

**GREAT NECK LIBRARY
PUBLIC NOTICE**

The Great Neck Library is accepting proposals for legal services.

**GREAT NECK LIBRARY
REQUEST FOR PROPOSAL
LEGAL SERVICES**

The Great Neck Library Association Library Board of Trustees seeks proposals from law firms to represent the Library as its legal counsel. The firm selected shall serve as legal advisor to the Library Board of Trustees and the Library Director.

Proposals shall be received by Business Manager Steven Kashkin by June 17, 2024. Proposals shall be sealed and clearly marked "Great Neck Library Legal Services RFP Response." Respondents shall provide ten (10) copies of their submittals. The Great Neck Library shall not be responsible for any expenses incurred by any firm in preparation, submittal, or presentation of any proposal specific to the Request for Proposal. The Great Neck Library reserves the right to reject any and all proposals and to select the law firm deemed to have submitted the proposal that best serves the interests of the Library Board of Trustees. The Library Board may request that respondents present their proposals and answer questions in an executive session scheduled by the Library Board subsequent to review of written responses. The individual or firm selected shall be at the sole discretion of the Great Neck Library Board of Trustees. Attorneys or firms whose proposals are not accepted will be notified in writing.

GENERAL SCOPE OF SERVICES

For planning and illustrative purposes, the following represent services that will be required on an ongoing ad hoc basis:

1. Attendance and representation at monthly board meetings, the Annual Meeting, and at special board meetings upon request.
2. Consult in review and revision of Library Policies and Bylaws to ensure compliance with all applicable laws and regulations.
3. Review Bid Specifications and notices of publication.
4. Review contracts for purchases of goods and services.
5. Conduct incoming Board of Trustee and Nominating Committee Orientations.
6. Advise the Library Board and Library Director on issues pertaining to employment practices, including employee appointments, promotions, suspensions, terminations, etc.
7. Labor negotiations.
8. Review collective bargaining agreements and render advice on employee grievances and contemplated disciplinary charges against employees.
9. Advise on all matters affecting Library operations and rendering (written) opinions interpreting the provisions of the Education Law, General Municipal Law, State Comptroller and Attorney General Opinions, etc.
10. Advise on matters concerning conduct of open and executive meetings.

11. Counsel and advise on formal Board of Trustee actions.
12. Maintain complete records of all activities and written opinions provided to the Great Neck Library Board of Trustees.
13. Provide monthly status reports along with billing details to the Business Manager. Billing shall include subject matter of the request, hours spent, hourly rate and total amount charged by subject matter.

It is further understood that in addition to regular and recurring activities, duties include ad hoc verbal communications with the Library Board of Trustees President and the Library Director.

Contract: It is anticipated that the Great Neck Library will enter into a one year contract for legal services. Said contract will be renewable annually, upon the consent of both parties. Furthermore, contract must be cancelable by either party for any reason upon thirty days written notice.

Compensation: The Library anticipates payment for services on an hourly rate. Alternative proposals include services on an hourly basis, hourly payment with an upset limit, or a combination of these. Other attractive alternatives will be considered.

Billable expenses: It shall be understood that the legal firm shall provide general services to the Library with no additional cost for secretarial services, telephone, stationary, postage, supplies, equipment, etc.

Eligibility Requirements:

Minimum eligibility requirements:

The law firm or individual attorney(s) must have been in business for a minimum of five years. The lead attorney must have a minimum of five years of relevant legal experience. Relevant experience must include significant representation of Association Libraries in New York State.

CV/Resumes of Principal and Associates shall be included with proposals.

Questions: Any and all questions regarding this Request for Proposal shall be directed to:

Steven Kashkin, Business Manager
Great Neck Library
159 Bayview Avenue
Great Neck NY 11023