

GREAT NECK LIBRARY
MINUTES OF THE REGULAR MEETING
Of the BOARD of TRUSTEES
Tuesday, June 22, 1999
8:00 P.M.

DRAFT
Approved 9/14/99

A Meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, June 22, 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
Steve Glaser, Assistant Treasurer
Joyce Klein
Bette Weidman

Absent due to illness: Catherine Moore, Treasurer

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

Special guest: Dr. Manuel London, SUNY

CALL TO ORDER

President Mischa Schwartz called the meeting to order at 8:00 p.m. and welcomed those present. He introduced the guest speaker, Dr. Manuel London, SUNY at Stony Brook, who would be discussing his proposal for creating focus groups and surveys concerning the Main Library long range plan. Dr. Schwartz explained that it is essential to have public input during the entire research phase. Dr. London spoke about his work in this area, highlighting consulting work done for Middle Country Public Library.

The Board of Trustees had numerous questions of Dr. London and after discussion opened it to the Public:

Karen Rubin – survey result as an informational tool to heighten awareness.

Linda Cohen – looks forward to a serious statistical analysis of all ages.

Don Stern – balancing a wish list and fiscal concerns.

Ralene Adler – asked what the goals of the Board of Trustees are.

Alice Merwin – use of translators.

Dr. London concluded by thanking the Board and encouraged the Board to solicit public opinion, concerns, and needs while examining the future of the Library.

MINUTES

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the minutes of May 25, 1999, as presented.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

CORRESPONDENCE

- 1) Ralene Adler, May 2, 1999, By-law Committee and verification of signatures.
Ms. Adler addressed her letter and asked what the process will be to determine voter eligibility for the 2000 election?

TREASURER'S REPORT

Assistant Treasurer Glaser presented the Treasurer's Report in Treasurer Moore's absence.

During the month of May 1999, revenue received was \$846,673.10. Total expenses were \$503,890.65.

At the close of business, May 31, 1999, total operating fund holdings were \$3,422,644.06, 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 \$340,516.80 in reserves designated for renovations to the Parkville and Lakeville Branches.

Additionally, the unadjusted balance of the Main Building and Special Services fund was \$1,148,583.50; the Automated Library fund was \$117,045.08; the Restricted Gift fund was \$11,189.53; the Branch and Special Services fund was \$191,588.87. These funds totaled \$1,468,406.98 on May 31, 1999.

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the June 1999 Treasurer's Report with the Personnel Changes of May 26, 1999, through June 22, 1999.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

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 authorize the Treasurer to pay the persons named in the Check Register dated May 15, 1999, through June 14, 1999. Paid Checks numbered 17059 through 17145, and To Be Paid Checks numbered 17160 through 17296, the sums set against their respective names, for a total amount of two hundred seventy six thousand one hundred forty two dollars and seventy eight cents (\$276,142.78).

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

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

RESOLVED, that the Board of Trustees of the Great Neck Library, in accordance with the recommendation of the Personnel Committee, extend the Director's Employment Agreement for a term of one year, that the Library's Attorney be directed to prepare an extension document, and that the Board President or Vice President be authorized to sign same.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

LIBRARY DIRECTOR'S REPORT: Appended hereto.

Public Comment regarding Commissioner's Regulation 90.3 was made by:

Marianna Wohlgemuth
Karen Rubin
Renée Zarin

Ralene Adler
Rebecca Gilliar
Don Stern

COMMITTEE REPORTS

BRANCH COMMITTEE: Chairperson Bernstein reported on the Branch renovations and that completion of the General Contractor's portion was expected shortly. Shelving, furniture delivery should occur in late July or early August. Based on this time frame, opening should be in late August.

MAIN LIBRARY AD HOC COMMITTEE: Director Salita, Chairperson, reported that the Main Library "Ad Hoc" Committee met in early June and focussed on the functions and needs of the Programming and Publicity Department. The next meeting will take place on July 8th and the focus will be Levels.

POLICY AND BYLAWS COMMITTEE: Board President Schwartz, Chairperson, announced that the committee had met on June 22, 1999. The committee supported the recommended changes to the videocassette borrowing policy. The Committee continued its discussion of the election suggestions proffered by the League of Women Voters as a result of its study of association library voting procedures. The committee is inclined to support changing the date of the election to mid-November to allow for a smooth transition to office for elected trustees. In addition, the committee would favor an alternative to the requirement of a signature on a proxy ballot. Changes to the By-laws would require a vote of the membership.

Dr. Schwartz sought Board discussion pertaining to the proposed By-law amendments. Secretary DiCamillo expressed surprise, as background material had not been included with the Board packet and the fact that the item did not appear on the June 22 agenda. She asked that it be tabled and requested that proper background documentation be given prior to a formal discussion of the Board and that the item appear and be posted on a future meeting's agenda.

Dr. Schwartz concluded that a special meeting of the Board be scheduled and that Trustees be contacted for their schedules.

OLD BUSINESS

Computer Purchase

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 change the funding option for the April 27, 1999 resolution for the purchase and/or lease of twenty computers and twelve printers from the Automated Library Fund to the Operating Budget Computer Hardware Line.

VOTE: Yes – 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Summer Operations

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Director to fill vacancies for existing positions in accordance with standard practice and that the President, Treasurer, and Assistant Treasurer be authorized to sign checks in payment of operating expenses due from this date until the next Board meeting (scheduled September 14, 1999) as approved for payment by the Director and the Business Manager. Such expenses shall have been incurred in accordance with established policies and procedures.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Children's Room Reorganization: Contract Award

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 award the contract for the Children's Room Reorganization to Bay Woodcraft in the amount of \$64,550. (As per recommendation to the Board of Trustees by Library Director in Memo dated 6/16/99).

Secretary DiCamillo requested that the Business Manager prepare a financial analysis of expenditures similar to the financial analysis prepared for the branch renovations.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Dental Insurance Carrier

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 authorize the cancellation of the Prudential Dental Plan and the acceptance of the dental plan proposal offered by Principal Life Insurance Company, effective July 1, 1999 (As described in memo dated June 17, 1999 from the Business Manager to Library Director).

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Policy: Videocassette Circulation

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

RESOLVED, that the Board of Trustees of the Great Neck Library amend the Policy Manual to permit a single renewal of a videocassette, provided there is no "hold" on the item, and to increase the number of videocassettes which may be borrowed to eight, with the provision that no more than four may be of the same category (entertainment, children's, or non-fiction). (In accordance with the recommendation from the Policy and By-law committee dated June 9, 1999.)

Public Comment:

Ralene Adler - limit per person or per family
Rebecca Gilliar - opposed to increase in number of videos to be borrowed.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Nassau Library System Bylaws

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the amended Nassau Library System Memorandum of Organization revised March 8, 1999.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Holiday and Sunday Schedule (September 1999 - August 2000)

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

RESOLVED, that the Board of Trustees of the Great Neck Library adopt the Holiday and Sunday Schedule (September 1999 - August 2000) as presented and in compliance with past practice.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Folding Machine

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize an expenditure not to exceed \$3,100 for the purchase of a replacement folding machine (as per memo dated 6/16/99, from Library Director to the Board of Trustees). Funds to be charged against the Equipment, Furniture and Fixture budget line.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Server Upgrade

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the upgrade of the CD-ROM server per the proposal submitted by Todd Enterprises, dated June 17, 1999, at a cost not to exceed \$13,000. Funds to be charged against the Automated Library Fund.

Public Comment

Ralene Adler - asked if information available on CD Unit was duplicative on Internet.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Lakeville Storefront

Upon motion by Dr. Schwartz, seconded by Steve Glaser, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the replacement of the Lakeville Storefront per the proposal, dated June 17, 1999, submitted by AACO Glass at a cost not to exceed \$8,625. Funds to be charged against Branch Renovation Reserve Fund.

Note: 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 - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

Lakeville Lease Extension

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 exercise the option to extend the lease of the Lakeville Branch of the Great Neck Library from 2002 to the year 2007.

Trustee Glaser suggested that the resolution be amended to include the Landlord's financial obligation prior to signing the lease extension. Vice President Bernstein agreed to amend the motion, and after further discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library exercise the option to extend the lease of the Lakeville Branch of the Great Neck Library from 2002 to the year 2007, contingent upon the Landlord's agreement to pay \$3,500 toward the replacement of the storefront window.

Public Comment:

Debbie Schichtman – clarification of new lease ending date.

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

NEW BUSINESS

Change Order #3: Lakeville Sprinkler System

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize approval of Change Order #3 involving the upgrade of the sprinkler system at Lakeville, at a cost of \$1200, in order to comply with code requirements (as described in memo dated June 18, 1999, from the Library Director to the Board of Trustees).

VOTE: Yes - 6 (Bernstein, DiCamillo, Glaser, Klein, Schwartz, Weidman)
Motion Carried Unanimously

OPEN TIME:

Karen Rubin – why not combine the school and library election dates.
Debbie Shichtman – League of Women Voter's study research.
Ralene Adler – expressed concern over By-law change discussion not appearing on the posted agenda.

ADJOURNMENT:

Upon motion by Steve Glaser, seconded by Marietta DiCamillo, the meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Marietta DiCamillo
Secretary