

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING & BUDGET WORKSHOP  
Tuesday, March 23, 2004  
8:00 p.m.**

A regular meeting, followed by a Budget Workshop, of the Board of Trustees of the Great Neck Library was held on **Tuesday, March 23, 2004**, 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  
David Kahn – Secretary  
Alice Nayer – Treasurer  
William Morrill – Assistant Treasurer  
Bette Weidman – Assistant Treasurer

Absent with prior notice: John Drukker – Vice President  
Joyce Klein

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

### **Call to Order**

President Linda Cohen called the meeting to order at 8:20 p.m.

### **Minutes**

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 Minutes of the regular meeting of February 17, 2004 and the Minutes of the Budget Workshop of March 9, 2004 as presented.

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## Treasurer's Report – Personnel Report

During the month of February 2004, revenue received was \$1,023,781. Total expenses were \$563,701.

At the close of business, February 29, 2004, total operating fund holdings were \$1,582,199, 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 2003 balance of \$1,761,465.

Additionally, the balance of the Main Building and Special Services fund was \$1,274,357; the Automated Library fund was \$131,704; the Restricted Gift fund was \$45,617; the Branch and Special Services fund was \$130,872. These funds totaled \$1,582,550 on February 29, 2004. The February 2003 total was \$1,818,794.

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 accept the March 23, 2004, Treasurer's Report with the Personnel Changes of February 13, 2004 through March 19, 2004.

VOTE: Yes – 5 (Cohen, Kahn, 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 February 13, 2004 through March 19, 2004, Paid-Checks numbered 1099 and 28987 through 29073, and To-Be-Paid checks numbered 29074 through 29225, the sums set against their respective names, amounting in the aggregate to \$321,153.13.

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## Audit Presentation by Graber & Co.

Henry Graber, assisted by his partner Don Fischer, presented the audit for the year ending December 31, 2003. He considered the Library to have managed its funds in a manner consistent with accounting principles generally accepted in the United States of America. [Copy of audit report attached.]

Upon motion by David Kahn, seconded by William Morrill 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, 2003 as presented.

A member of the public inquired why this year's audit report did not list branch expenditures independently of the Main Library as was the practice in 1999 and 1998. President Cohen said that the matter would be researched and reported on at the next meeting.

Public Comment: Marietta DiCamillo, Varda Solomon

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## Reports

### Branch

William Morrill, member of the Branch Committee, reported on the Branch Committee meeting of March 12, 2004 at the Station Branch Library. John Drukker was elected Chair. (Report attached)

### Personnel Committee

Alice Nayer was elected Chair of this committee at a meeting on March 9, 2004.

### Director's (attached)

Public Comment: Emanuel Kline, Ralene Adler, Marietta DiCamillo

## New Business

### Policy Manual Changes

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 amend its Policy Manual, as attached, specifically regarding Section 700-40.

Public Comment: Marianna Wohlgemuth, Ralene Adler

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

American Library Association Conference

Upon motion by Bette Weidman, seconded by David Kahn 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 American Library Association Conference to be held in Orlando, Florida, from June 25-June 29, 2004 at a cost not to exceed \$3,750 to be charged to the Travel/Conference line of the operating budget.

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

Long Island Library Conference

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the attendance of up to ten members of staff at the Long Island Library Conference to be held May 5, 2004 at the Crest Hollow Country Club, at a maximum reimbursement of \$50 per attendee, with funds to come from the Conference and Meeting budget line.

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

Automated Library Fund

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 purchase of the WinProxy 5.1 Secure Site Proxy Server at a cost of \$2,700 to be charged to the Automated Library Fund.

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

Upon motion by David Kahn, seconded by William Morrill and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the purchase of a new disk system for our Innovative Interfaces Inc. automated system at a cost of \$3,600 to be charged to the Automated Library fund.

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### Telephone System Upgrade

Upon motion by Alice Nayer, seconded by David Kahn and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the investment of up to \$26,000 for the purchase of telephone equipment enhancements as detailed in the proposal of DJJ Technologies dated March 5, 2004. Such funds are to be charged to the Telephone line of the current operating budget, up to the amount of savings generated from the \$60,000 budget. The balance, not expected to exceed \$14,000, will be transferred from the Main Building and Special Services fund.

Public Comment: Marianna Wohlgemuth, Marietta DiCamillo

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### Excessing Old Equipment

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library declare the Canon MP90 Microfilm Reader/Printer, serial #32102897, to be excess equipment, and authorize the Director to dispose of said equipment in an appropriate manner.

VOTE: Yes – 5 (Cohen, Kahn, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### **Correspondence** (attached)

Ralene Adler spoke to her letter of February 10, 2004.

### **Open Time**

Speaking: Ralene Adler

There was a five-minute intermission at the end of the regular meeting and prior to the commencement of the Budget Workshop.

## **Budget Workshop**

Business Manager Zitofsky reviewed only those changes that were made to the first draft budget since the last workshop on March 9, 2004.

The budget was further cut by a total of \$57,000 as follows: Tax Appropriations decreased by \$34,300 to \$7,265,300. This produces an estimated 4.8% increase (\$0.22 per \$100 of assessed valuation) in the residential tax rate. Also, expenditures were trimmed by \$22,700. Budget lines that saw major cuts were salaries (two employees submitted their papers for retirement since the last workshop), employee benefits, library materials and programs, administrative expenses, and furniture and equipment.

This final draft budget of \$7,599,200, a 3.2% increase over the 2004 budget, will be presented for adoption at the April 1, 2004 Budget Hearing/Adoption. [Copy of budget attached]

Public Comment: Varda Solomon, Carol Frank, Ralene Adler

## **Adjournment**

Alice Nayer moved that the meeting be adjourned at 10:10 p.m.

Respectfully submitted,

David Kahn  
Secretary