

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

A regular meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, March 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  
William Morrill – Treasurer  
Alice Nayer – Assistant Treasurer  
David Kahn – Vice President  
Bette Weidman – Assistant Treasurer  
Norman Rutta

Absent: Joyce Klein – Secretary

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the Minutes of the Regular Meeting of February 22, 2005 as presented.

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

*MOTION CARRIED UNANIMOUSLY.*

**TREASURER'S REPORT – PERSONNEL REPORT**

During the month of February 2005, revenue received was \$1,061,829. Total expenses were \$592,914.

At the close of business, February 28, 2005, total operating fund holdings were \$1,360,705. Of these funds \$1,356,385 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 February 28, 2004 balance of \$1,582,199.

Additionally, the balance of the Main Building and Special Services fund was \$1,184,473; the Automated Library fund was \$132,344; the Restricted Gift fund was \$45,935; the Branch and Special Services fund was \$132,213. These funds totaled \$1,494,966 on February 28, 2005. The February 2004 total was \$1,582,550.

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 March 22, 2005, Treasurer's Report with the Personnel Changes of February 18, 2005 through March 17, 2005.

Public Comment: Ralene Adler, Rebecca Gilliar

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

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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Check Register dated February 18, 2005 through March 17, 2005, Paid-Checks numbered 0020441 through 0020446, 0020512 through 0020515, 1139 and 31221 through 31275, and To-Be-Paid checks numbered 31276 through 31408, the sums set against their respective names, amounting in the aggregate to \$181,347.54.

Public Comment: Ralene Adler, Leonard Samansky, Rebecca Gilliar

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman); Abstention – 1 (Rutta)  
*MOTION CARRIED.*

## **DIRECTOR'S REPORT** (attached)

Although the Director was granted permission via a Board resolution on February 22, 2005 to go to the Innovative Public Library Director's Symposium in Berkley, California, from March 14 -

March 16, 2005, she did not attend because this conflicted with the Town Meeting. [Note: no financial loss to the Library]

An anonymous flier with a list of questions was handed out at the Town Meeting on March 14, 2005. The director provided answers to some of those questions but came under criticism that this was inappropriate for the Director's Report and those questions require discussion rather than merely giving answers. Trustee Rutta asked the Board to take those questions and have a serious discussion between the Board and the public at some future time.

Director Nevens reported that Building Commissioner Wasserman was contacted regarding the status of the building permit and was told that the reason for the delay was because they, at the Town, had been very busy and they wanted to do a thorough review to make sure no zoning issues were overlooked and that the Library will get the rejection by the beginning of the following week. The Town Building Department was also waiting for a response from the DEC as they were re-reviewing their stand on the issuance of a letter of non jurisdiction. The Library was never informed by the DEC that this was being done but the Library Director had seen communication from the DEC to residents. Mr. Wasserman had spoken to Mr. Scully at the DEC who said the re-review was now completed and they were satisfied and that the original findings stand. Once the rejection of the building permit has been received, this would then set in motion the process to get on the calendar for the Board of Zoning and Appeals as well as for the Site Plan Review.

President Linda Cohen also had some information that was received late that afternoon from Town Supervisor Jon Kaiman that the Town was ready to review the Site Plan and will be having a meeting, as part of the process, with the Library Director, the architect, herself, Commissioner Wasserman, and someone one else from the Building Department either on March 30<sup>th</sup> or 31<sup>st</sup> to discuss and understand the plans.

Public Comment: Rebecca Gilliar, Julian Kane, Marietta DiCamillo, Leonard Samansky

### Building Committee

Alice Nayer, who was elected chair of the Building Committee when it met March 21st, reported that Supervisor Kaiman's suggestion at the March 14, 2005 Town Meeting that the Library Board did not have to wait on Town approval before holding the referendum was discussed. The Building Committee would like to bring this before the Board for a discussion at its next meeting which is a Budget Workshop. It was agreed that this should take place when the full Board is present (Bette Weidman and Joyce Klein will be absent from the Budget Workshop which is the next meeting). There was also the suggestion that the Library installs outdoor book drops, which the Director will look into.

Public Comment: Jeff Lowenstein

## **OLD BUSINESS**

### Director's Salary

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, in accordance with the employment agreement of the Library Director which was renewed for a three-year term commencing March 1, 2005, hereby authorizes annual salary increases of three and three-quarters percent (3.75%) each, effective March 1, 2005, March 1, 2006, and March 1, 2007.

Public Comment: Ralene Adler

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

*MOTION CARRIED UNANIMOUSLY.*

## **NEW BUSINESS**

### Long Range Goals (Draft attached)

There was a discussion of the long range goals for the Library as prepared by the administrative staff. The trustees were asked to think about them and at the April meeting this could be voted on. Some of the issues raised were: it's the Board' duty and not the administrative staff to set long range goals, the legality of downloading books online, possibility of viruses infecting our computers, and the deplorable condition of the Local History Room.

Public Comment: Jeff Lowenstein, Ralene Adler, Julian Kane, Robert Spitalnick,  
Rebecca Gilliar, Marietta DiCamillo, Maureen McKenna

### Policy Manual Changes

#### (a) Board Meeting Calendar Amendment

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 adopt the amended calendar for the Board meeting dates 2005/2006.

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

(b) Board Correspondence

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 amend the Policy Manual, Section 200-10 b. iii, h, to reflect that *copies of correspondence to the Board and the Board's responses are made available at Board meetings instead of reading letters aloud.*

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

(c) Conduct of Employees

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 add a section to its Policy Manual, 500-80, that *all employees have a right to be treated in a respectful and professional manner by their fellow employees and supervisors.*

Public Comment: Marietta DiCamillo

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

(d) Legal Opinion

Upon motion by David Kahn, seconded by Linda Cohen and after discussion, it was,

**RESOLVED** that the Board of Trustees of the Great Neck Library amend Section 100-30, fourth paragraph, of the Policy Manual as follows: *If any trustee has a question for the Library's Legal Counsel, he/she will present the question to the Library Director or Board President in written form; Counsel will reply in writing; both question and answer will be available to all trustees.*

The motion was withdrawn and the resolution tabled on a motion by David Kahn, seconded by Norman Rutta. This will go back to the Policy/ByLaws Committee for further discussion and then resubmitted at a future meeting.

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

(e) Audit

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 amend Section 400-60 of the Policy Manual to state that *a new auditor shall be retained every seven years, or sooner if necessary.*

The proposed resolution was amended to delete the comma (punctuation mark) after the word “years” and to delete the words, “if necessary”. The amended resolution now reads:

**RESOLVED** that the Board of Trustees of the Great Neck Library amend Section 400-60 of the Policy Manual to state that *a new auditor shall be retained every seven years or sooner.*

Public Comment: Ralene Adler, Rebecca Gilliar, Michael Zarin

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

(e) Treasurer’s Check Signing Plate

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 amend Section 400-40 of the Policy Manual as attached.

Public Comment: Marietta DiCamillo

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

Long Island Library 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 up to 10 members of the staff at the Long Island Library Conference to be held May 4, 2005, at the Huntington Town house, at a maximum reimbursement of \$64 per attendee, with funds to come from the Conference/Meeting budget line.

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

Upon motion by Linda Cohen, 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 four (4) members of the Board of Trustees at the Long Island Library Conference to be held May 4, 2005, at the Huntington Town house, at a maximum reimbursement of \$64 per attendee, with funds to come from the Trustee Continuing Education budget line.

VOTE: Yes – 5 (Cohen, Khan, Morrill, Nayer, Weidman); Abstention – 1 (Rutta)  
*MOTION CARRIED.*

### Excess Equipment

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 declare the items listed on the appended schedule excessed and authorize the Director to dispose of same in an appropriate manner.

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

### Appeal of Freedom of Information Denial

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library deny the appeal of Ralene Adler for access to certain library records as outlined in her FOIL request dated February 17, 2005, and the Library's response on March 8, 2005.

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library table the appeal of Ralene Adler, in agreement with Ralene Adler, for access to certain library records as outlined in her FOIL request dated February 17, 2005, and the Library's response on March 8, 2005.

Since there was some disagreement on the part of the Board, this item was tabled until more documentation was seen.

Public Comment: Stanley Romaine, Ralene Adler

VOTE: Yes – 3 (Khan, Morrill, Rutta); No – 2 (Nayer, Weidman);  
Abstention – 1 (Cohen). *MOTION CARRIED.*

**CORRESPONDENCE** (attached)

Rebecca Gilliar was not present in the room to speak to her letter of 2/19/05

Marietta DiCamillo spoke to her letter of 3/6/05.

At this point, certain members of the audience became boisterous, despite repeated efforts by the President in requesting calm. President Cohen indicated that she was going to adjourn the meeting. The meeting was adjourned at 11:20 p.m.

**OPEN TIME**

none

**ADJOURNMENT**

11:20 p.m.

Respectfully submitted,

Marjorie L. Malcolm  
Secretary Pro Tempore