Yes - 7 (Bernstein, DiCamillo, Glaser, Klein, Moore, Schwartz, Weidman)
Motion Carried Unanimously

OPEN TIME:

- 1) Debbie Shichtman announced that the Great Neck League of Women Voter's will be honoring Trustee DiCamillo and Nominating Committee member, Marianna Wohlgemuth, for their efforts to preserve water resources on Sunday, May 16, 1999, 12:00 - 2:00 p.m..
- 2) Bill Morrill - re: marshland with regard to Main Building expansion.
- 3) Shirley Samansky - re: marshland.

ADJOURNMENT:

Upon motion by Marietta DiCamillo, seconded by Catherine Moore, the meeting was adjourned at 9:30 p.m.

VOTE: Yes - 7 (Bernstein, DiCamillo, Glaser, Klein, Moore, Schwartz, Weidman)
Motion Carried Unanimously

Respectfully submitted,

Marietta DiCamillo
Secretary