

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

Meeting of June 17, 1993

The regular monthly meeting of the Board of Trustees was held on June 17, 1993, in the Northport library.

Ruth McKay called the meeting to order at 4:04 p.m. Also attending were Jennifer Richmond, Michael Glennon, Stuart Goldblatt, Director Stephanie Heineman and Assistant Director Eileen Minogue.

C. Annette Carr was absent with prior notice.

George Beatty, architect, attended for the building program discussion.

Gerald Nichols, Director Suffolk Cooperative Library System, was guest speaker.

MINUTES OF PREVIOUS MEETING

Mrs. Richmond moved to approve the minutes of May 20, 1993 as amended, seconded by Mr. Goldblatt and unanimously carried.

FINANCIAL SECRETARY & TREASURER'S REPORT

Mr. Goldblatt moved to approve warrant, page 2177, in the amount of \$92,232.67, seconded by Mr. Glennon and unanimously carried.

Mr. Goldblatt moved to approve warrant, page 2178, in the amount of \$100.00, seconded by Mrs. Richmond and unanimously carried.

Mr. Glennon moved to approve warrant, page 2179, in the amount of \$80,252.89, seconded by Mrs. Richmond and unanimously carried.

Mrs. Richmond moved to approve warrant, page 2180, in the amount of \$60,370.94, seconded by Mr. Goldblatt and unanimously carried.

Mr. Goldblatt moved to approve Capital Reserve Fund warrant, page 2181, in the amount of \$2,042.00, seconded by Mr. Glennon and unanimously carried.

The Board accepted the payroll for the period ending:

May 21, 1993	page 1424	\$76,483.42
June 4, 1993	page 1425	77,405.39

COMMUNICATIONS

Fran Romer, YA Librarian, received a letter from Lynn M. Capobianco, Library Media Specialist, of the Northport Middle School, thanking her "and the wonderful staff at the Northport-East Northport Library for all you do for us."

PERSONNEL

A letter was received from Edith Ulmer, part-time clerk, announcing her retirement effective July 10, 1993.

Mr. Goldblatt moved to approve the retirement of Edith Ulmer, part-time library clerk, effective July 10, 1993.

Personnel (cont.)

Mrs. Richmond moved to approve hiring Susan Halpern, part-time library clerk, grade 2, step 1, effective June 14, 1993, seconded by Mr. Goldblatt and unanimously carried.

Mr. Glennon moved to approve hiring Patricia Van Loon, part-time library clerk, grade 2, step 1, effective June 16, 1993, seconded by Mrs. Richmond and unanimously carried.

DIRECTOR'S REPORT

The Director's report was mailed to the Board prior to the meeting for their review.

BUILDING PROGRAM

Guest speaker: Gerald Nichols, Director SCLS

Mr. Nichols gave a clear, strong and informative talk sharing his thoughts and experiences regarding library building programs.

Mr. Beatty contributed facts and financial estimates to the building program discussion.

The Board discussed how to proceed with acquiring the property they have chosen for a central library building. They explored and agreed on future steps.

OLD BUSINESS

ADA Self Evaluation & Transition Plan

Mr. Goldblatt moved to adopt the ADA Self Evaluation and Transition Plan, with the addition of emergency evacuation procedures, seconded by Mr. Glennon and unanimously carried.

(see attached pages)

OTHER

Mrs. Richmond moved to approve a true lease option for our new telecommunication system following the Procurement Guidelines Policy, seconded by Mr. Goldblatt and unanimously carried.

(documentation attached)

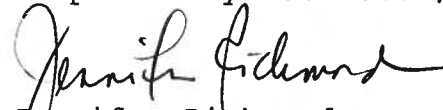
DATE OF NEXT MEETING

The next regular meeting will be held on Thursday, July 22, 1993, at 10:00 a.m.

ADJOURNMENT

Mr. Goldblatt moved to adjourn at 6:19 p.m., seconded by Mrs. Richmond and unanimously carried.

Respectfully submitted,


Jennifer Richmond
Secretary

SELF EVALUATION AND TRANSITION PLAN
FOR ADA COMPLIANCE (May 1993)

The Board of Trustees encourages all residents of the Northport-East Northport community to take full advantage of the Public Library's vast resources. In an effort to make the building and its programs, services and materials fully accessible to the disabled, the Board is working in the following direction:

STRUCTURAL

We are aware that the present buildings (Northport-Laurel Avenue 1966 and East Northport - Larkfield Road 1948, addition 1966) were not designed, constructed or furnished with the disabled in mind. The Library Board is addressing this problem by seeking a site to construct a new central library facility. Alteration and expansion of the Northport facility and construction of a new East Northport facility will be proposed if within the next 12 months a suitable central library location cannot be found. In either case a bond issue referendum would need to be held to put this plan into action. In the interim, other alternatives are being investigated and put in place to permit the disabled to access our facilities.

SERVICES

- 1) Concentration of efforts to serve the disabled will be made from the Northport building.
- 2) Materials and collections available only at the East Northport building are deliverable daily to the Northport building by library personnel.
- 3) **Homeward Bound Books**, a books by mail service, will be publicized widely to ensure that those unable to travel to the library for reasons of disability can still avail themselves of library materials.
- 4) Retrieval of materials and resources in areas of the library that disabled persons cannot negotiate is accomplished through the use and assignment of library personnel.
Examples - Mezzanine is accessible by stairway only. Patrons need only ask a librarian for assistance to retrieve materials located there.
- 5) Severe space limitations do not permit rearrangement of the stacks, shelves, collections, displays, equipment and machinery to provide the proper clearance. Staff have been assigned and trained to retrieve materials as requested.

PROGRAMS

- 1) Programs that are planned and held at the East Northport building will be duplicated and available at the Northport building.
- 2) All adult collections and services are on street level and all children's collections and services are on the lower level. These floors are accessible by stairway only. Patrons need only ask a librarian on one level to request materials located on the other level. The librarian will telephone the other Department to initiate the request. Patrons may also confer by intercom with librarians from other departments.

3) Special Collections and Services are available which will be of particular interest to the disabled:

Books-on-Tape
Closed-Captioned Videos
Large Type Books
Talking Books Plus Service
Braille Books
Hi-Low (High interest-low vocabulary) materials

4) Circulating and reference collections on ADA for patron use have been established and continue to be updated.

5) The monthly newsletter mailed to every household is the library's major vehicle for publicity and the patron's main source for information. The statement "The Northport-East Northport Public Library encourages all residents to participate in programs and activities. Please let us know in advance if you require any special accommodations because of a disability" is included in each newsletter to ensure that library services are being made available to everyone in the community. The library is soliciting any requests that a disabled patron might have.

6) Community awareness is being addressed by the posting of meetings, services and special announcements for disabled persons to take advantage of.

ADMINISTRATIVE

1) An in-house administrative file on ADA has been set up. It includes a list of agencies and persons consulted; documentation, notices and literature; Departmental evaluations; Self Evaluation; ADA product catalogs.

2) A list of patrons from the disabled community is being compiled to include their input in the library's plans for ADA compliance.

3) The library Application for Employment has been reviewed and revised. All application questions meet ADA compliance. The application includes the public notification statement "The Northport-East Northport Public Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services."

TELECOMMUNICATIONS PROCUREMENT RECOMMENDATION

The goal of the Northport-East Northport Public Library is to replace an outmoded and malfunctioning telephone with a new communications system. The system's advanced technology, digital operation and modular design shall have the capability to expand to keep pace with our changing needs.

We recognize that in choosing a new communication system for the library that it is not just hardware we are installing but the establishing of a relationship with a company that will add to the system as we grow, modify it as technology improves and service it as the years pass. What we need is a solid, established company that is responsive and flexible.

We have consulted with professionals in the telecommunications field who have advised us that there is no equity in owning telephone equipment. This fact is due to changing technology resulting in rapid obsolescence. This rationale, in conjunction with the relocation of the library, prompted us to reevaluate our initial decision to purchase versus a true lease option. A true lease, also known as a tax lease, can offer low monthly payments and equipment usage with no ownership. During the lease, the library will keep title to the equipment. 75% of telephone systems being installed today are leased. There has been legal precedent set that exempts true leases of equipment from public bidding. To qualify as a true lease, the lease period must not exceed the useful life of the equipment, and must call for the return of the equipment to the lessor at the conclusion of the term.

Our recommendation to the Board is to follow our established **Procurement Guidelines Policy (4/92)** in selecting our new telecommunications system. A specifications document will be submitted to the three vendors who we have predetermined qualify to meet our needs. (Whitcom, AT&T, and Allied Telecommunications). We will request a proposal from each of these vendors which will be reviewed and the lowest of these responsible bidders of a true lease recommended to the Board.

6/17/93

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
PROCUREMENT GUIDELINES POLICY

1. Northport-East Northport Public Library shall follow the provisions of New York State law regarding public work and purchase contracts.
2. Except as provided by law, e. g., emergency situations, all public work contracts in excess of \$20,000 and all purchase contracts in excess of \$10,000 shall be subject to competitive bidding.
3. For public work and purchase contracts which fall below the competitive bidding thresholds stated in #2 above, the following conditions shall apply:
 - a) Whenever practicable, at least 3 price quotes for goods and services shall be obtained. Such price quotes may be either written or verbal.
 - b) Goods or services procured from New York State, Suffolk County, Town of Huntington, or any other Town contracts shall be exempt from the comparative price quote requirement stated in (a) above.
 - c) Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which the contract may not be awarded to the lowest responsible bidder may include, but are not limited to:
 - 1) Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library;
 - 2) Vendor's terms of payment are disadvantageous to the library, e.g., full payment before commencement of work or delivery of goods;
 - 3) Vendor cannot comply with the full specifications of goods or services as set forth by the library;
 - 4) Vendor's warranty for goods or services is deemed inadequate by the library;
 - 5) Vendor's after purchase support services are deemed inadequate by the library.
4. No purchase of goods or services shall be made from any vendor in which elected officials of the library, i.e. the Board of Trustees, or the library administration, i.e., the Library Director, hold a full or partial interest.
5. This Procurement Guideline Policy shall be reviewed annually.