

Approved 2/26/02

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, January 22, 2002  
6:30 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, January 22, 2002**, in the Multi-purpose Room of the Great Neck Library, 159 Bayview Avenue, Great Neck, New York 11023. [Agenda attached.]

The following Trustees were present constituting a quorum:

Joyce Klein – Vice President  
Catherine Moore – Secretary  
John Drukker – Treasurer  
Linda Cohen – Assistant Treasurer  
William Morrill

Absent: Bette Weidman – President  
Elayne Bernstein – Assistant Treasurer

Also present: Arlene Nevens – Interim Library Director  
Neil Zitofsky – Business Manager

## **CALL TO ORDER**

Vice President Joyce Klein called the meeting to order at 6:35 p.m.

## **MINUTES**

Upon a motion by William Morrill, seconded by Catherine Moore, and after discussion, it was **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of the meeting of December 18, 2001, as presented.

The original motion was modified to include the following change to the Minutes of December 18, 2001: page 6, line 3 under Other Business: insert ***or on the Board of Trustees*** after the word "Committee".

The revised motion reflecting this change reads as follows: **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of the meeting of December 18, 2001, as modified.

VOTE: Yes – 5 (Cohen, Drukker, Klein, Moore, Morrill)

*Motion Carried Unanimously*

## **TREASURER'S REPORT – PERSONNEL REPORT**

During the month of December 2001, revenue received was \$919,716. Total expenses were \$605,279.

At the close of business, December 31, 2001, total unadjusted operating fund holdings were \$1,261,220, which were on deposit at HSBC and The Bank of New York, and in Petty Cash funds at Main and the Branches. This compares to a December 2000, balance of \$1,440,554.

Additionally, the balance of the Main Building and Special Services fund was \$1,453,755; the Automated Library fund was \$129,138; the Restricted Gift fund was \$44,511; the Branch and Special Services fund was \$127,171. These funds totaled \$1,754,575 on December 31, 2001. The December 2000, total was \$1,386,072.

Upon a motion by John Drukker, seconded by Linda Cohen, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library, accept the January 22, 2002, Treasurer's Report with the Personnel Changes of December 15, 2001 through January 15, 2002.

VOTE: Yes – 5 (Cohen, Drukker, Klein, Moore, Morrill)

*Motion Carried Unanimously*

Upon a motion by John Drukker, seconded by Linda Cohen, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the Treasurer to pay the persons named in the Check Register dated December 15, 2001 through January 16, 2002, Paid-Checks numbered 23693 through 23795, and To-Be-Paid Checks numbered 23796 through 23931, the sums set against their respective names, amounting in the aggregate to \$347,167.45.

VOTE: Yes – 5 (Cohen, Drukker, Klein, Moore, Morrill)

*Motion Carried Unanimously*

## REPORTS

### Director's Report (attached hereto)

Public Comment: Ralene Adler

### Main Building Committee

A request for proposal for architects was sent to 14 firms. One firm withdrew. The interim Library Director has met with three firms for a tour of the Library and has appointments set up with another three during the next two weeks. The return date for the Request for Proposal is February 15, 2002.

Public Comment: Ralene Adler

## OLD BUSINESS

### Nominating Committee Policy Manual Revision

Upon a motion by Linda Cohen, seconded by Catherine Moore, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library amend its Policy Manual, Section 200-40 – Board Committees – by adding: *Any appointed member of the Nominating Committee who seeks or shall accept nominations to the Board of Trustees shall be deemed to have resigned from or vacated his/her office on the Nominating Committee. In addition, any appointed member of the Nominating Committee who wishes to put his/her name forward for an elective seat on the Nominating Committee would have to recuse him/herself from all deliberations on Nominating Committee candidates.*

Public Comment: Marianna Wohlgemuth, Ralene Adler

VOTE: Yes – 5 (Cohen, Drukker, Klein, Moore, Morrill)

*Motion Carried Unanimously*

### **Administrative Staff Agreement**

Upon a motion by Linda Cohen, seconded by John Drukker, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the adjustment of Roslyn Gill's salary for 2002 as recommended by the Personnel Committee and authorize and direct the President to execute a Letter of Employment between the Board of Trustees and Roz Gill.

VOTE: Yes – 5 (Cohen, Drukker, Klein, Moore, Morrill)

*Motion Carried Unanimously*

### **Public Library Association Pre-Conference Attendance**

Upon a motion by Catherine Moore, seconded by John Drukker, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the attendance of the Interim Library Director at the Public Library Association Pre-Conference to be held from March 12-13, 2002, at a cost not to exceed \$710 to be charged to the Travel/Conference line of the operating budget.

VOTE: Yes – 5 (Cohen, Drukker, Klein, Moore, Morrill)

*Motion Carried Unanimously*

### **NEW BUSINESS**

#### **American Library Association Conference**

Upon a motion by John Drukker, seconded by Catherine Moore, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the attendance of two members of the professional staff at the American Library Association conference to be held in Atlanta from June 15-18, 2002, at a cost not to exceed \$3050 to be charged to the Travel/Conference line of the operating budget.

VOTE: Yes – 5 (Cohen, Drukker, Klein, Moore, Morrill)

*Motion Carried Unanimously*

#### **Computers in Libraries Conference Attendance**

Upon a motion by Catherine Moore, seconded by Linda Cohen, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the attendance of the Network Administrator at the Computer in libraries conference to be held in Washington, DC, from March 12-15, 2002, at a cost not to exceed \$1463 to be charged to the Travel/Conference line of the operating budget.

Public Comment: Ralene Adler, Mischa Schwartz

VOTE: Yes – 5 (Cohen, Drukker, Klein, Moore, Morrill)

*Motion Carried Unanimously*

#### **Page Salary Schedule**

Upon a motion by Linda Cohen, seconded by Catherine Moore, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the attached Page Salary Schedule dated January 8, 2002, with an effective date of January 21, 2002.

VOTE: Yes – 5 (Cohen, Drukker, Klein, Moore, Morrill)

*Motion Carried Unanimously*

## **CORRESPONDENCE**

Lissa Burger was not present to speak to her letter.

## **OPEN TIME**

Speaking: JoAnn Farley

## **ADJOURNMENT**

Upon a motion by John Drukker and seconded by Linda Cohen, the meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Catherine Moore  
Secretary