

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, May 19, 1998
8:00 P.M.**

A Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, May 19, 1998** at the Station Branch, Great Neck, N.Y. 11021 (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

Marietta DiCamillo (Arrived at 8:45 p.m.)

Also present:

Arlene Nevens, Interim Library Director
Neil Zitofsky, Business Manager
Joe Latini, Computer Department Head
Joan Linden, Station Branch Librarian

CALL TO ORDER

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

MINUTES

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

RESOLVED, that the Board of Trustees approve the minutes of the meeting of February 24, 1998 as presented.

VOTE: Yes - 6 (Adler, Bernstein, Glaser, Moore, Schwartz, Zarin)
Motion carried unanimously

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

RESOLVED, that the Board of Trustees approve the minutes of the meeting of April 21, 1998 as corrected.

VOTE: Yes - 6 (Adler, Bernstein, Glaser, Moore, Schwartz, Zarin)
Motion carried unanimously

Approved: June 23, 1998

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 min.)

Sue Marchesiello and Marianna Wohlgemuth were not present to speak to their letters.

TREASURER'S REPORT

During the month of April 1998, revenue received was \$835,656.77. Total expenses were \$674,836.90. There are no outstanding expenditures for the month of April.

At the close of business, April 30, 1998 total operating fund holdings were \$2,963,481.69 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 \$1,309,603.86; the Automated Library fund was \$233,045.29; the Restricted Gift fund was \$13,033.61; the Branch and Special Services fund was \$316,850.94. These funds total \$1,872,533.70.

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

RESOLVED, that the Board of Trustees accept the April 1998 Treasurer's Report with the Personnel Changes of May 1 through May 22, 1998, as amended.

VOTE: Yes - 6 (Adler, Bernstein, 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 Registers dated April 27 through May 15, 1998, Paid Checks numbered 14228 through 14299, and Checks To Be Paid numbered 14300 through 14399, the sums set against their respective names, amounting in the aggregate to \$141,784.27.

VOTE: Yes - 6 (Adler, Bernstein, Glaser, Moore, Schwartz, Zarin)
Motion carried unanimously

LIBRARY DIRECTOR'S REPORT (Attached)

OLD BUSINESS

Policy and By-Law Committee:

Renée Zarin, Chair, reported that the committee met twice and will meet twice again prior to the next Board meeting. The committee expects to make recommendations to the Board at that time. Committee members, Ralene Adler, Catherine Moore, Mischa Schwartz.

Personnel Interim Director

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

RESOLVED, that the Board of Trustees approve a supplemental compensation agreement with Arlene Nevens by the terms of which agreement Arlene Nevens is to be paid supplemental compensation in the amount of \$10,000, subject to withholding, in consideration of her assumption of Interim Director responsibilities and duties for the period December 15, 1997 through July 15, 1998 and the president of the Board of Trustees is authorized to execute the said agreement on behalf of the Board.

Ralene Adler offered the following amendment. In acknowledgement of the administrative support staff that consists of the department heads and the business managers; I would like them to be compensated \$1,000 each. There is money in the budget, because they did do a lot of work.

Amendment not seconded. Mr. Glaser did not accept amendment.

VOTE: Yes - 6 (Adler, Bernstein, Glaser, Moore, Schwartz, Zarin)
Motion carried unanimously

Members of the Board commended the Interim Director for her exemplary work during the past months.

Business Manager

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

RESOLVED, that the Board of Trustees approves the employment letter agreement with Neil Zitofsky in the form annexed for continuation of employment through December 31, 1998, and the president of the Board of Trustees is authorized to execute the said letter agreement on behalf of the Board and that the Board of Trustees authorizes the Library's Director, or Interim

Director, to reimburse the Business Manager for 50 percent of the tuition costs for his spring 1998 enrollment in a Queens College Graduate Library School course which expenditures should be made from the newly-created category budget under new employee benefits.

VOTE: Yes - 6 (Adler, Bernstein, Glaser, Moore, Schwartz, Zarin)
Motion carried unanimously

Long Range Planning

President Mischa Schwartz announced that he would postpone establishing the Main Library Building Committee pending the completion of the work of the staff on long range planning. He expects to appoint Staff, Trustees and community members to the committee at the end of the summer.

No Action Taken

Public Comment: JoAnn Farley, Alexis White, Debbie Schichtman, Mary Peckerman spoke to the subject.

Branch Committee:

Parkville Renovation: Elayne Bernstein, Chair, reported that the Board had received the Parkville renovation timetable and options for funding (attached).

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

RESOLVED, that the Board authorize the transfer of \$175,000 to the Parkville branch renovation reserve from the unappropriated General Fund balance.

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

Lakeville Renovation: Elayne Bernstein reported on the renovation process for the branch announcing that the next meeting of the Lakeville Branch Committee is scheduled for May 27 at the Branch. The architect's preliminary plans should be distributed to the members prior to the meeting.

Lakeville Lease:

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

RESOLVED, that the Board of Trustees approve the second modification of the lease dated April 28th, 1992 agreement for its lease of the Lakeville branch facility in the form annexed, and the president of the Board of Trustees is authorized to execute the said agreement on the Board's behalf.

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

Public Comment: Alexis White, Ellen Baskin, Debbie Schichtman spoke to the issue.

Station Branch: Mrs. Bernstein acknowledged the need to establish a Station Branch Committee and asked the Branch Librarian, Joan Linden, to begin the process. A meeting date will be scheduled.

Public Comment: Janice Josephson, Karen Rubin spoke to the issue.

NEW BUSINESS

Voting Districts:

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

RESOLVED, that the Board of Trustees establish four voting sites for the January 1999 election at a cost not to exceed \$3,700 to be charged to General Ledger Number 4378 Election Expenses.

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

OTHER

Personnel

President Mischa Schwartz announced the appointment of the new Library Director, Christine Salita, effective July 6, 1998. Her appointment has the unanimous support of the Board of Trustees. President Schwartz thanked the Board and particularly Marietta DiCamillo, Search Committee Chair, and the staff members who participated for all the work done during the search process.

Upon motion by Mischa Schwartz, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees approve the employment contract dated May 1998 for employment of Christine T. Salita as Director of the Great Neck Library for a three year term commencing July 6, 1998 in

the form presented. And the president of the Board of Trustees is authorized to execute the contract of employment on behalf of the Great Neck Library.

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

All Board members commented on Ms. Salita's sterling recommendations and the very positive impression of her capabilities garnered during the interview process.

Air conditioner at Main

Interim Director, Arlene Nevens reported on the breakdown of the air conditioning at Main.

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

RESOLVED, that the Board of Trustees authorize an expenditure not to exceed \$22,000 to engage in services of a qualified HVAC contractor to complete the necessary repair or replacement. The recommended repair method should be evaluated by a heating and ventilation engineer prior to proceeding with the work at a cost not to exceed \$2,000.

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

NEW BUSINESS

Automated Fund Expenditures

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

RESOLVED, that the Board of Trustees authorize an expenditure of \$57,265 to Innovative Interfaces for a DEC Alpha processor and two terminal servers to be charged to the Automated Library fund.

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

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

RESOLVED, that the Board of Trustees authorize an expenditure not to exceed \$5,500 to be allocated to the Automated Funds for the purchase of two new I.B.M. compatible computers, a color ink jet printer, and two 24 times CD ROM jukeboxes for the Children's departments.

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

Open Time

Ruth Klement re: space at Lakeville for voting.

Murray Grode re: salary of Library Director.

JoAnn Farley re: request to participate on Main Building Committee.

Alexis White re: availability of Budget information.

Joe Wirth re: research material in the library.

ADJOURNMENT

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

RESOLVED, that the Board of Trustees adjourn at 9:50 p.m.

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

Respectfully submitted,

Renée Zarin
Secretary