

GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, August 1, 1995
8:00 p.m.

A meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, August 1, 1995, at the offices of the Library on Bayview Avenue at Grist Mill Lane, Great Neck, N.Y. 11024

The following Trustees were present constituting a quorum:

Ralene Adler
Elayne Bernstein
Jo Ann Farley
Steve Glaser
Muriel Kane
Arthur Lerner
Dolly Relkin
Renée Zarin

Also present:

Ken Weil, Library Director
Arlene Nevens, Assistant Director
Joe Latini, Assistant Director
Stephen Limmer, Esq.
Attendance Sheet attached

CALL TO ORDER

The President, Jo Ann Farley, called the meeting to order at 8:05 p.m.

MINUTES

Upon motion by Renée Zarin, seconded by Elayne Bernstein, the following resolution was proposed:

RESOLVED, that the minutes of June 20, 1995 be resubmitted to the Secretary so they can be rewritten to reflect only the actions of the Board.

VOTE

3 Yes (Bernstein, Kane, Zarin)
5 No (Farley, Adler, Glaser, Lerner, Relkin)

Motion did not carry.

Upon motion by Steve Glaser, seconded by Ralene Adler, the following resolution was proposed; and unanimously adopted:

RESOLVED, that the draft Minutes of June 20, 1995 be reviewed by those Trustees who propose corrections and submit them to the Secretary to be considered at the next meeting.

CORRESPONDENCE

- a. Marianna Wohlgemuth to Board of Trustees 6/20/95 and 6/25/95
Library response

Mrs. Wohlgemuth stated she did not receive an answer to 6/20/95 letter regarding the general ledger account code for a check of \$2,700 to the Water Pollution Control District for surveying and appraising adjacent land for a parking lot. Mr. Weil responded it was coded to the Travel Code, in error due to a computer problem, but it was not corrected. Mrs. Wohlgemuth also complained about not being able to find anything in the accounting office, that invoices are kept in the Director's office and the general mess the financial records are in. She was requested to submit a list of questions not answered in prior correspondence, with the assurance her questions will be answered.

- b. William Knobler to Board of Trustees 7/6/95 Mr. Knobler was not present.

- c. Marianna Wohlgemuth to Ken Weil 7/1/95
Library response

Mrs. Wohlgemuth questioned why the monies in the 1600 Transfer Account were not transferred within a month. Mr. Weil responded there was no reason why it should take more than a month.

- d. Godfrey Murrain to Board of Trustees 7/19/95. Mr. Murrain was not present.

TREASURER'S REPORT

Monroe Chalmers, the Library's Accountant was introduced by Ralene Adler, Treasurer. Mr. Chalmers has been asked to come to the monthly Board meetings and present the Treasurer's Report since Mrs. Adler had just returned to her new role as Treasurer. He stated he does not and has not prepared the Treasurer's Report for the last 2 or 3 years. Mr. Chalmers

clarified some of the items in the report that were most meaningful and unusual:

Page 2, Statement of Revenues: Interest income of \$20,000 was due to a Treasury Bill that matured in June.

Page 3, Payroll for first six months is down from 1994. Also page 3, Library Materials like periodicals is low because those expenditures come in November. Database services is high since expenses were incurred earlier in the year.

Page 4, Insurance, there is no expense because the policies run from October to October. This expense will appear later in the year.

Page 5, Workmens' Comp. Insurance is probably going to be about \$12-15,000 higher this year than the budget. Last year the premium was about \$44,000 and this year \$24,000 was expended for 6 months.

Page 8 & 9, Reserve Funds, most had minimal expenditures except for the Automated Library Fund which has \$102,000 worth of disbursements this year.

Most of the other expenditures appear to be within budget for the first six months of the year.

Mr. Chalmers noted his firm has not been engaged in reviewing the Treasurer's Report on a monthly basis since 1992. He felt it would probably be a good idea for this review to be made on a monthly basis prior to a Board meeting. Following are his recommendations:

- on the Change and Exchange Accounts - should list by fund monies owed to the Operating Account instead of just a number.
- the Board should meet with the Director and the accountants to review classifications of all expenditures so they know what is being classified in each account, they have a clear understanding what the budget items are, and what bills are budgeted in these accounts.

Mr. Chalmers did not feel there would be a significant difference if the end of the year were to be changed.

- include details on expenditures from the Reserve Funds, e.g. certain projects have commitments like a contract. Once it's been approved show how much has been paid against it in that particular fund. A little more information would be a meaningful change.

- the 1600 accounts which are the Exchange Accounts - clarifying what different Reserve Funds those monies belong to and what any significant balance in that fund happens to be.
- the 1099's must be properly prepared. The best way to insure this is to review the vendor list several times a year so those who are being paid are properly coded.
- certain bills should be approved prior to being incurred as opposed to bills being approved after the fact. Perhaps everything over a certain dollar amount should have prior approval.
- controls on the computer system and access by people outside the Accounting Department should not occur. The system should be protected.
- an operational review of the library's procedures should be undertaken by an outside consultant to secure the assets and make certain safeguards are in place and functioning properly.
- should consider going back to an outside company to do payroll currently being done in-house.

Mr.Chalmers was requested to give his recommendations to the Treasurer to review with her Finance Committee so the Board could act on the recommendations.

Ralene Adler, Treasurer referred to the resolution of June 20 which affirmed the need to conduct an operational review of the Library's financial procedures and policies. After contacting major accounting firms, Mr. Henry Graber met the criteria for prior library experience and came highly recommended by Mr. James Farrell, Asst. State Librarian in Albany, Thomas Gabia Financial Director of the Nassau Library System and Mrs. Shirley Lang, President of the Board of the Nassau Library System.

Upon motion by Ralene Adler, seconded by Dolly Relkin, and after Board and public discussion, it was,

RESOLVED, that the Finance Committee be authorized to interview Mr. Henry Graber for the purpose of conducting an operational review of our Library, and updating all financial activities, including payroll. The Finance Committee will make its recommendations at the September Board Meeting, so that after all information is submitted and discussed publicly Mr. Graber can be hired as a Consultant.

VOTE

Yes - 8

No - 0

Abstain - 0

Motion carried unanimously

Upon motion by Arthur Lerner, seconded by Ralene Adler, it was,

RESOLVED, the Treasurer's Report ending June 30, 1995 with payroll changes for June and July 1995 be accepted.

VOTE Yes - 8

Motion carried unanimously

LIBRARY DIRECTOR'S REPORT - Ken Weil reported on the following:

1. Circulation - System wide circulation was up by 4,288 items in June in comparison to the same period last year. The largest increase in circulation was at the Main Library followed by Lakeville, and the Station Branch. Parkville had a very small decrease. Using year-to-date statistics our overall increase for 1995 is up 2.6%

2. Also enclosed in the board packet is a new report that records the number of searches done on the online public access catalog. For the month of June, 31,246 searches were done at Main, 2,919 at Station, 3,566 at Parkville and 992 at Lakeville. In addition 1,529 searches were completed by patrons dialing in from home. OPAC searches are up 12% over the May statistics. The search statistics represent the number of searches done on the OPAC. Each time a patron enters a search on the OPAC, it is recorded and counted. Currently we have 784 registered dial-in patrons for our OPAC and in the first month of availability 138 patrons have registered as dial-in patrons for the CD ROM network

3. Outside Lights at the Main Building - Two different exterior light fixtures have been in place for well over a month. Of the two styles there seems to be a preference for the fixture that has the rounder shape. The cost of the fixture is \$119.92 as opposed to \$90.50 for the other fixture. Installation is an additional \$50 per fixture. Total cost to replace the 15 units is \$2,548.80.

4. At the next Board meeting I will be asking for direction regarding the various projects for repairs/improvements that have been discussed in the past. Most of the significant projects require the expertise of an architect.

5. Levels Programs at Parkville - Movie Mania night at Parkville was held on Wednesday, July 26, 1995. Twenty-three young people age 13 and up attended the first Levels night at Parkville to watch Milk Money. According to Jayne Alexander the evening was a great success.

6. At the June 20, 1995 Board Meeting a number of questions were raised about the operation of the Bookkeeping Department. It is important for the Board Members as well as the public to have a full understanding of the Department. The issues raised were as follows:

1. Absence of a procedural manual for payment of bills.

Most of the departments in the Library do have procedural manuals. To the best of my knowledge, there has never been a procedural manual for the bookkeeping department, as a need for such a manual in this department has never been expressed. However, I will be happy to see that such a manual is developed. I will be forwarding to the Department an outline of the topics to be included so that the Bookkeeping Department can fill in the details. Before the document is finalized I will circulate the manual to the Finance committee and to any other Board Member who is interested in offering their input. In any event this could be a useful tool especially for our two new Trustees who are serving as Treasurer and Assistant Treasurer.

2. Failure to have a system in place that assures accurate 1099 forms for individuals who perform services for the Library.

Last year the Library issued seventeen 1099 forms. All seventeen forms were issued within the prescribed time frame set by the law. When the forms were first run a number of the 1099's were not printed because the individual who input the information made an error in the data entry.

3. Failure to have a system in place that assures accurate W-2's for library employees.

Last year the Library issued 187 W-2's in a timely fashion. According to the Bookkeeping department there were only two minor errors which were rectified without any problem.

4. Consultants/independent contractors cannot be hired and paid without authorization by the Board. Effective internal control over costs of professional services should require advance authorization and a written agreement which describes the scope of services and the basis or rate of compensation.

In 1994 there was one individual who was paid less than \$800 over the course of a year who worked as a "consultant/independent contractor". He has worked in this capacity for several years because it was advantageous to the Library and it was his preference. If there is a concern about his status we can transfer him to part-time status. His pay is based on step one of the part-time professional salary schedule.

5. Money is "borrowed" from the operating account for expenditures which should be debited from reserve funds. This "holding or pass-through account" often results in inaccurate monthly financial reports and a potential for expenditures which the Board may not, in fact, have approved.

All bills are currently paid from the operating account, using the 1600 (due to/from) accounts to track these expenses. These accounts should be reconciled monthly so that expenses are accurately reflected. This process is used to standardize the processing of bills. In addition, the bank account used for the restricted accounts is a money market account, which has limited check writing privileges. If we changed these money market accounts to checking accounts, the Library would lose the interest these accounts yield.

In each month's Treasurer's report on page 1 there is a Statement of Changes in Cash-Operating Fund. There is an entry which represents the amount of money in the Exchange/1600 account. We can, in the future, add to the Treasurer's report on page 8, Statement of Changes in Cash Restricted Accounts, a line for each fund which would show the due/to amounts.

6. There are no specific files to track expenditures for large projects - i.e. the CD ROM Project, architectural fees.

Our files in the bookkeeping office are arranged alphabetically by the vendors name. In the case of the CD ROM Project several vendors were involved and therefore were in separate folders. However, it is easy enough to make duplicate copies of invoices from various vendors so that large projects are easier to track.

7. Invoices submitted were not always sufficiently itemized to permit a proper audit of the charges. - i.e. American Express Card.

I would have to see the invoices that are being referred to in order to respond to this concern. In my opinion the invoices submitted by the American Express Company, which we are currently not using, provide additional security because a photocopy of the original receipt is attached to each bill.

Children's Department - Harriett Fagnoli was appointed as the new Assistant Department Head of Children's Services effective June 29, 1995. Harriett is creative, enthusiastic and is very knowledgeable about children's literature. She currently reviews children's books for School Library Journal.

Lisa Paulo, Head of Children's Services, newly appointed this year, and Harriett have given the Department renewed leadership and energy. Positive improvements in service to the public and in the overall morale of the department are already noticeable.

OPAC/Internet/CD ROM Demos - Enclosed is a copy of a letter that is being sent to the Community's civic, service, religious and educational organizations offering demonstrations of our computer services. Thus far 50 letters have been mailed.

Important Dates - Tuesday, Sept.. 19th - Board Meeting - 8:00 p.m.
Community Room.

OLD BUSINESS

a. CD ROM Bill

Joe Latini, Assistant Director read his report of July 28, 1995 and recommendations requesting the Board authorize payment of the balance due

to Logicraft Information Systems in the amount of \$32,560 from the Automated Operations Reserve Fund, contingent upon the satisfactory completion of the outstanding items listed in his report. Mr. Latini stated someone from Logicraft was coming to the Library on August 7th to try to correct the following problems:

1. System administration software:
 - A) CD Status, used to check status of CD applications and drives, is running at an unacceptably slow rate.
 - B) CD Works Fail Safe Kit, a tape back-up program, is not installed correctly and does not work.
 - C) Power Chute, a program which controls the automated shut-down of the system in the event of an extended power failure, is not installed correctly and does not work.
2. Branches - CD access performance is erratic.
 - A) Certain applications work fine; others tend to freeze up regularly.
 - B) Connections are lost from time to time for no apparent reason. Maintaining a steady connection is essential for this service to be viable.
 - C) The Printers doesn't print.
3. Macintosh connectivity of the LAN needs to be set up and demonstrated.
4. New documents with Logicraft Information Systems reflecting our Maintenance agreement as per the contract with Virtual needs to be drawn up and fully executed.

Members of the Board and public expressed the view that no monies should be authorized until the system is fully operational to the Library's satisfaction with a month's trial period after it is functioning.

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

RESOLVED, that the Board authorize a partial payment of \$15,000 to Logicraft Information Systems from the Automated Operations Reserve Fund when Mr. Latini is satisfied the vendor has completed the outstanding items listed in his report.

VOTE - Yes - four (Zarin, Glaser, Kane, Bernstein)
- No - four (Farley, Lerner, Adler, Relkin)
Motion did not carry.

b. (1.) Legal Fees - Samuel Kaynard - Upon motion by Steven Glaser, seconded by Arthur Lerner, and after discussion, it was,

RESOLVED, that the Board approve the payment of \$750 to the American Arbitration Association for the fee and services outlined in the letter of June 2, 1995.

VOTE

Yes - 7 (Adler, Bernstein, Glaser, Lerner, Farley, Kane, Relkin)
Abstain - 1 (Zarin)

Motion Carried

b.(2.) Legal Fees - Stephen G. Limmer - Upon motion by Ralene Adler, seconded by Arthur Lerner, and after discussion, it was,

RESOLVED, that the Board approve payment for the amounts of \$3,750, and \$73.78 for Lexis, to be paid to Schiffmacher, Cullen, Farrell & Limmer for legal fees in the litigation of Kane vs. Board of Trustees of the Great Neck Library.

A motion to amend was offered by Renée Zarin, seconded by Elayne Bernstein that this bill from Schiffmacher, Cullen, Farrell & Limmer be sent to the five members of the Board, Mr. Glaser, Mr. Lerner, Mrs. Adler, Mrs. Relkin and Mrs. Farley and paid by them as they see fit.

Vote on the motion to amend: Yes - 3 - (Zarin, Bernstein, Kane.)
No - 5 - (Adler, Glaser, Farley, Lerner & Relkin).

Motion to amend did not pass.

Vote on the original motion:

Yes - 5 - (Adler, Farely, Glaser, Lerner & Relkin)
No - 1- (Kane)
Abstaining - 2 (Zarin & Bernstein)

Motion to approve payment of Legal fees to Stephen Limmer carried.

b.(3) Legal Fees - Jaspan, Ginsberg, Schlesinger, Silverman & Hoffman -
Upon motion by Steve Glaser, seconded by Ralene Adler, and after discussion it was,

RESOLVED, that the Board approve the invoice of Jaspan, Ginsberg, Schlesinger, Silverman & Hoffman, for legal fees dated July 26, 1995 in the amount of \$22,943.03 and the Library pay that amount.

A motion by Renée Zarin to amend, seconded by Muriel Kane, asked that this bill from the Jaspan firm be sent to five members of the Board, Mr. Glaser, Mrs. Relkin, Mrs. Adler, Mrs. Farley and Mr. Lerner and paid by them as they see fit. After discussion, a vote was taken on the amendment.

VOTE Yes - 3 (Zarin, Bernstein, Kane)
No - 5 (Adler, Farley, Glaser, Lerner, Relkin)
Motion to amend did not pass.

A second motion to amend by Renée Zarin, seconded by Muriel Kane asked that this bill be returned to the Jaspan firm with instructions they remove all charges which deal with any work or advice they gave to the five Board members about removing Officers of the Board. After discussion a vote was taken on the amendment.

VOTE Yes -3 (Bernstein, Kane, Zarin)
No - 5 (Adler, Farley, Glaser Lerner, Relkin)
Motion to amend did not pass.

VOTE on original motion to pay the legal fees dated 7/26/95 of Jaspan, et al, firm:

Yes - 5 (Adler, Glaser, Farley, Lerner, Relkin)
No - 3 (Bernstein, Kane, Zarin)
Motion carried.

c. Architect's Fees - Library Director, Ken Weil, referred to his memo of July 27, 1995 to the Board of Trustees that in his opinion the Library does not owe the Spector Group any additional funds.

Dolly Relkin stated for the record that the first time the Board learned of the Spector bills was April 4, 1995. The Board's responsible and reasonable approach started with advice of the Library Counsel who advised the Library Director be asked for all financial obligations and commitments concerning any negotiations, architectural or site plans and outstanding bills with the architect. The Board did that. Several requests were made, and over several weeks the Board, the Library Director, Mr. Spector, and his Business Manager, Pat Manfree met at a number of meetings to discuss the numerous architectural drawings for which there were unpaid invoices dating as far back as April 1994. The Board was attempting to find the correct amount to be paid to Mr. Spector, and never was there discussion that there were no amounts owed to Mr. Spector. Mr. Spector made it very clear that work had been completed at the request of the Library; and that the only persons he had worked with were the Building Committee, the Library Director, and the Assistant Director. What was in question was not whether money was owed, but what amount of money was owed. Mr. Spector and his Business Manager identified work requested with invoices in the amount of \$17,000. Mrs. Relkin stated that in her opinion there is a contradiction between the Spector Group letters and Mr. Weil's conclusion of July 27th that no additional money is owed.

Dolly Relkin further stated that since Mr. Spector has always acted appropriately, and the same for the Library Board in its interaction with the Spector Group it would be appropriate now for the President and the Treasurer to meet with Mr. Spector for a final determination.

Upon motion by Dolly Relkin, seconded by Ralene Adler, and after discussion, it was,

RESOLVED, that the President, the Treasurer and the Director meet with Mr. Spector, decide the amount to be paid to the Spector Group and report back to the Board.

VOTE: Yes - 5 - (Adler, Farley, Glaser, Lerner, Relkin)
Abstaining - 3 (Bernstein, Kane, Relkin)

Motion Carried.

d. Salary Adjustment for Bookkeeper - Upon motion by Arthur Lerner, seconded by Elayne Bernstein, there being no discussion, it was,

RESOLVED, that the salary of Roslyn Gill, approved at the June 20, 1995 Board meeting be made retroactive to January 1, 1995.

VOTE: Yes - 8
Motion carried unanimously

e. Personnel Committee - Meeting Dates - Due to the late hour Mr. Lerner recommended the Committee Chair arrange dates with the rest of the Committee at another time.

f. Parkville Lease - Upon motion by Arthur Lerner, seconded by Renée Zarin, and after discussion, it was

RESOLVED, that the Board President be authorized to sign a new lease with the School District for the Parkville Branch Library at 10 Campbell Street, New Hyde Park, N.Y. 11040, commencing November 1, 1994 for rooms 2, 9, and 10 with the option for an additional room adjacent to the adult section of the Library. The lease shall be for a term of five years, with an option to renew for an additional five years, at the following rental:

First year 11/1/94 - 10/31/95	- \$2,675	per mo.
Second year 11/1/95 - 10/31/96	- 2,808.33	" "
Third year 11/1/96 - 10/31/97	- 2,950	" "
Fourth year 11/1/97 - 10/31/98	- 3,100	" "
Fifth year 11/1/98 - 10/31/99	- 3,258.33	" "

VOTE
Yes - 8
Motion passed unanimously.

Mr. Glaser asked the President to invite Marianna Wohlgemuth and Marietta DiCamillo to be witnesses to the signing of the lease, since they were so involved they deserved that honor.

g. Branch Committee - Deferred to next Board meeting

h. Photocopy Machine - Upon motion by Arthur Lerner, seconded by Ralene Adler, and after discussion it was,

RESOLVED, that the Board of Trustees approve the expenditure of \$14,900 from the 1994 Operating Fund Balance to purchase a Zerox 5352 CASF Photocopier.

VOTE: Yes - 8
Motion carried unanimously

At 11:30 p.m. a five minute break was taken and the President reconvened the meeting at 11:37 p.m.

i. Collection Development Program - Deferred to next Board meeting

j. Revised Foil Request - Deferred to next Board meeting

k. Committee Meetings - Deferred to next Board meeting

NEW BUSINESS

a. Legal Counsel - Approved List

Steve Glaser proposed the Board add to the list of legal counsel- Stephen Limmer being one of them - the firm of Jaspan, Ginsberg, Schlesinger, Silverman and Hoffman, to do such work as the President of the Board of Trustees may assign them, at essentially their retainer rates. Mr. Glaser believes the Library would be going in the direction of most large institutions which is selecting from an approved list of attorneys. If billed monthly the library would be paying a fee for services, and only for what we use.

Upon motion by Arthur Lerner, seconded by Muriel Kane, and after discussion it was,

RESOLVED, that the question of Legal Counsel- Approved List be put off until the next meeting, and additional information be provided to each Trustee.

VOTE:

Yes - 4 (Lerner, Kane, Bernstein, Zarin)

No - 4 (Adler, Glaser, Farley, Relkin)

Motion did not carry

Upon motion by Steve Glaser, seconded by Dolly Relkin, and after discussion, it was,

RESOLVED, the legal counsel of the Library's matters shall be selected by individuals using the same, for the following firms or individuals, and subject to such selected counsel charging not more than the following rates:

Schiffmacher, Cullen, Farrell & Limmer - in accordance with its existing agreement with the Library.

Jaspan, Ginsberg, Schlesinger, Silverman, et al -
\$150 per attorney per hour
\$200 for Joseph Jaspan per hour
\$75 for paralegals per hour

VOTE: Yes - 4 - (Adler, Glaser, Farley, Relkin)

No - 4 - (Lerner, Kane, Bernstein, Zarin)

Motion did not carry

Dolly Relkin requested a special meeting be held within a week on this issue of Special Counsel, and that all Trustees be given information so there can be discussion and voted on again. The President, Jo Ann Farley verified there were 3 additional Trustees who were in favor of the special meeting.

b. Staff Association Contract - Upon motion by Dolly Relkin, seconded by Arthur Lerner, and after discussion it was,

RESOLVED, that the Board of Trustees ratify the Collective Bargaining Agreement between the Library and the Staff Association, for the period January 1, 1995 to December 31, 1996, and that the Board President be authorized to sign such agreement;

Be it further RESOLVED, that the Personnel and Salary Committee be authorized to proceed with a joint salary study to be undertaken by Staff, Board and Administration whose objective will be to recommend a system to keep salaries competitive in all classifications; and

BE it further RESOLVED, that the Personnel Committee be authorized to negotiate the salary, steps and any financial adjustments for the year 1996 to be made part of the Collective Bargaining Agreement ratified above.

VOTE:

Yes - 7 (Adler, Bernstein, Farley, Glaser, Lerner, Kane, Relkin)

Abstain - 1 (Zarin)

Motion carried

Dolly Relkin thanked the Staff, and the Staff Association, for coming to the meeting, for helping bring the negotiations to a conclusion, and for continuing to work as hard as they do in providing library service to the community.

c. Extended Sunday Hours - Mr. Weil asked whether the Board had an interest in his making a specific recommendation. The consensus was in the affirmative. Ralene Adler asked that the proposal include the rate of usage, e.g. if we open 6 hours, and currently are open 4 hours, will we see more people or the same people spread out on a 6 hour basis. Also, she would like an assessment of need and usage to make that part of the cost factor. If additional hours will be in conjunction with Parkville Library opening on Sunday, will there be a decrease at Main if people from the southern end of the community were not coming to Main. Mr. Weil would like whatever proposal is made to be on a trial basis. The Director will meet with staff and come back to the Board with a specific proposal.

d. Surplus Furniture & Equipment - Upon motion by Steve Glaser, seconded by Muriel Kane, and there being no discussion, it was,

RESOLVED, that the Board of Trustees declare as surplus the equipment listed on the Director's memorandum dated 7/28/95. The Director is authorized to place a notice on the bulletin board at the main library and the branches and following a ten day period to sell same to the highest bidder.

VOTE: Yes - 8
Motion carried unanimously.

e. Oil Tank Repair/Replacement - Upon motion by Steve Glaser, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Board authorize a maximum of \$15,000 for the repair/replacement of the 3,000 gallon #2 fuel oil tank system with a 1,000 gal. #2 oil tank and test system, in accordance with DEC guidelines, as outlined in attached Director's recommendations of August 1, 1995.

VOTE: Yes -8
Motion carried unanimously.

f. NYLA Conference - Upon motion by Arthur Lerner, seconded by Muriel Kane, and after discussion, it was,

RESOLVED, that the Board authorize \$680 per person to send five staff members to the 1995 NYLA Conference in Rochester, N.Y. from October 25-28 for a total cost not to exceed \$3,400., plus an additional \$680 if one of the Board members wishes to attend.

VOTE: Yes- 8
Motion carried unanimously.

g. Nominating Committee Vacancy - In response to the Nominating Committee, letter of Dr. A. Udow to the Board of Trustees of July 26, 1995, regarding the vacancy on the Nominating Committee caused by the death of Pearl Sutter the following nominations were made:

- Elayne Bernstein - one of the nine candidates whose name was put forward in the Spring of 1995;
Sylvia Wiener, resident
- Ralene Adler - Marianna Wohlgemuth, resident
- Muriel Kane - one of the nine candidates whose name was put forward in the Spring of 1995
- Jack Eber, resident

The following vote was taken:

- The Nominee of Elayne Bernstein - Sylvia Wiener - 1 vote
(E. Bernstein)
- The Nominee of Ralene Adler - Marianna Wohlgemuth - 5 votes
(Adler, Glaser, Farley, Lerner, Relkin)
- Nominee of Muriel Kane - one of the nine candidates - 2 votes
(Kane, Zarin)

By majority vote, Marianna Wohlgemuth was appointed to fill the seat previously occupied by Pearl Sutter (deceased) for her unexpired term in accordance with Article VIII, Section F of the By-Laws. The Secretary will notify the Nominating Committee.

h. Other - The President asked the Policy and By-Laws Committee to convene to review the By-Laws and Policy Manual to recommend revisions on issues that arose during the past six months.

ADJOURNMENT

Upon motion by Arthur Lerner, seconded by Ralene Adler, the meeting adjourned at 1:05 a.m.

Respectfully submitted,

Dolly Relkin, Secretary