

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
BUDGET WORKSHOP and/or ADOPTION
Tuesday, March 21, 2000
8:00 p.m.**

A Meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, **March 21, 2000**, at the Main Building, 159 Bayview Avenue, Great Neck, NY 11023. (Agenda attached.)

The following Trustees were present constituting a quorum:

Bette Weidman, President
Mischa Schwartz, Vice President
Don Stern, Treasurer
Elayne Bernstein, Assistant Treasurer
Marietta DiCamillo, Assistant Treasurer
Catherine Moore

Absent with prior notice: Joyce Klein, Secretary

Also present: Christine Salita, Library Director
Neil Zitofsky, Business Manager

CALL TO ORDER

President Weidman called the meeting to order at 8:05 p.m.

MINUTES

Upon a motion by Mischa Schwartz, seconded by Elayne Bernstein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the minutes of the Meeting of February 29, 2000, as presented.

Public Comment: *Ralene Adler, Renée Zarin, Gladys Ross*

VOTE: Yes - 5 (Bernstein, Moore, Schwartz, Stern, Weidman)
No - 1 (DiCamillo)
Motion Carried

CORRESPONDENCE

Speaking to her letter: *Ralene Adler*

TREASURER'S REPORT

During the month of February, 2000, revenue received was \$881,613.24. Total expenses were \$463,875.55.

At the close of business, February 29, 2000, total operating fund holdings were \$2,036,465.43 which were on deposit at HSBC and The Bank of New York, and in Petty Cash funds at Main and the Branches.

Additionally, the balance of the Main Building and Special Services fund was \$1,099,387.94; the Automated Library fund was \$120,385.50; the Restricted Gift fund was \$17,453.41; the Branch and Special Services fund was \$197,426.03. These funds totaled \$1,434,652.88 on February 29, 2000.

Upon motion by Don Stern, seconded by Catherine Moore, and after discussion, it was **RESOLVED**, that the Board of Trustees of the Great Neck Library, accept the March, 2000, Treasurer's Report with the Personnel Changes of March 1, 2000, through March 21, 2000.

VOTE: Yes - 6 (Bernstein, DiCamillo, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Upon motion by Don Stern, seconded by Catherine Moore, 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 February 18, 2000, to March 16, 2000, Paid-Checks numbered 19126 and 19232, and To-Be-Paid Checks numbered 19233 through 19364, the sums set against their respective names, amounting in the aggregate to \$197,394.88

VOTE: Yes - 6 (Bernstein, DiCamillo, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

PRESENTATION OF THE 1999 AUDIT BY GRABER & CO.

Presenting the audit for the year ending December 31, 1999, was Henry Graber, of Graber & Co., assisted by Don Fischer. Mr. Graber considered the Library to have managed its funds in a prudent manner, consistent with general accounting practice. [Copy of audit report attached.]

Public Comment: *Ralene Adler, William Morrill, Gladys Ross, Karen Rubin, Julian Kane*

Upon motion by Mischa Schwartz, seconded by Don Stern, and after discussion, it was **RESOLVED**, that the Board of Trustees of the Great Neck Library accept the Auditor's report for the year ending December 31, 1999, as presented.

VOTE: Yes - 6 (Bernstein, DiCamillo, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

[Henry Graber and Don Fischer left the meeting at 9:25 p.m.]

DIRECTOR'S REPORT (attached hereto)

Main Library 'Ad Hoc' Committee

Director Salita reported on the last meeting of the Main Library "Ad Hoc" Committee at which the focus group report was discussed. Architect Todd Harvey will attend the April 12th committee meeting to give a preliminary report on the condition of the physical plant.

Public Comment: *Renée Zarin*

OLD BUSINESS

Excessed Equipment

Upon motion by Mischa Schwartz, seconded by Elayne Bernstein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library declare the items listed on the appended schedule excessed and authorize the director to dispose of same in an appropriate manner.

VOTE: Yes - 6 (Bernstein, DiCamillo, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Landscaping Contract

Upon motion by Elayne Bernstein, seconded by Don Stern, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the renewal of the L&M Ramazzotti Garden Concepts landscaping contract for the grounds of the Main Library for the 2000 season in the amount of \$11,450 as per their proposal dated March 7, 2000, to be charged to the Landscaping budget line.

Public Comment: *Stan Romaine*

VOTE: Yes - 5 (Bernstein, Moore, Schwartz, Stern, Weidman)
No - 1 (DiCamillo)
Motion Carried

HVAC System Maintenance Contract

Upon motion by Catherine Moore, seconded by Elayne Bernstein, 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, 2000, through March 31, 2001, at an annual cost of \$3,961 per their proposal dated February 18, 2000, to be charged to the Service Contract budget line.

Public Comment: *Karen Rubin*

VOTE: Yes - 5 (Bernstein, Moore, Schwartz, Stern, Weidman)
No - 1 (DiCamillo)
Motion Carried

Computer Equipment

Upon motion by Elayne Bernstein, seconded by Catherine Moore, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the expenditure of \$15,583 for the purchase of one Macintosh Server G4, four Macintosh PowerMac G4, three 17" monitors, and one

laser printer from Apple Corporation under the terms of the Apple Educational Discount Program; funds to come from the Computer Hardware budget line.

VOTE: Yes - 6 (Bernstein, DiCamillo, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Emergency Lighting

Upon motion by Elayne Bernstein, seconded by Marietta DiCamillo, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the upgrade of the Main Library emergency light system at a cost not to exceed \$2,900, by HLM Electric per their proposal dated March 1, 2000; funds to come from the Repairs and Maintenance budget line.

VOTE: Yes - 6 (Bernstein, DiCamillo, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

Bylaws Amendment – Removal of Signature from Proxy

Upon motion by Mischa Schwartz, seconded by Elayne Bernstein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the placement of an amendment to modify the Bylaws by removing the requirement of a signature on the proxy ballot and that said amendment appear on the ballot of the January, 2001, Annual Meeting. The current wording of Article V, G4, reads: “*Each proxy must be signed by the member and should have the name, address and library card number of the member printed thereon. However, failure to have the name of the member printed thereon will not render the proxy void if the signature is sufficiently legible to identify the member clearly.*” The proposed revised wording reads: “*Each proxy **envelope** must be signed by the member...[remainder unchanged].*”

Public Comment: *Ralene Adler, Renée Zarin, Manny Kline, William Morrill*

VOTE: Yes - 6 (Bernstein, DiCamillo, Moore, Schwartz, Stern, Weidman)
Motion Carried Unanimously

OPEN TIME

Speaking were: *Bob Sobel, Ralene Adler, William Morrill*

RECESS

President Weidman called for a brief recess at 9:59 p.m.

RECONVENE FOR 2001 BUDGET CONSIDERATION

The meeting was reconvened at 10:08 p.m. for consideration of the 2001 budget.

2001 BUDGET WORKSHOP

Business Manager Zitofsky reported on the revision of the proposed budget in accordance with Board directive at the March 14th meeting. The revised budget reflects total cuts of \$30,800, with total expenditures of \$6,602,250, which represents a 2.5% increase over the 2000 budget. This generates a "deficit" of \$97,050 (down from \$127,850) to be offset by an applied fund balance. The cuts made are as follows:

- Bus Service is terminated, generating a savings of \$25,800.
- Audio-visual equipment contingency is reduced from \$2,500 to \$500.
- Sundry equipment contingency is reduced from \$2,500 to \$500.
- Furniture contingency is reduced from \$2,500 to \$1,500.

[Copy of budget attached]

Public Comment: *Ralene Adler, Renée Zarin*

Upon motion by Mischa Schwartz, seconded by Don Stern, and after discussion, it was **RESOLVED**, that the Board of Trustees of the Great Neck Library adopt the proposed year 2001 Budget as presented, for a total budget appropriation of \$6,571,450 of which \$6,236,000 is raised by taxation, and that a letter and a copy of the Budget be sent to the Great Neck School District.

VOTE: Yes - 6 (Bernstein, DiCamillo, Moore, Schwartz, Stern, Weidman)
Motion carried unanimously.

ADJOURNMENT

Upon motion by Elayne Bernstein, seconded by Marietta DiCamillo, the meeting was adjourned at 10:25 p.m.

Respectfully submitted,

Christine Salita
Secretary, Pro Tempore