

Approved 2/17/04

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, January 27, 2004
8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, January 27, 2004**, in the Community Room of the Main Library, 159 Bayview Avenue, Great Neck, New York 11023. [Agenda attached.]

The following Trustees were present constituting a quorum:

Linda Cohen – President
John Drukker – Vice President
David Kahn – Secretary
Alice Nayer – Treasurer
William Morrill – Assistant Treasurer [arrived at 8:08 p.m.]
Joyce Klein

Absent with prior notice: Bette Weidman – Assistant Treasurer

Also present: Arlene Nevens – Library Director
Laura Weir – Assistant Library Director
Neil Zitofsky – Business Manager

Call To Order

President Linda Cohen called the meeting to order at 8:00 p.m.

Minutes

Upon motion by Joyce Klein, seconded by David Kahn, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Minutes of the regular meeting of December 16, 2003 as presented.

VOTE: Yes – 5 (Cohen, Drukker, Kahn, Klein, Nayer)
MOTION CARRIED UNANIMOUSLY.

Treasurer's Report – Personnel Report

During the month of December 2003, revenue received was \$1,024,199. Total expenses were \$572,023.

At the close of business, December 31, 2003, total unadjusted operating fund holdings were \$890,101, 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 2002 balance of \$975,002.

Additionally, the unadjusted balance of the Main Building and Special Services fund was \$1,270,303; the Automated Library fund was \$131,599; the Restricted Gift fund was \$45,601; the Branch and Special Services fund was \$130,746. These funds totaled \$1,578,250 on December 31, 2003. The December 2002 total was \$1,806,464.

Upon motion by Alice Nayer, seconded by Joyce Klein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library accept the January 27, 2004, Treasurer's Report with the Personnel Changes of December 12, 2003 through January 22, 2004.

VOTE: Yes – 5 (Cohen, Drukker, Kahn, Klein, Nayer)
MOTION CARRIED UNANIMOUSLY.

Upon motion by Alice Nayer, seconded by David Kahn 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 12, 2003 through January 22, 2004, Paid-Checks numbered 1091 through 1094 and 28598 through 28749, and To-Be-Paid checks numbered 28750 through 28831, the sums set against their respective names, amounting in the aggregate to \$496,458.41.

VOTE: Yes – 5 (Cohen, Drukker, Kahn, Klein, Nayer)
MOTION CARRIED UNANIMOUSLY.

DUE TO INCLEMENT WEATHER CONDITIONS THE AGENDA WAS RE-ARRANGED WITH PRIORITY GIVEN TO THOSE ITEMS REQUIRING BOARD ACTION AND THEN IF WEATHER PERMITS, THE ~~REMAINING~~* PORTION OF THE AGENDA WOULD BE CONSIDERED.

*REMAINING corrected 2/17/04

Environmental Consultant Contract

Upon motion by John Drukker, seconded by Joyce Klein and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library retain the services of Freudenthal & Elkowitz Consulting Group to provide environmental consulting services related to the Main Building Renovation/Expansion project as outlined in their proposal dated December 17, 2003, to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 5 (Cohen, Drukker, Kahn, Klein, Nayer)

MOTION CARRIED UNANIMOUSLY.

Policy Manual Changes

Upon motion by Alice Nayer, seconded by John Drukker and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend its Policy Manual as attached [Unattended Child Policy], specifically regarding Section 500-70 as amended.

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)

MOTION CARRIED UNANIMOUSLY.

Director's Report (attached)

Main Building Renovation/Expansion Update (attached)

Freudenthal & Elkowitz, the Library's Environmental Consultants, along with the architects, submitted plans to the DEC. On reviewing the plans, the Environmental Consultants advised that the DEC did not have jurisdiction over the project because of the elevation of the building in relation to the pond. A Letter was sent to the DEC to that effect. The DEC responded that they would consider a letter of Non-Jurisdiction if the project was contained in the existing footprints and paved areas. The Architects scaled back 3ft 10 inches from the north side of the building, which extended beyond the patio, to bring it into compliance with the DEC's requirement. These revised plans will be submitted to the DEC.

The next step in the process is the Town of North Hempstead, which will be the Library's lead agency, and all the State Environmental Quality Review documents that they require will be completed with the assistance of Freudenthal & Elkowitz.

The likely date for the referendum will be June 2004 at a Special School District Election wherein the voter base will be all Great Neck residents who have been registered to vote in the general election. The Library will pay all expenses incurred with this election. If the referendum passes, the architects will then fine-tune the plans. Gutting of the inside of the building would hopefully start in the Winter. The Director briefly gave an overview of some of the building interior changes to the plans. The Director was asked questions relating to the parking lot, operating cost of the new building, alternate site for library services during construction, handicap accessibility for Levels and bathrooms, increase in space for AV and the construction cost per square footage.

Public Comments: Ralene Adler, Babette Glass

Committee Appointments

Board Committee appointments were made as follows:

Branch
John Drukker
Joyce Klein
William Morrill

Finance
William Morrill
Alice Nayer
Bette Weidman

Main Building
John Drukker
William Morrill
Bette Weidman

Linda Cohen

Linda Cohen

Linda Cohen

Personnel

David Kahn

Alice Nayer

Bette Weidman

Linda Cohen

Policy and ByLaws

David Kahn

Joyce Klein

Alice Nayer

Linda Cohen

Correspondence (attached)

Donna Schreiber spoke to her and Zwi Schreiber's letter of December 27, 2003.

Open Time

Speaking: Ralene Adler

Adjournment

Joyce Klein moved that the meeting be adjourned at 9:00 p.m.

Respectfully submitted,

David Kahn
Secretary