

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, January 28, 2003
7:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, January 28, 2003**, in the Community 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 – President
Linda Cohen – Vice President
Bette Weidman – Secretary
Alice Nayer – Treasurer
John Drukker – Assistant Treasurer
William Morrill – Assistant Treasurer
David Kahn

Also present:

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

CALL TO ORDER

The Executive Session portion of the meeting was called to order at 7:05 p.m. by President Joyce Klein to discuss personnel matters. The Board returned to open session at 8:05 p.m.

MINUTES

The Minutes of the regular meeting of December 17, 2002 were unanimously approved as presented.

TREASURER'S REPORT – PERSONNEL REPORT

During the month of December 2002, revenue received was \$949,226. Total expenses were \$554,902.

At the close of business, December 31, 2002, total unadjusted operating fund holdings were \$975,002, 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 2001 balance of \$1,261,220.

Additionally, the unadjusted balance of the Main Building and Special Services fund was \$1,501,002; the Automated Library fund was \$130,747; the Restricted Gift fund was \$45,267; the Branch and Special Services fund was \$129,448. These funds totaled \$1,806,464 on December 31, 2002. The December 2001 total was \$1,754,575.

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 accept the January 28, 2003, Treasurer's Report with the Personnel Changes of December 13, 2002 through January 23, 2003.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

Upon motion by Alice Nayer, 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 13, 2002 through January 23, 2003, Paid-Checks numbered 26174 through 26298, and 26356 through 26363, and To-Be-Paid Checks numbered 26299 through 26355, and 26364 through 26399, the sums set against their respective names, amounting in the aggregate to \$222,111.11.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

REPORT

Director's Report (attached to Minutes)

Public Comment: Ralene Adler, Karen Rubin, Varda Solomon

NEW BUSINESS

BOARD COMMITTEE ASSIGNMENTS

Branch:	Linda Cohen, John Drukker, David Kahn
Finance:	Alice Nayer, John Drukker, William Morrill
Personnel:	Bette Weidman, William Morrill, David Kahn
Policy & ByLaws:	Alice Nayer, Bette Weidman, Linda Cohen
Main Building:	Alice Nayer, William Morrill, David Kahn

WORKERS' COMPENSATION

Upon motion by Alice Nayer, seconded by Bette Weidman, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the renewal of the Republic Franklin Insurance Company Workers' Compensation policy for calendar year 2003 as proposed by Sterling and Sterling, at a gross premium of \$32,475 to be charged to the Workers' Compensation budget line.

Public Comment: Emanuel Kline

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

MAIN BUILDING RENOVATION/EXPANSION

a) FINANCIAL TEAM:

i) Financing Agency

Upon motion by Alice Nayer, seconded by Linda Cohen, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Library Director and the Business Manager to complete an application to the Industrial Development Agency of Nassau County for the financing of costs related to the renovation/expansion of the Main Building and authorize any expenses related to this financing. All such issuance fees should be paid for from the proceeds of the bonds.

The original motion was amended to use the word "will" instead of "should" in the last sentence.

The amended resolution:

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Library Director and the Business Manager to complete an application to the Industrial Development Agency of Nassau County for the financing of costs related to the renovation/expansion of the Main Building and authorize any expenses related to this financing. All such issuance fees will be paid for from the proceeds of the bonds.

Public Comment: Mayor Leonard Samansky, Ralene Adler

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

ii) **Investment Banker**

Upon motion by John Drukker, seconded by Bette Weidman, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library retain the services of Commerce Capital Markets to provide underwriting services related to the issuance of bonds for the renovation/expansion of the Main Library, at the rate outlined in their proposal dated January 22, 2003, to be charged to the Main Building and Special Services Fund.

Public Comment: Ralene Adler

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

Gregory LiCalzi of Commerce Capital Markets was introduced as the Library's Investment Banker.

iii) **Borrower's Counsel**

Upon motion by Linda Cohen, seconded by William Morrill, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library retain the services of Garfunkel, Wild & Travis, PC, to provide legal services related to the issuance of bonds for the renovation/expansion of the Main Library, at an hourly rate as outlined in their proposal dated January 22, 2003, with a cap of \$30,000 to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

Rick Dennett of Garfunkel, Wild & Travis was introduced as the Great Neck Library's Borrower's Counsel.

iv) **Financial Advisor**

Upon motion by David Kahn, seconded by Alice Nayer, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library retain the services of Capital Markets Advisors, LLC, to provide financial advisory services related to the issuance of bonds for the renovation/expansion of the Main Library, at an hourly rate as outlined in their proposal dated January 23, 2003, with a maximum expenditure of \$20,000 to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)

MOTION CARRIED UNANIMOUSLY.

Richard Tortora of Capital Markets Advisors, LLC, was introduced as the Great Neck Library's Financial Advisor.

b) LAND USE & ZONING COUNSEL

Upon motion by Linda Cohen, seconded by John Drukker, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library retain the services of Forchelli, Curto, Schwartz, Mineo, Carlino & Cohn, LLP, to provide legal services related to appeals that will need to be made to the Town of North Hempstead for our renovation/expansion project, at an hourly rate as outlined in their proposal dated January 24, 2003, to be charged to the Main Building and Special Services Fund.

Public Comment: Mayor Leonard Samansky, Ralene Adler

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)

MOTION CARRIED UNANIMOUSLY.

c) TOPOGRAPHICAL SURVEY

Upon motion by Bette Weidman, seconded by Linda Cohen, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Library Director to contract with Hirani Engineering and Land Surveying to provide land surveying services as part of the planning for the Library's renovation/expansion at a cost not to exceed \$9,000 to be charged to the Main Building Special Services Fund.

Public Comment: Mayor Leonard Samansky, Ralene Adler

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

d) PUBLIC RELATIONS FIRM

Upon motion by John Drukker, seconded by Bette Weidman, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library retain the services of CJ2 Communication Strategies to provide public relations services in relation to our proposed renovation/expansion of the Main Library for a base fee of \$8,075 and additional charges as outlined in their proposal dated December 5, 2002, to be charged to the Main Building and Special Services Fund.

Public Comment: Ralene Adler

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

Judy White of CJ2 Communication Strategies was introduced.

e) DECLARATION OF INTENT

Upon motion by Linda Cohen, seconded by Bette Weidman, and after discussion it was,

RESOLVED, by the Board of Trustees of the Great Neck Library (the "Corporation") that:

- i) It is intended by the Corporation that all expenditures for the design, development, construction financing and maintenance of the Project set forth in Exhibit A annexed hereto (the "Project") be reimbursed to the Corporation from proceeds of tax-exempt debt to be issued to finance the Project, which

debt may be in the form of a tax-exempt bonds or such other form as may be approved by the Board or its authorized representatives.

- ii) It is the intention of the Corporation to secure financing for the Project from the proceeds of tax exempt debt (the "Debt") to be issued by the Nassau County Industrial Development Agency or other lender or lessor with authority to issue tax exempt debt.
- iii) Any officer of the Corporation is authorized to execute a Declaration of Official Intent to Reimburse evidencing the intention of the Corporation to use proceeds from the issuance of the Debt to reimburse the Corporation for expenditures incurred prior to the date of incurrence of the Debt.

Public Comment: Marianna Wohlgemuth, Ralene Adler, Karen Rubin

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

CORRESPONDENCE

Ralene Adler's letter of January 3, 2002, along with the Director's response, was read after which Mrs. Adler spoke to her letter. Charles Keller was not present to speak to his letter.

OPEN TIME

Speaking: JoAnn Farley, Ralene Adler

ADJOURNMENT

Upon motion by Alice Nayer, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Bette Weidman
Secretary