

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, February 22, 2005 at 8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, February 22, 2005, 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
Joyce Klein – Secretary
William Morrill – Treasurer
David Kahn – Vice President
Bette Weidman – Assistant Treasurer
Norman Rutta

Absent: Alice Nayer – Assistant Treasurer

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

CALL TO ORDER

The meeting was called to order at 8:10 p.m. by President Linda Cohen.

MINUTES

Upon motion by Joyce Klein, seconded by William Morrill, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Minutes of the Regular Meeting of January 25, 2005 as presented.

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Rutta, Weidman)

MOTION CARRIED UNANIMOUSLY.

TREASURER'S REPORT – PERSONNEL REPORT

During the month of January 2005, revenue received was \$1,061,416. Total expenses were \$483,851.

At the close of business, January 31, 2005, total unadjusted operating fund holdings were \$1,406,374. Of these funds \$1,402,054 was on deposit at HSBC and The Bank of New York, and \$4,320 was on hand in Petty Cash funds at Main and the Branches. This compares to a January 31, 2004 unadjusted balance of \$1,145,059.

Additionally, the unadjusted balance of the Main Building and Special Services fund was \$1,179,680; the Automated Library fund was \$132,295; the Restricted Gift fund was \$45,906; the Branch and Special Services fund was \$132,068. These funds totaled \$1,489,949 on January 31, 2005. The January 31, 2004 unadjusted total was \$1,552,428.

Upon motion by William Morrill, seconded by Bette Weidman, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the February 22, 2005, Treasurer's Report with the Personnel Changes of January 21, 2005 through February 17, 2005.

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Rutta, Weidman)
MOTION CARRIED UNANIMOUSLY.

Upon motion by William Morrill, seconded by Joyce Klein 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 January 21, 2005 through February 17, 2005, Paid-Checks numbered 20303 through 20308, 20371 through 20376, 1135 through 1138, and 31075 through 31101, and To-Be-Paid checks numbered 31102 through 31220, the sums set against their respective names, amounting in the aggregate to \$348,944.53.

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Rutta, Weidman)
MOTION CARRIED UNANIMOUSLY.

DIRECTOR'S REPORT (attached)

The software that runs the catalog and circulation system was upgraded with minimal downtime. Thanks to Janet Fine, Head of Circulation Services, for her hard work in connection with the upgrade.

For the first time, there will be a Staff Development Day, as was negotiated in the Staff Contract this year. The date is set for November and details are being worked out.

Public Comment: Marietta DiCamillo, Brian Dobkin, Jo Ann Farley

OLD BUSINESS

Nassau Library System Financial Aid

The Nassau Library System Board of Trustees again held another meeting to hear and discuss comments from Trustees and Member Library Directors regarding the system's financial future. The Member Library Directors also met. If the Nassau Library System had to further trim its budget, the biggest impact on the Great Neck Library would be the loss of the delivery service. The Great Neck Library receives 5,000 items from other libraries through the Nassau Library System delivery service at no cost to us and if this were discontinued, there was no way that we could duplicate this service and at the same time provide materials for our patrons in a timely fashion. According to the Nassau Library System Director, Jackie Thresher, the libraries' financial support should be viewed not as a contribution but rather as a fee for services. A formal resolution will be placed on the agenda for our March 22, 2005 Board of Trustees meeting, enabling trustees to vote on this issue.

NEW BUSINESS

Automated Library Fund

Upon motion by Joyce Klein, seconded by William Morrill and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the additional expenditure of \$1,500 from the Automated Library fund to Innovative Interfaces, Inc. for the off-hours installation of a new server platform, approved on November 23, 2004, as described in their quote of January 17, 2005.

VOTE: Yes – 6 (Cohen, Khan, Klein, Morrill, Rutta, Weidman)
MOTION CARRIED UNANIMOUSLY.

Innovative Users Group Meeting

Upon motion by David Kahn, seconded by Bette Weidman and after discussion, it was,

RESOLVED that the Board of Trustees of the Great Neck Library authorize the attendance of one member of the professional staff at the Innovative Users Group Conference to be held in San Francisco from May 2 – May 4, 2005, at a cost not to exceed \$1,592 to be charged to the Travel/ Conference line of the operating budget.

VOTE: Yes – 6 (Cohen, Khan, Klein, Morrill, Rutta, Weidman)
MOTION CARRIED UNANIMOUSLY.

Innovative Public Library Director's Symposium

Upon motion by David Kahn, seconded by Norman Rutta and after discussion, it was,

RESOLVED that the Board of Trustees of the Great Neck Library authorize the attendance of the Library Director at the Innovative Public Library Director's Symposium to be held in Berkley, California, from March 14-March 16, 2005, at a cost not to exceed \$950 to be charged to the Travel/Conference line of the operating budget.

The date for the Town of North Hempstead Meeting being arranged by Supervisor Jon Kaiman to provide information for residents about the proposed Main Library Building Expansion/Renovation project has not yet been determined. If the date should conflict with the date for the Innovative Public Library Director's Symposium, then the Director will not attend this conference, with no financial loss to the Library.

Public Comment: Marietta DiCamillo

VOTE: Yes – 6 (Cohen, Khan, Klein, Morrill, Rutta, Weidman)
MOTION CARRIED UNANIMOUSLY.

American Library Association Meeting

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 authorize the attendance of three members of the professional staff at the American Library Association conference to be held in Chicago from June 25-June 28, 2005, at a cost not to exceed \$5,280 to be charged to the Travel/Conference line of the operating budget.

VOTE: Yes – 6 (Cohen, Khan, Klein, Morrill, Rutta, Weidman)
MOTION CARRIED UNANIMOUSLY.

Trustees, who might be interested in attending the ALA meeting, should inform Director Nevens so that a resolution can be placed on the Agenda for the March 22, 2005 Board meeting.

Cafeteria Plan

Upon motion by Linda Cohen, seconded by Joyce Klein and after discussion, it was,

RESOLVED that the Board of Trustees of the Great Neck Library adopt a so-called "Section 125 Premium Only Plan", all in accordance with the specifications annexed hereto; and, be it known that the "Great Neck Library Premium Only Plan" Document was executed February 22, 2005;

And further,

RESOLVED that the President and/or Treasurer of the Corporation undertake all actions necessary to implement and administer said plan.

VOTE: Yes – 6 (Cohen, Khan, Klein, Morrill, Rutta, Weidman)
MOTION CARRIED UNANIMOUSLY.

CORRESPONDENCE (attached)

Secretary Klein will be away during March and President Cohen will sign any correspondence in her stead.

Toby Tobias and Shirley Samansky were not present to speak to their letters

Marietta DiCamillo spoke to her letter of January 30, 2005. Her letter of February 6, 2005, was inadvertently omitted from the agenda. An apology was made for this oversight. Her letter (2/6/05) and the President's response were read and she spoke to her letter.

Julian Kane spoke to his letter of February 10, 2005.

OPEN TIME

Speaking: Julian Kane

ADJOURNMENT

David Kahn moved for an adjournment of the meeting at 9:25 p.m.

Respectfully submitted,

Joyce Klein
Secretary