

**GREAT NECK LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
Tuesday, April 28, 1998**

Parkville Branch

A meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, April 28, 1998 at the Parkview Branch, Campbell Street, Great Neck, N.Y. 11040 ( 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  
Joe Latini, Computer Department Head  
Todd Harvey, Architect, Beatty, Harvey and Associates

Attendance Sheet attached.

**CALL TO ORDER**

President, Mischa Schwartz, called the meeting to order at 7:45 p.m.

**EXECUTIVE SESSION**

Upon motion by Mischa Schwartz, seconded by Renée Zarin, and after discussion, it was,

**RESOLVED**, that the Board of Trustees go into Executive Session to discuss personnel.

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

The board returned to Public Session at 8:08 p.m.

## MINUTES

The Secretary, Renée Zarin, reported that the minutes of the Annual Meeting of the Association, January 26th and 27th, 1998 were reviewed and will be presented at the Annual Meeting in January, 1999 for adoption.

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

**RESOLVED**, to table the adoption of the Minutes of February 24, 1998 pending review of comments from individual Trustees.

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

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

**RESOLVED**, that the minutes of the meeting of March 24, 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 Elayne Bernstein and after discussion, it was,

**RESOLVED**, that the Board of Trustees approve the minutes of the Budget Hearing April 7, 1998 as presented.

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

## CORRESPONDENCE

The following 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)

Ellen Baskin spoke re: (1) Proposed voting district plan developed by the Lakeville Civic Association and (2) The status of the Lakeville lease.  
Deborah Schichtman spoke re: Progress of the Lakeville renovation.  
Correspondants Stanley Romaine and Sid Wenoker were not present.

## TREASURER'S REPORT

During the month of March 1998, revenue received was \$831,952.79. Total expenses were \$430,013.76. There are no outstanding expenditures for the month of March.

At the close of business, March 31, 1998, total operating fund holdings were \$2,976,306.44 which were on deposit at Marine Midland and The Bank of New York, in U.S. Treasury Bills and in Petty Cash funds at Main and the Branches. This sum includes \$386,429 in reserves designated for renovations to the Parkville and Lakeville branches.

Additionally, the balance of the Main Building and Special Services fund was \$1,309,448; the Automated Library fund was \$232,070; the Restricted Gift fund was \$13,004; the Branch and Special Services fund was \$300,315. These funds total \$1,854,837.

Upon motion by Catherine Moore, seconded by Renée Zarin, and after discussion, it was,

**RESOLVED**, that the Board of Trustees accept the March 1998 Treasurer's Report with the Personnel Changes of April 2 through April 30, 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 March 21 through April 24, 1998; Paid Checks numbered 1012 and 14005 through 14112, and Checks To Be Paid numbered 14113 through 14227, the sums set against their respective names, amounting in the aggregate to \$423,807.25.

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

**Public Comment:**  
Deborah Schichtman

**LIBRARY DIRECTOR'S REPORT (COPY ATTACHED)**

## **OLD BUSINESS**

### **Branch Committee**

**Parkville:** Elayne Bernstein, Chair, gave the report. She reviewed the status of the Parkville renovation noting that the School District has agreed to extend the lease to 2008. She then stated that the renovation was poised to begin and requested postponement of the resolution to revise the architect's fees to the May meeting in order to permit a review of the budget items now totaling \$497,000 (see attached Schematic C and summary of costs).

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

**RESOLVED**, that the Board of Trustees adopt Parkville Renovation Schematic C (distributed to the Trustees in their packet).

### **Amendment:**

Upon motion by Ralene Adler, seconded by Marietta DiCamillo, and after discussion, the resolution was amended as follows:

**RESOLVED**, that the Board of Trustees Amend to the motion to include asbestos testing and abatement of \$40,000, to include a new HVAC system, \$55,000, to include furniture and equipment, \$13,500 to include shelving of \$44,400, and to include soundproofing of the barrier wall at \$3,000.

*Both original motion and amendment withdrawn by Ralene Adler.*

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

**RESOLVED**, that the Board of Trustees direct Todd Harvey, architect, to draw up detailed plans of Parkville Renovation Schematic C with a construction budget not to exceed \$420,000.

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

### **PUBLIC COMMENT:**

Linda Walden, Fred Schmidt, Mel Zeller, Eileen Muhlbauer, Mitchell Friedman, Jean Cappobianco, Bobbie Zeller, Frank Marcellino, Mel Goldberg, and Gladys Ross

**Parkville Lease**

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

**RESOLVED**, that the Board of Trustees authorize Board counsel, William Cullen, to write a formal letter to the School District to extend the Lease of the Parkville Branch to 2008, the terms of the lease be negotiated.

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

**Architect Contract**

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

**RESOLVED**, that the Board of Trustees authorize counsel to modify the contract for architectural services with Beatty, Harvey and Associates to reflect the changes made to the scope of the work on the renovation of the Parkville branch as follows:

"Article 11.2.1 Basic compensation should be amended to read: "A fixed fee to be established based on 10-1/2 per cent for the approved project budget defined as the estimated construction costs to be paid contractors, estimated cost for furniture and equipment, for which the architect will prepare plans and specifications and budgeted contingency."

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

**Lakeville Report**

Elayne Bernstein reported that the architect, Beatty, Harvey and Associates will have a schematic for the project at the May 28 meeting of the Committee. She also reported that the landlord has agreed to extend the Lakeville lease to 2007.

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

**RESOLVED**, that the Board of Trustees authorize the Library counsel to prepare a contract for the lease of the Lakeville Branch with an annual cost of living increase.

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

## **Policy/By-Law Committee**

Meetings of the committee will begin in May, the dates to be posted.

### **Meeting Stenographer**

*No action taken.*

## **Long Range Planning**

Mischa Schwartz, President, asked for reports from (1.) Arlene Nevens (Long Range Planning); and (2.) Joe Latini, (Technology Report).

(1.) Arlene Nevens reported that a library staff committee has been formed to begin the process of Long Range Planning for the Library. She anticipates both Board and Community involvement in the future.

(2.) Joe Latini reported on the Technology Report citing the need for updating in some areas. (Executive Summary of the Technology Report attached.)

*No action taken.*

## **OTHER**

### **Main Building Committee:**

The President announced that he is planning to appoint a Main Building Ad Hoc Committee to be chaired by a senior staff member. Additional members will be announced.

### **Carpet Tile:**

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

**RESOLVED**, that the Board of Trustees approve an expense of \$6,400 to complete the retiling of the lower level of the Main building.

**VOTE:** Yes - 5 ( Adler, DiCamillo, Glaser, Moore, Schwartz)

No - 2 (Bernstein, Zarin)

*Motion passed*

### **Public Comment:**

Muriel Turk, Frank Marcellino, Marianna Wohlegemuth and JoAnn Farley

## **New Business**

### **Children's Room Space Planning**

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

**RESOLVED**, that the Board of Trustees enter into an agreement with Beatty, Harvey and Associates for evaluating and developing plans for reconfiguration of the children's library as outlined in the proposal dated 4/20/98, at a cost not to exceed \$4,000, to be charged as Professional Fees, Architect/General Ledger 4370-100. These funds are to be transferred from the Service Contracts/General Ledger 4525 to Professional Fees - Architect/General Ledger 4373.

**VOTE:** Yes - 5 ( Adler, DiCamillo, Glaser, Moore, Schwartz)  
No -2 (Bernstein, Zarin)  
*Motion passed*

**PUBLIC COMMENT:**  
Frank Marcellino, Dana Eppifon

### **American Library Association Conference**

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

**RESOLVED**, that the Board of Trustees approve sending two (2) staff persons to the 1998 American Library Association Meeting, at a cost not to exceed \$2,871. to be charged against General Ledger Account/Travel.

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

### **Long Island Library Conference**

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

**RESOLVED**, that the Board approve an expenditure not to exceed \$400 to register up to ten (10) staff members for the Long Island Library Conference, to be held at the Huntington Townhouse on May 20, 1998. Such funds should be charged to Travel/Conferences.

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

### **Summer Bus**

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

**RESOLVED**, that pending the receipt of written confirmation from the Park District, the Board authorize the expenditure of no more than \$3,500 for the summer bus, to be charged to Bus Transportation.

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

### **Direct Access**

Upon motion by Mischa Schwartz, seconded by Renée Zarin, and after discussion, it was,

**RESOLVED**, that the Great Neck Library Board of Trustees approve the NLS proposal for the new minimum fee \$170 per household for direct access privileges for the period 7/1/98 to 6/30/99, with \$20 per year increases beginning 7/1/99 and 7/1/00.

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

### **Community Room**

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

**RESOLVED**, that the Board of Trustees approve the requests of the Gurdjieff Study Group and Great Neck Senior Center for use of the Community Room.

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

### **OTHER**

#### **Personnel: Interim Director**

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

**RESOLVED**, that the Board of Trustees approve that the appointment of Arlene Nevens as Interim Director of the Great Neck Library be extended to July 13, 1998.



### **Executive Session**

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

**RESOLVED**, that the Board of Trustees go to Executive Session to discuss personnel matters (11:08 p.m.)

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

### **Adjournment**

Upon motion by Renée Zarin, seconded by Elayne Bernstein, and after discussion, the meeting was, adjourned at 11:30 .p.m.

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

Respectfully submitted,

Renée Zarin  
Secretary

May 27, 1998