

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, September 15, 1998
8:00 P.M.**

A Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, September 15, 1998**, 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
Steve Glaser, Assistant Treasurer
Renée Zarin, Secretary
Ralene Adler
Marietta DiCamillo

Absent, with prior notification, was Catherine Moore, Treasurer

Also present:

Christine Salita, Library Director
Neil Zitofsky, Business Manager
Michael Conte, President, Syntax Communications

CALL TO ORDER

President Mischa Schwartz called the meeting to order at 8:05 p.m.

MINUTES

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 meeting of June 23, 1998, as corrected.

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

Special Guest Presentation

Michael Conte, President of Syntax Communications, gave a presentation of the work of his firm to assist libraries in the process of preparing communities for bond issues and/or renovation and expansion of library facilities. (Material attached.)
No action taken.

Public Comment: Mel Goldberg, Karen Rubin, Linda Cohen, Bette Weidman, Janet Turbyfill and Gladys Ross.

TREASURER'S REPORT

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

RESOLVED, that the Board of Trustees accept the June, July, and August, 1998, Treasurer's Report with the Personnel Changes of June 20, 1998, through September 8, 1998.

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

Motion carried

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

RESOLVED, that the Board of Trustees authorize the Treasurer to pay the persons named in the Check Registers dated August 14, 1998, through September 9, 1998. Paid Checks numbered 15004 through 15076, and Checks To Be Paid numbered 15077 through 15169, the sums set against their respective names, amounting in the aggregate to \$185, 226.09.

Trustee Adler wished to amend the Treasurer's Report by withdrawing check #14899 from consideration. Trustee Glaser, who made the original motion, did not accept the amendment. The original motion was put to a vote.

VOTE: Yes - 4 (Bernstein, Glaser, Schwartz, Zarin)

No - 2 (Adler and DiCamillo)

Motion carried

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

RESOLVED, that the Board of Trustees authorize the 1998 Budget Revision totaling \$86,460 among the twenty-three (23) budget line-items as summarized on Page 5 of 5 of the Budget Revision Worksheet dated September 10, 1998, a copy of which is attached to the minutes of this meeting.

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

Motion carried

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

RESOLVED, that the Board of Trustees authorize the transfer of \$102,500 from the Branch and Special Services Fund to the General Fund Reserve for Lakeville Renovations to cover the cost of renovations to the Lakeville Branch Library, the Budget for which has previously been approved by this Board (6/23/98).

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

Motion carried

LIBRARY DIRECTOR'S REPORT (Attached)

Committee Reports:

Branch Committees: Elayne Bernstein, chair of the Committee, reported on the status of the Branch Committees as follows:

- Lakeville: Branch is being prepared for temporary relocation to trailer.
- Parkville: A meeting was held in August to discuss move to temporary quarters. Group shown said location.
- Station: Monthly meetings were held during the summer. A survey is being conducted to determine user patterns and opinion.
- Main: President Schwartz reported that the Committee is in formation. Selected Committee members have been notified of their appointment. As soon as all have responded, the names will be announced.

OLD BUSINESS

Personnel - Position Consolidation/Creation

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

RESOLVED, that the Board of Trustees consolidate two existing part-time clerical positions into one full-time clerical position and authorize the Director to fill said position in accordance with standard practice.

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

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

RESOLVED, that the Board of Trustees eliminate two existing part-time clerical positions in the Programming/Publicity Department.

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

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

RESOLVED, that the Board of Trustees create the full-time para-professional position of Program/Editorial Assistant in the Programming/Publicity Department (duties statement appended) with the following annual salary parameters:

1998	\$29,000 - \$41,000
1999	\$29,600 - \$41,600
2000	\$30,200 - \$42,200

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

Motion carried

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

RESOLVED, that the Board of Trustees authorize the Director to fill this position in accordance with standard practice. The following special conditions apply to this position:

1. This position is to be filled on a temporary basis for the remainder of FY1998 (October - December).
2. Should the 1998 Retirement Incentive result in anticipated savings, this temporary position will become a regular staff position effective with the start of FY1999.

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

Motion carried

Items tabled from previous meeting

1. Chair re-upholstery/repair

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

RESOLVED, that the Board of Trustees authorize the repair of approximately 40 reading chairs at a cost not to exceed \$3,000 to be charged to the Main Building and Special Services Fund. Said re-upholstery/repairs are to be performed by Queensboro Decorators, per the estimate received on 8/18/98.

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

Motion carried

2. Multi-Media Projector for use in computer and other library presentations to the public, *plus* a new laptop computer for more efficient presentations.

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

RESOLVED, that the Board of Trustees authorize the purchase of an InFocus Model LP725 multi-media projector from Bytec Technology at a cost of \$5,584, to be charged to the Audio-Visual Equipment line per the estimate dated 6/18/98.

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

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

RESOLVED, that the Board of Trustees authorize the transfer of \$2,305 from the Audio-Visual Equipment line to the Hardware line for the purchase from PC Connection of a Hitachi 7630 laptop computer to be used with the multi-media projector.

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

OTHER Service Contract: Heating Ventilating-Air-Conditioning

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

RESOLVED, that the Board of Trustees authorize the renewal of the HVAC maintenance agreement with Sav-Mor Mechanical for a period of one year commencing 10/1/98 at a cost of \$3,320, charged to the Service Contracts line, per the price quote dated 8/18/98.

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

New Business

Renée Zarin, chairperson, By-Laws and Policy Committee, requested tabling consideration of the proposed Continuing Education Support Policy so that the Board would have sufficient time to review it.

ADJOURNMENT

Upon motion by Elayne Bernstein, seconded by Marietta DiCamillo, the meeting was adjourned at 9:50 p.m.

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

Respectfully submitted,

Renée Zarin
Secretary

November 18, 1998