

**GREAT NECK LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
Tuesday, September 19, 1995**

The regular meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, September 19, 1995 at the offices of the Library at 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
Dolly Relkin
Renée Zarin

Absent with prior notification: Arthur Lerner

Also present: Ken Weil, Library Director
Arlene Nevens, Assistant Director
Joe Latini, Assistant Director
Attendance sheet attached

CALL TO ORDER

President Jo Ann Farley called the meeting to order at 8:03 p.m. and welcomed those present.

MINUTES

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

RESOLVED, that the Minutes of June 20, 1995
be accepted as presented.

VOTE: In favor - 4 (Relkin, Glaser, Adler, Farley)
Opposed - 3 (Bernstein, Kane, Zarin)
Motion Carried.

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

RESOLVED, that the Minutes of July 25, 1995 be accepted as presented, and that all documents pertaining to the Special Meeting of July 25, 1995, ie. the audio tapes, transcript, and any other statements presented at the meeting be placed in the Library as a record of July 25 and there be a notation on the Minutes indicating these records are in the Library and where they can be found.

VOTE: In Favor - 7 (Adler, Bernstein, Glaser, Kane, Farley, Relkin, Zarin)
Motion carried unanimously.

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

RESOLVED, that the minutes of August 1, 1995 be deferred to the next regular board meeting.

VOTE: In favor - 6 (Adler, Bernstein, Farley, Glaser, Kane, Zarin)
Abstained - 1 (Relkin)
Motion carried.

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

RESOLVED, that the minutes of August 7, 1995 be corrected and be deferred to the next regular Board meeting for adoption.

VOTE: In favor - 6 (Adler, Bernstein, Farley, Glaser, Kane, Zarin)
Abstained - 1 (Relkin)
Motion carried.

Muriel Kane asked the record be noted she regretted having abstained from the vote on August 7, 1995 regarding the hiring of the Jaspan, Ginsberg, Schlesinger, Silverman and Hoffman firm.

CORRESPONDENCE

a. Jackie Shenkman to Jo Ann Farley 8/15/95 - Library response 9/13/95 - Jackie Shenkman was not present. Trustee Ralene Adler responded that the Library was addressing the concerns of Mrs. Shenkman and the subject of the special young adult hi-lo collection will be placed on the Board's Agenda for the regular November meeting and was requested to be expanded for students from pre-K through Adults. Ralene Adler requested the library contact the Developmental Disability Planning Counsel in Albany

and coordinate their recommendations with the Schools and Community Centers. Also that staff members attending the NYLA Conference in Rochester attend workshops and bring back practical information on non-traditional learning formats and hearing and deaf book discussions.

b. Shirley Siegal to the Board of Trustees 8/15/95. Library response 9/13/95 Shirley Siegal was not present. Trustee Steve Glaser felt this was a request for a policy statement by the Board concerning the open spaces and environment adjoining the library, and should be responded to by the Board as a whole. Muriel Kane will submit information to President Farley to be included in the Board's reply.

TREASURER'S REPORT

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

RESOLVED, that the Treasurer's Report for July 1995 be accepted as presented (payroll changes were adopted 8/1/95)

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Relkin, Zarin)
Motion carried unanimously.

The Treasurer's Report for August 1995 was not complete pending Chase Manhattan bank account discrepancies being reconciled. The report will be finalized and presented at the next regular meeting. Treasurer Ralene Adler reported the Finance Committee will also be reviewing insurance policies and other contracts coming up for renewal in the next several months.

The Treasurer Ralene Adler reported the 1994 Fund Surplus was \$421,339 and presented a motion that the Library's Fund Balances from the prior year's Operating Budget be allocated by January 31 of each year. It was agreed by consensus that this motion be deferred to the next Board meeting.

TREASURER'S REPORT

a. Ratify payment to Schultz, Gladstone & Madonna CPA. - Upon motion by Ralene Adler, seconded by Steve Glaser, and after discussion it was,

RESOLVED, that the Board ratify the contract with Schultz, Gladstone and Madonna, CPAs, for the years January 1 through December 31, 1991, 1992, 1993, 1994, 1995 in accordance with the terms of agreement stated in their letter of January 2, 1991 at an annual fee of \$10,600.

VOTE: In favor - 6 (Adler, Bernstein, Glaser, Kane, Farley, Relkin)
Abstaining - 1 (Zarin)
Motion carried

b. Finance Committee Report : Proposal to appoint Henry Graber to review financial procedures. - Upon motion by Ralene Adler, seconded by Steve Glaser and after discussion , it was,

RESOLVED, that the Board authorize the President to sign a contract with Mr. Henry Graber to perform a review of the library's accounting system, procedures and controls as they are in effect currently, for a fee not to exceed \$15,000

VOTE: In favor 5 - (Adler, Bernstein, Farley, Glaser, Relkin)
Opposed 1 -(Kane)
Abstaining 1 - (Zarin)
Motion carried.

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

RESOLVED, that Mr. Graber's fee for his contract be charged against the 1995 Operating Budget.

VOTE: In favor - 5 (Adler, Bernstein, Farley, Glaser, Relkin)
Opposed - 1 (Kane)
Abstaining - 1 (Zarin)
Motion Carried.

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

1. Circulation Statistics - System-wide circulation was up by 682 items in July and down by 1,524 items in August in comparison to the same periods last year. Using year-to-date statistics our overall circulation for 1995 is 507,551 items, an increase of 1.8% over last year.

2. Opac - Also enclosed in the packet is a report that records the number of searches done on the online public access catalog. System wise there was a 9% decrease in the number of searches done when comparing July of 1995 with June of 1995. In August there was a 1% increase in the number of searches completed. For the month of August, 27,607 searches were done at Main, 3,566 at Station, 3, 220 at Parkville and 1,412 at Lakeville. In addition 1,455 searches were completed by patrons dialing in from home. Currently we have 821 registered dial-in patrons for our OPAC 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.

3. Building & Grounds - Outside Lights at the Main Building - The outside globe fixtures that hung from the soffit have been replaced. Thus far the fixtures have been operating well and have not shown any signs of vandalism.

The President Jo Ann Farley called a recess at 10:08 p.m. and the meeting was reconvened at 10:18 p.m.

LIBRARY DIRECTOR'S REPORT (Cont'd.)

4. Replacement of Oil Tank - We have received a contract from Lewis Oil Co. The contract was referred to Steve Limmer for review. There were some questions regarding the contract. Steve recommended that the contract be reviewed by an architect before proceeding. Authorization is needed to refer this project to an Architect.

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

RESOLVED, that the Library Director be authorized to engage a professional Engineer or Architect in an amount not to exceed \$3,000 to advise on the replacement of the Library's Oil Tank, after the Director secures advice and information from the Great Neck School District, Park District, & Counsel Steve Limmer.

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Relkin, Zarin)
Motion carried unanimously.

Further, our insurance agent is reviewing Lewis's certificate of insurance to determine if pollution liability coverage is provided. The company which would be selected should Lewis not qualify is BonaFide Industrial Tank Corp.

5. Services/Programs - O'Reilly Bus Company sold to Varsity Coach - In August we received notice that O'Reilly Bus, the bus company the Library has been using for twenty plus years was sold to Varsity Coach. We secured new insurance certificates from Varsity Coach, which were approved by our insurance broker, and notified the Board Transportation Committee. (See memo dated 8/23/95) Varsity Coach has verbally confirmed its interest to continue to provide the same level of service at the same cost. Although the Library never had a written agreement with O'Reilly, I believe we should have a written document with Varsity Coach. I would like to meet with the Transportation Committee to formulate a draft document which should be reviewed by counsel.

The Director was requested to give the Board the School District's Contract with O'Reilly Bus Co. for review.

6 Levels S.A.T. Program - Transportation to and from Parkville Branch - In order to make it easier for students in the Parkville area to attend the Level's SAT course, we offered to provide transportation, pending sufficient interest. Of the 25 students who enrolled in the course, six were from the southern area and expressed interest in transportation. We investigated using Varsity Bus (our new bus company) and several local cab companies. The cab companies would charge \$60 per day; Varsity will charge us \$35 per day. The class runs for 6 sessions for a total transportation cost of \$210. This added service is in keeping with our goal to providing extended services to patrons, especially young people, living in the Parkville area.

A consensus of the Board was to expand the program to an extra class the next time the course is offered to accommodate the students at the south end of the district. Having the course at the Parkville Branch Library is preferred over transporting the students to Main.

7. Notable Programs Adult - Great Neck Camera Club presented four slide presentations in conjunction with their photographic exhibit.

Boosting your Memory was offered in August for the second time and again drew an extraordinary response. A third session was scheduled for Sept. 7, 1995.

Staff member Rob Meyers and Joe Marchione offered a Computer Seminar on August 15, 1995. Participant feedback indicates that additional computer related programs would be welcome. This summer, all adult programs drew better than anticipated attendance. Demand often exceeded capacity.

8. Notable Programs Levels - Romeo and Juliet was performed in a traditional style by a group of fourteen students. Longtime Levels user, Michael Kohan, was both director and actor, and made this production his last before leaving for basic training in the U.S. Marines. The play was presented on a Thursday, Friday and Saturday evening in August.

Cultural Night was the first in a series of planned programs, whose goal is to expose students to various cultures - their arts and crafts, cuisine, language, etc. Japan was the featured culture and included demonstrations on Japanese fencing, calligraphy and origami. Another Cultural Night is being planned for November/December.

9. Notable Programs:Childrens - A total of ten Story Times were conducted during the month of August. These story times included Toy Time, 2's Story time, Preschool Films and PJ Story Time. In addition Summer Reading Party special programs were held at Main and Parkville. Scheduled programming in August is limited due to low attendance and availability of staff in August.

10. Gifts - Over the past several months, the Library has received several substantial gifts.

a) The family and friends of Barbara Braunstein donated \$1,000 in her memory. We have purchased a new edition of the Encyclopedia of Human Behavior and the World Geographical Encyclopedia both of which are to be published later this year.

b) The family of Sylvia Kelman donated 16 books on Jewish-Christian relations in honor of her 75th birthday. A reception/presentation was held at the Main Library on Monday, September 11th. Arthur Lerner made a gracious speech accepting this gift. An article will appear in the local papers as well as in the library's newsletter.

c) The family and friends of Walter Engel donated \$7,250. to the Library in his memory. The funds are being used to purchase the Grove's Dictionary of Art, a 34 volume work to be published in the summer of 1996. A reception/presentation will be held when the books are received. An acknowledgement will appear in the Library's Newsletter.

d) Over the past 10 years, members of the American Archaeological Institute have donated archaeological slides to the Library and have undertaken the cataloging of these slides. On October 29th a reception/presentation will be held at the Main Library when the first set of cataloged slides, 6000 in number, will be formally presented to the Library. Dolly Relkin has been instrumental in the Library's acquisition of these slides.

Dolly Relkin reported that the slides will become part of a new circulating collection for teachers, students and members of the Archeological Society as well as those patrons who use slides for lectures or research.

The first collection of approximately 20,000 slides was donated in 1977 by Norma Kershaw a past President of NASI and the estate of Helene Frankel. In 1992 approximately 10,000 additional slides were donated from the estate of Herta Waldes. The Library accepted the last gift in 1992 and the NASI cataloged the slides.

In addition to these generous gifts, the Library receives, gifts of books and other materials on an ongoing basis. It is a tribute to the Library that our community thinks of us as a worthy recipient of such gifts.

11. Insurance Policy Renewal - The Library's Insurance package is up for renewal in November. Last year the insurance package was put out for formal bidding by soliciting policies from different brokers; our practice has been to do this every three years. Our current broker, School Brokerage, has sought bids from other insurance companies prior to submitting a proposal for this year. Although these quotations were not available as of September 13, 1995 we hope to have quotations for the Board meeting on September 19, 1995. This is because insurance companies do not generally issue renewal premiums this far in advance; however, our broker has told Northbrook, our current insurance carrier, that these figures are needed now.

The Director's and Officers policy unlike the insurance package above does not have an automatic renewal; an application must be completed each year. We will not have renewal premiums for this policy until the October Board meeting. Our broker has reiterated tht the D & O coverage we have with Philadelphia Insurance is excellent. Please let me know what process the Board would like to follow, prior to the October Board meeting, with respect to the renewal of these insurance policies.

The procedure to be followed according to Board consensus was first send the information to the Finance Committee, then to the entire Board at the October meeting and if necessary a special meeting will be held with respect to the renewal of insurance.

12. Insurance Claims - An interest has been expressed by a Board Member in being advised of any outstanding lawsuits as a result of insurance claims. There are currently two such claims pending. The first such claim is the result of a fall in Levels in November of 1992. A second claim pending is due to an alleged slip on the ice in the parking lot which occurred in March of 1994. Our insurance company has been handling these cases.

As a public building incidents do occur on a routine basis. An accident report form is filled out by the appropriate staff member for every incident that takes place in the Library. Attached to the Director's report is a copy of such a form. These forms are then forwarded on to our insurance broker. The vast majority of these incidents do not end up as a legal action. In the future I will automatically advise the Board of any accidents for which we receive notification from our Insurance Company that a legal action is pending.

LIBRARY DIRECTOR'S REPORT (Cont'd.)

13. New Photocopy Machine - The new "office" copier has been installed and is working well. One of the features on the old machine that was not working was the auditron and therefore tracking the use on the machine was not possible. Now that we have the new machine each department will be given a code which must be inputted each time the machine is used by a member of the staff. The machine records the number of copies being made and denies access to unauthorized users. Before the auditron is activated I will send a memo to each member of the Board with the new access code for trustees. We have also posted a memo above the machine reminding staff that the cost for personal copies is five cents a page.

14. Important Dates:

Wednesday, Sept.20, 1995 - Special Board Meeting - Executive Session
Evaluation of Library Director - 8:00 p.m. Multipurpose Room
Tuesday, October 24, 1995 - Regular Board Meeting - Lakeville Branch
October 25-28 - NYLA Conference

OLD BUSINESS

a. Architect Fees - Upon motion by Ralene Adler, seconded by Steve Glaser, after discussion it was,

RESOLVED, that the Board authorize a final payment to the Spector Group of \$18,983, and that the President, upon advice of Counsel, sign a closing letter acknowledging and thanking the Spector Firm for their efforts.

Steve Glaser proposed a motion to defer the matter, seconded by Ralene Adler, since there seemed to be a dispute that 2 board members feel the vendor is not owed money under his contract, that it be,

RESOLVED, that the matter of fees to the Spector Group be referred to legal counsel, the firm of Jaspán, Ginsberg, et. al.

VOTE: In favor - 7 (Glaser, Zarin, Kane, Bernstein, Adler, Relkin, Farley)
Motion to defer to Legal Counsel. Carried unanimously.

b Legal Fees - Upon motion by Ralene Adler, seconded by Steve Glaser, after discussion it was,

RESOLVED, that payment to Schiffmacher, Cullen, Farrell & Limmer, Attorneys at Law, be authorized in the amount of \$1,640. in accordance with their bill of August 23, 1995.

VOTE: In favor - 6 (Adler, Bernstein, Glaser, Kane, Farley, Zarin)
Abstaining - 1 (Relkin)
Motion Carried

OLD BUSINESS (Cont'd.)

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

RESOLVED, that an additional payment be authorized in the amount of \$1,350.40 to Ehrlich, Frazer and Feldman, Attorneys at Law, in accordance with their bill of August 15, 1995.

A motion to table was presented by Dolly Relkin, since these fees exceeded the prior authorization and had not been verified and in her opinion was identical to the fees of the Spector Group.

VOTE: In favor -2 (Relkin, Farley)
Opposed - 3 (Bernstein, Zarin, Glaser)
Abstaining - 2 (Adler, Kane)

Motion to table did not carry.

The original motion was voted upon, as follows:

VOTE: In favor - 5 (Adler, Bernstein, Glaser, Kane, Zarin)
Abstaining - 2 (Relkin, Farley)

Motion to authorize payment to Ehrlich, Frazer & Feldman carried.

c. League of Women Voters - Voter's Guide - Upon motion by Renée Zarin, seconded by Steven Glaser, it was,

RESOLVED, that the Great Neck Library allocate \$700 towards the mailing cost of the 1995 Voter's Guide prepared by the League of Women Voters as an education and information service to library patrons.

VOTE: In favor - 6 (Adler, Bernstein, Glaser, Kane, Relkin, Zarin)
Abstaining - 1 (Farley - conflict of interest)

Motion carried.

d. Branch Committee - President, Jo Ann Farley reported the lease with the School District for Parkville Branch was signed on September 8, 1995, witnessed by Marianna Wohlgemuth.

It was reported by Ralene Adler that the first meeting of the Branch Committee will be held on Wednesday, October 11, 1995 at 8 p.m. at the Parkville Branch. She encouraged all to attend stating the purpose will be to listen to the Parkville community and to have their ideas on how they see the use of their library with the additional room currently available in our new lease.

OLD BUSINESS (Cont'd.)

A memorandum to the Board concerning certain property on Great Neck Road which has become available to the Library will be discussed in Committee and they will report to the Board.

e. Personnel Committee - Dolly Relkin, Chairperson, reported the Employment Contract with the Staff Association for the years January 1, 1995 - December 31, 1996 was signed on August 24, 1995. Dolly Relkin reported that the first meeting with the Staff Association will be held on Wednesday, September 27, 1995 at 7:00 p.m. to begin a salary study in order to negotiate salaries for the year 1996.

f. Committee Meetings - Meetings Open to Public - After discussion, President Jo Ann Farley determined this required opinion of Counsel. She will seek advice from the Jaspan, Ginsberg, et al, firm.

g. Collection Development - This item was deferred to another meeting since it was on the agenda for discussion only.

h. Foil Request - Revised Form - Upon motion by Renée Zarin, seconded by Muriel Kane and after discussion it was,

RESOLVED, that the Board of Trustees approve the revised Application for Access to Public Records in the Great Neck Library, dated September 19, 1995, as presented.

VOTE: In favor - 5 (Zarin, Bernstein, Kane, Glaser, Farley)

Opposed - 1 (Adler)

Abstaining - 1 (Relkin)

Motion carried.

i. Repairs /Alterations to Main Building - Discussion on this item was deferred to a Special Meeting of the Board for the sole purpose of this discussion on a date to be determined.

j. Other 1. Renée Zarin proposed an item "Procedure for Contracts" to be put on the agenda. Dolly Relkin requested the President seek legal counsel concerning present Procedures on Contracts prior to Board discussion. President Jo Ann Farley will contact Jaspan, Ginsberg, et al.

2. Renée Zarin requested billing by the Jaspan firm in the case of Kane vs. the Board of Trustees be placed on the next agenda.

NEW BUSINESS

a. Policy/By-Laws Committee - The report and recommendations of the Committee were presented. Some members of the Board felt they needed more time to review and this item was deferred to the next Board meeting. Chairperson Dolly Relkin stated there may be additional recommendations within the month concerning "term limits" and "resignations" to be considered for adoption.

b. Extended Sunday Hours- A brief discussion was held on the report of the Library Director dated 9/19/95 and several Board members requested further information. The matter was deferred to another Board meeting.

c. Registration for Children's Programs - Upon motion by Dolly Relkin, seconded by Elayne Bernstein, it was,

RESOLVED, that Trustee Steve Glaser be appointed Liaison for Children's Programs to meet with appropriate staff members who plan such programs and report back to the Board at appropriate times.

Before the vote Renée Zarin asked to serve on this Committee with Steve Glaser. This was acceptable to all members of the Board.

VOTE: In favor -7 (Adler, Bernstein, Farley, Glaser, Kane, Relkin, Zarin)
Motion carried unanimously.

d. Advance Posting of Agenda - deferred to next regular meeting. .

e. Surplus Furniture & Equipment - Upon motion by Dolly Relkin, seconded by Steve Glaser, it was,

RESOLVED, that the Board of Trustees declare the equipment listed on the Library Director's memorandum of 9/14/95 as surplus. 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: In Favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Relkin, Zarin)
Motion carried unanimously.

f. ALA Report - deferred to next meeting

g. Director Teaching at Queens College - deferred to next meeting

NEW BUSINESS (Cont'd.)

h. Community Room Applications - Upon motion by Elayne Bernstein, seconded by Steve Glaser, it was,

RESOLVED, that the following Community Room Applications be approved:

1. Girl Scouts of Nassau County
2. Great Neck Choral Society

VOTE: In Favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Relkin, Zarin)
Motion carried unanimously.

i. Other - Payroll Changes August 1995 - As a result of a new employment contract dated August 24, 1995, upon motion by Ralene Adler, seconded by Steve Glaser, it was,

RESOLVED, that the Board adopt the Payroll Changes of August 1995, as presented.

VOTE: In favor - 7 (Adler, Bernstein, Farley, Glaser, Kane, Relkin, Zarin)
Motion passed unanimously.

ADJOURNMENT - Upon motion by Steve Glaser, seconded by Dolly Relkin, and approved unanimously, the Board adjourned at 12:20 a.m.

Respectfully submitted

Dolly Relkin, Secretary