

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, February 26, 2002  
7:15 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, February 26, 2002**, 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  
William Morrill - Secretary  
John Drukker – Treasurer  
Bette Weidman – Assistant Treasurer  
David Kahn – Assistant Treasurer  
Alice Nayer

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

**CALL TO ORDER**

President Joyce Klein called the meeting to order at 7:15 p.m. and, upon a motion made by John Drukker and seconded by Linda Cohen, recessed to Executive Session to discuss personnel matters. The meeting was reconvened at 8:05 p.m.

**MINUTES**

Upon a motion by Bette Weidman, seconded by David Kahn, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of the meeting of January 22, 2002, 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 2002, revenue received was \$906,444. Total expenses were \$440,984.

At the close of business, January 31, 2002, total operating fund holdings were \$1,538,986, 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 2001, balance of \$1,773,990.

Additionally, the balance of the Main Building and Special Services fund was \$1,479,720; the Automated Library fund was \$129,297; the Restricted Gift fund was \$44,698; the Branch and Special Services fund was \$127,222. These funds totaled \$1,780,937 on January 31, 2002. The January 2001 total was \$1,409,380.

Upon a motion by John Drukker, seconded by Alice Nayer, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library accept the February 26, 2002, Treasurer's Report with the Personnel Changes of January 15, 2002 through February 20, 2002.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*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 January 17, 2002 through February 20, 2002, Paid-Checks numbered 1045 and 23932 through 24059, and To-Be-Paid Checks numbered 24060 through 24168, the sums set against their respective names, amounting in the aggregate to \$226,101.72.

Interim Director Nevens brought to the attention of the Board for discussion and a consensus the increasing of the Director's Expenditure line and the acquisition of a corporate credit card. The Procurement Policy, requiring competitive items needing three written quotations, was raised to \$7,500 while the Director's Expenditure line remained at \$2,500. After consultation with representatives of Graber & Co. [Library's auditor], Ms. Nevens suggested that both figures be equalized because many every day library expenditure exceeded \$2,500. Also, staff members have been using their own personal credit cards to make online purchases for the Library, and for other situations that require a credit card. Resolutions would be drafted, in consultation with the Library's auditor, and presented at the March Board meeting.

Public Comment: Ralene Adler, Marietta DiCamillo

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

## **REPORTS**

### **Director's Report** (attached hereto)

In addition, Interim Director Nevens was contacted by Michael Kuo, whose father was a Great Neck resident and a victim of the September 11 World Trade Center disaster, and who is an employee of the Municipal Art Society which is working on a Metropolitan area-wide program called, *Imagine New York*. The Great Neck Library was asked to host a visioning session, whereby a group of people from the community would meet and talk about the meaning of the World Trade Center disaster, getting ideas of what should be done at Ground Zero and not letting this event be taken over by city planners, architects, and municipal people without input from the people who were affected by this tragedy. These visioning sessions will be going on all over the City, and the Great Neck Library would be the first site on Long Island to be recruited.

Ideas will be collated, multiplied by all sites holding these sessions and forwarded to the people who are responsible. Results will be mounted on their own website at [www.imaginewyork.org](http://www.imaginewyork.org). This event is scheduled for Friday, March 22, 2002 in the evening at the Great Neck Library. Levels staff also invited Mr. Kuo to one of their Public Access TV programs and he will be interviewed by some of Levels youths.

Public Comment: Ralene Adler

### **Main Building Committee**

Of the 19 Request for Proposals that were sent to architectural firms, 11 were returned. The Building Committee will meet in Executive Session on March 7, 2002, to begin the process of reviewing the proposals and scheduling interviews.

## **OLD BUSINESS**

### **Committee Assignments**

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

President Klein urged all Committees to schedule meetings within the next month or so to appoint chairpersons and become acquainted with any issues that might be of concern.

Public Comment: Ralene Adler

### **Appointment to Nominating Committee**

As outlined in the Library's Bylaws - Article 7 section E, the Board is required to elect to the Nominating Committee two persons to serve for one-year terms. William Morrill nominated Doris Master, seconded by Linda Cohen; Alice Nayer nominated Mary Dehn, seconded by Bette Weidman. There being no other nominations, the motion was carried unanimously and Doris Master and Mary Dehn were to serve on the Nominating Committee for a one-year term.

The appointees were reminded, that in accordance with changes made to the Policy Manual in 2002, if they chose to run for an elected seat on the Board of Trustees, they would have to resign their seats on the Nominating Committee, and they chose to run for an elected seat on the Nominating Committee, they would have to recuse themselves from deliberations on all Nominating Committee candidates.

### **Board Policy Manual – Bylaw Changes**

Amendments to the Library's Bylaws necessitated several modifications to the Policy Manual regarding dates, and references to the Annual Meeting to be changed to Re-Organization Meeting.

Upon a motion by John Drukker, seconded by William Morrill, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the attached changes to the Great Neck Library Policy Manual, specifically regarding sections 200-30, 200-40, 1500-10 B, D, H; 1500-20 D, F; 1500-30 A, B; 1500-40 A, E, G, I, J.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

## **NEW BUSINESS**

### **Policy Manual Changes – Videos/DVD**

Upon a motion by Linda Cohen, seconded by William Morrill, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the attached changes to the Great Neck Library Policy Manual, specifically regarding sections 700-40 and 700-60.

Public Comment: Doris Master

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

### **Excessing Old Equipment**

Upon a motion by William Morrill, seconded by David Kahn, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library declare the items listed on the appended schedules excessed and authorize the Director to dispose of same in an appropriate manner.

Public Comment: Karen Rubin

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

### **Innovative Users Group Conference**

Upon a motion by Bette Weidman, seconded by John Drukker, 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

Houston, Texas, from April 27 – May 1, 2002 at a cost not to exceed \$2,990 to be charged to the Travel/Conference line of the operating budget.

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

*Motion Carried Unanimously*

### **Contract Renewal**

Upon a 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 renewal of the County Pneumatic Controls contract for the Library's HVAC automatic control system maintenance for the period April 1, 2002 through March 31, 2003 at an annual cost of \$4,202 as per their proposal dated February 18, 2002, to be charged to the Service Contract budget line.

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

*Motion Carried Unanimously*

### **Photocopier Purchase**

The purchase of a new Xerox Digital Bookmark Copier/Printer to replace two (2) Xerox model 5042 copiers was tabled for the March Board Meeting. The Business Manager was requested to do a cost analysis of purchase versus concession basis.

Public Comment: Ralene Adler, Mischa Schwartz, Doris Master, Marietta DiCamillo, Marianna Wohlgemuth

### **Library Director Search**

Upon a motion by Joyce Klein, seconded by Bette Weidman, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library appoint Arlene Nevens as Director of the Great Neck Library effective immediately with contract details to be negotiated prior to the March Board meeting.

In her acceptance statement, Director Nevens thanked the Board of Trustees for its vote of confidence and promised to do all in her power to ensure that the Library continues to grow and find new and better ways to serve the community. She also expressed her appreciation to former Great Neck Library Directors Joe Covino, Ken Weil and Christina Salita, who served as role models for her, and to all members of staff.

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

*Motion Carried Unanimously*

### **CORRESPONDENCE**

Ralene Adler spoke to her letter.

**OPEN TIME**

Speaking: JoAnn Farley, Mischa Schwartz, Marianna Wohlgemuth, Marietta DiCamillo

**ADJOURNMENT**

Upon a motion by John Drukker and seconded by Bette Weidman, the meeting was adjourned at 9:27 p.m.

Respectfully submitted,

William Morrill  
Secretary