

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, June 23 1998
8:00 P.M.**

A Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, June 23, 1998**, at the Lakeville Branch of the Great Neck Library. (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:

Jennie Barr, Assistant Director, Levels
Todd Harvey, Beatty, Harvey and Associates
Joe Latini, Department Head, Computers/Levels
Ethan Mann, Director, Levels
Arlene Nevens, Acting Director
Christine Salita, Incoming Library Director

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 May 19, 1998, as presented.

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

CORRESPONDENCE

Correspondence addressed to the Board of Trustees was received at least one week prior to the Board Meeting from the following people:

Alice Udow, Alice Levine, and Alice Pezzell. None were present to speak to their letters.

TREASURER'S REPORT

During the month of May, 1998, revenue received was \$830,190.79. Total expenses were \$421,811.35. There were no outstanding expenditures for the month of April.

At the close of business, May 31, 1998, total operating fund holdings were \$3,496,570.39, 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 of the Parkville and Lakeville branches of the Great Neck Library.

Additionally, the balance of the Main Building and Special Services fund was \$1,173,393.68; the Automated Library fund was \$233,053.80; the Restricted Gift fund was \$13,064.01; the Branch and Special Services fund was \$316,888.35. These funds total \$1,736,399.84.

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

RESOLVED, that the Board of Trustees accept the May, 1998, Treasurer's Report with the Personnel Changes of May 23 through June 19, 1998.

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

Motion carried

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

RESOLVED, that the Board of Trustees authorize the Treasurer to pay the persons named in the Check Registers dated May 16, through June 19, 1998. Paid Checks numbered 14400 through 14500, and Checks To Be Paid numbered 14501 through 14608, the sums set against their respective names, amounting in the aggregate to \$177,292.35.

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

Motion carried

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

RESOLVED, that the President, Treasurer and Assistant Treasurer be authorized to sign checks in payment of regular operating expenses due in July and August as approved for payment by the Director and the Business Manager. Such expenses shall have been incurred in accordance with all policies and procedures, as previously established by the Board.

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

The Library Director's Report was deferred until later in the meeting. (See Below.)

OLD BUSINESS

Branch Committee

Lakeville: Elayne Bernstein, Chair of the Committee, reported on the status of the Lakeville renovation project and work schedule. (Report attached.) Todd Harvey of Beatty, Harvey and Associates, displayed the architectural schematic for the project. These plans had been reviewed by the Lakeville Advisory Committee.

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

RESOLVED, that the Board of Trustees direct Beatty, Harvey and Associates to draw up detailed plans of Lakeville Renovation design with a construction budget, including furniture and HVAC, not to exceed \$200,000.00 to be charged to the Lakeville Branch Renovation Fund, and further, that an additional \$105,000.00 be transferred from the unappropriated General Fund balance to the Lakeville Branch Renovation fund to cover such expenditures.

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

Ralene Adler moved to amend the resolution to read:

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

RESOLVED, that the Board of Trustees amend the previous motion and direct Beatty, Harvey and Associates to draw up detailed plans of Lakeville Renovation design with a budget, not to exceed \$200,000.00, and that a financial analysis be provided to the Board by the Business Manager.

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

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

RESOLVED, that the Board of Trustees allocate \$5,000.00 for moving and relocation expenses from the Lakeville Branch Renovation fund; and further, that an additional \$5,000 be transferred from the unappropriated General Fund balance to the Lakeville Branch Renovation fund to cover such

expenditures, and that a financial analysis be provided to the Board by the Business Manager.

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

Public Comment: Murray Seaman, Carl Abedessar, Karen Rubin, Lee Caron, Barbara Tisdale (retired Lakeville librarian), Ron Braun, and Ronald Drenank spoke to the Lakeville Renovation project.

Branch Committee

Parkville: Elayne Bernstein reported on the status of the Parkville renovation project and work schedule. (Report attached.)

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

RESOLVED, that the Board of Trustees allocate \$20,000.00 for the moving and temporary facilities of the Parkville Branch to be charged to the Parkville Renovation fund; and further, that an additional \$20,000.00 be transferred from the unappropriated General Fund balance to the Parkville Branch Renovation fund to cover such expenditures and that a financial analysis be provided to the Board, by the Business Manager.

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

Public Comment: Marianna Wohlgemuth, Karen Rubin, Barbara Tisdale, Elisa Moss spoke to the Parkville renovation project.

LIBRARY DIRECTOR'S REPORT (Attached)

President Mischa Schwartz recessed the meeting at 10:15 pm. The meeting resumed at 10:25 pm

OLD BUSINESS (continued)

Policy and Bylaw Committee: Renée Zarin, Chair of the Committee, gave the Committee Report (attached), representing the recommendations of herself and committee members, Catherine Moore and Mischa Schwartz. Ralene Adler, committee member, presented her minority report. (Received by the chairman during the meeting. Attached).

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

RESOLVED, that the Board of Trustees adopt the changes and additions to the policy manual Section 04, as attached in the Board packet effective June 23, 1998, with wording changes as follows:

Section C. Change must to should and,
Section G. delete only, and add, or in person.

Corrected section attached.

VOTE: Yes - 6(Adler, Bernstein, Glaser, Moore, Schwartz, Zarin)
No - 1(DiCamillo)

Motion carried

Public Comment: Ellen Baskin, Bill Morrill, Paul Ivanberg, Karen Rubin and Barbara Tisdale spoke to the issue of policy changes.

Personnel Committee: Steve Glaser, Chair of the Committee, reported on 1) the status of the search for an Administrative Assistant to the Director, and 2) A recommendation concerning summer payroll changes.

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

RESOLVED, that the Board of Trustees approve the employment of Barbara Santoro as administrative assistant to the Library Director at an annualized salary of \$33,500 through December 3, 1998, and the President of the Board of Trustees is authorized to execute a letter of agreement on behalf of the Board for this purpose.

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

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

RESOLVED, that the Board of Trustees approve that the Library Director be authorized to approve routine payroll changes during July and August following all policies and procedures as previously established by the Board.

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

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OLD BUSINESS

Handicapped Accessible Doors:

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

RESOLVED, that the Board authorize an expenditure not to exceed \$8,000 to be allocated from the Main Building and Special Services Fund for the installation of automatic door openers to be installed by Barrier-Free Access Systems, Inc., at the front entrance of the Main Library.

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

Levels

Joe Latini, Computers/Levels Department Head, reported on the status of the recommendations made by the committee to evaluate Levels. (Report attached.) He introduced the newest member of the Levels staff, Jennie Barr.

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

RESOLVED, that the Board authorize the following changes as attached here, the Levels hours of operation, that the Board adopt a policy to restrict smoking within the 50 foot radius of the Levels entrance, that the Board also support the implementation of full access to the worldwide web, and that the Board adopt the following mission statement proposed by the committee to evaluate Levels, as the official mission statement of the Levels program:

“To maintain an open atmosphere where young people can feel comfortable; to support individual growth through individual experiences, workshops and young adult library services: and to offer a showcase where individual and group artistic expression can be appreciated. The working philosophy of Levels embodies implicit trust and respect in young people and a belief that given this trust and respect and opportunity, they will respond by being responsible, creative, productive and will work together for the common good.”

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

Ethan Mann, director of Levels, requested guidance from the Board in the matter of recognition of a recently deceased Levels participant, Justin Ressler. The Board determined that a plaque might be placed in Levels in his honor, after consultation with the young man's family.

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Voting Districts

The plan for new 1999 voting districts was presented to the Board. The Board commended all the people who devised this plan. (Plan attached.)

OTHER:

Marietta DiCamillo gave a verbal response to a letter regarding her, which recently appeared in a local newspaper.

NEW BUSINESS

NYLA Meeting:

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

RESOLVED, that the Board of Trustees approve sending five staff members to the 1998 NYLA Conference at a cost not to exceed \$4,650 to be charged to Travel/Conferences.

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

Holiday Schedule:

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

RESOLVED, that the Board of Trustees authorize the Holiday schedule September 1998 - July 1999 as attached.

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

Computer Expenditures:

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 \$24,500 to be allocated from the Automated Fund for the purchase of ten new IBM compatible computers and five new printers for the locations itemized in the June 23rd INFORMATION board packet re: Internet.

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

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

RESOLVED, that the Board of Trustees authorize an expenditure of \$3,000 for the purchase and installation of three laser barcode scanners, to be charged to the computer hardware line of the operating budget.

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

Main Building Special Fund Expenditures:

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

RESOLVED, that the Board of Trustees authorize an expenditure not to exceed \$12,000 for the purchase of a pair of 16mm projectors, to be charged to the Main Building and Special Services fund.

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

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

RESOLVED, that the Board of Trustees authorize the expenditure of up to \$26,000 for the purchase of shelving for the Main Library as per the Library and Records Management Systems proposal, inclusive of packing, moving and reshelving of the collection. This expenditure is to be charged to the Main Building and Special Services fund.

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

<u>Chair Reupholstery:</u>	Tabled
<u>Multi-Media Projector:</u>	Tabled

Dental Insurance:

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

RESOLVED, that the Board of Trustees authorize the cancellation of the Guardian dental plan and the acceptance of the Prudential dental plan effective July 1, 1998.

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

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Property/Liability Insurance:

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

RESOLVED, that the Board of Trustees authorize the President to select a general liability insurance program after review and recommendation by the Library Director and the Business Manager.

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

Retirement Incentive:

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

RESOLVED, that the Board of Trustees empowers the President to authorize a Retirement Incentive Program in accordance with New York State legislative requirements, after review and recommendation by the Library Director and the Business Manager, and in consultation with the Board's Personnel and Finance Committees.

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

OPEN TIME:

JoAnn Farley re: Lakeville renovation project.
Richard Boyle re: announcement that he is moving out of the district.

ADJOURNMENT

Upon motion by Ralene Adler, seconded by Marietta DiCamillo, the meeting was adjourned at 11:12 p.m.

Respectfully submitted,

Renée Zarin
Secretary