

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, February 25, 2003  
8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, February 25, 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**

President Joyce Klein called the meeting to order at 8:08 p.m. and welcomed everyone.

**MINUTES**

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 approve the Minutes of the regular meeting of January 28, 2003, as presented.

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

**TREASURER'S REPORT – PERSONNEL REPORT**

During the month of January 2003, revenue received was ~~\$949,226~~ <sup>\$938,971</sup>. Total expenses were ~~\$554,902~~ <sup>\$453,457 [corrected 4/1/03]</sup>.

At the close of business, January 31, 2003, total operating fund holdings were \$1,384,877, 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 January 2002 balance of \$1,538,986.

Additionally, the unadjusted balance of the Main Building and Special Services fund was \$1,513,004; the Automated Library fund was \$130,853; the Restricted Gift fund was \$45,291; the Branch and Special Services fund was \$129,480. These funds totaled \$1,818,628 on January 31, 2003. The January 2002 total was \$1,780,937.

Upon motion by Alice Nayer, seconded by William Morrill, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the February 25, 2003, Treasurer's Report with the Personnel Changes of January 24, 2003 through February 21, 2003.

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

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 Treasurer to pay the persons named in the Check Register dated January 24, 2003 through February 20, 2003, Paid-Checks numbered 26400 through 26512, and To-Be-Paid Checks numbered 26513 through 26613, the sums set against their respective names, amounting in the aggregate to \$277,840.54

Public Comment: Ralene Adler, Marietta DiCamillo, Emanuel Kline

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

Business Manager Zitofsky informed the Board of two concerns that were brought up at the last Finance Committee Meeting. Firstly, a revised estimate for pension costs for November 2003 was received and the cost had quadrupled from \$97,000 to \$420,000. This was due to the disappearance of New York State surpluses because of the economic situation. This assessment will affect all local municipalities, including State. The Library has some reserve funds that could be tapped into this year.

Secondly, a draft audit of the Great Neck Library was received showing a surplus of \$40,646 for the year ending December 2002. Mr. Graber will be present for the March 25, 2003 Board of Trustees Meeting.

## REPORT

### **Director's Report** (attached to Minutes)

In addition, Director Nevens expressed her thanks to Maintenance staff members George Malcolm and Jose Rodriguez for the outstanding job they did in connection with the snowstorm to get the Library ready for opening on Tuesday at noon. Bids were received on the old Library van.

Main Building Renovation/Expansion Project – Three firms submitted bids for traffic study. Eschbacher Engineering, who came highly recommended, was the firm chosen and an agreement will be drawn up for \$4,200. An agreement will also be made with Emteque, asbestos surveying company, for \$985 to do asbestos surveying outside the building – roofing, windows, etc. With the Financial team in place, a meeting will be shortly scheduled to work on the document to be submitted to the Great Neck School for conducting a special election.

NLS – The Nassau Library System, a State funded organization, has reviewed all its services and made cutbacks to make ends meet, after many years of fiscal mismanagement. As a result of anticipating further budget cuts, NLS is alerting Library Boards that their libraries may be asked to give back all or a portion of their State Aid to NLS. Great Neck received \$12,827 in State Aid last year, which is two-tenth percent of the Library's budget. NLS will be scheduling a meeting for all the library trustees. Director Nevens urged the Great Neck Library Board of Trustees to write to Governor Pataki, Senator Balboni and Assemblyman DiNapoli urging them to support libraries.

Public Comment: Marianna Wohlgemuth, Emanuel Kline, Varda Solomon,  
Ralene Adler, Marietta DiCamillo

## NEW BUSINESS

### **American Library Association Conference**

Upon motion by Bette Weidman, seconded by Alice Nayer, 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 Toronto, Canada, from June 20 - 25, 2003, at a cost not to exceed \$5,040 to be charged to the Travel/Conference line of the operating budget.

Public Comment: Ralene Adler, Varda Solomon, Marietta DiCamillo

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

## **Innovative Users Group Conference**

Upon motion by Linda Cohen, seconded by Bette Weidman, 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 Innovative Users Group Conference to be held in San Jose, California, from April 26 – 28, 2003, at a cost not to exceed \$3,068 to be charged to the Travel/Conference line of the operating budget.

Public Comment: Marianna Wohlgemuth

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

## **Long Island Library Conference**

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 authorize the attendance of up to 10 members of staff at the Long Island Library Conference [May 7, 2003], at a maximum reimbursement of \$50 per attendee, with funds to come from the Conference and Meeting budget line.

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

## **Policy Manual Changes – Table of Organization**

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

**RESOLVED**, by the Board of Trustees of the Great Neck Library authorize changes to Section 300-40 of the Board Policy Manual – Organization Table so that the Audio-Visual Department and the Branches be under the supervision of the Assistant Director.

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

## **Topographical Survey**

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 authorize the Library Director to contract with Vito Valenti, Land Surveyor, to provide land-surveying services as part of the planning for the Library's renovation/expansion at a cost not to exceed \$6,200 to be charged to the Main Building and Special Services Fund.

Public Comment: Marietta DiCamillo

**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. Mrs. Adler did not wish to speak to her letter.

Public Comment: Emanuel Kline

## **OPEN TIME**

Speaking: Ralene Adler

## **ADJOURNMENT**

Upon motion by David Kahn, the meeting was adjourned at 9:13 p.m.

Respectfully submitted,

Bette Weidman  
Secretary