

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, March 28, 2006 at 8:00 p.m.**

A regular meeting, followed by a Budget Workshop, of the Great Neck Library Board of Trustees was held on Tuesday, March 28, 2006, 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:

David Kahn – President
Bette Weidman – Secretary
Norman Rutta – Treasurer
Marietta DiCamillo – Assistant Treasurer
Linda Cohen – Assistant Treasurer
Martin Sokol

Absent with prior notice: Joyce Klein – Vice President

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

CALL TO ORDER

President David Kahn called the meeting to order at 8:10 p.m.

MINUTES

Upon motion by Bette Weidman, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the Regular Meeting of February 28, 2006, as corrected and the Minutes of the March 14, 2006 Budget Workshop as presented.

Corrections to February 28, 2006 Minutes: On page 4, first sentence in the last paragraph: delete the words “architects draw this up” and replace with “number put down.” The sentence should read: “Trustee DiCamillo requested clarification on the square footage and to have the number put down on paper.”

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT – PERSONNEL REPORT

During the month of February 2006, revenue received was \$970,407. Total expenses were \$610,260.

At the close of business, February 28, 2006, total operating fund holdings were \$2,029,036. Of these funds \$2,025,051, was on deposit at HSBC and The Bank of New York, and \$3,985 was on hand in Petty Cash funds at Main and the Branches. This compares to a February 28, 2005, balance of \$1,360,705.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,179,050; the Automated Library fund was \$56,276; the Restricted Gift fund was \$46,745; the Branch and Special Services fund was \$101,004. These funds totaled \$1,383,075 on February 28, 2006. The February 28, 2005 total was \$1,494,966.

Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the March 28, 2006, Treasurer's Report with the Personnel Changes of February 16, 2006, through March 24, 2006.

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, 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 attached Warrant [A] the sums set against their respective names amounting in the aggregate to \$221,839.44, Paid checks numbered 0022186 through 0022191, 0022249 through 0022252 and 33176 through 33231 and To-Be-Paid checks numbered 33232 through 33350. The total of the warrant is \$221,839.44 less some prior period voided checks for an actual check register total of \$219,635.78.

Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend the motion to remove and hold check #33291 [H2L2 for \$500] from the warrant and to approve the rest of the warrant.

VOTE: Yes – 4 (DiCamillo, Kahn, Rutta, Sokol); No – 2 (Cohen, Weidman)
MOTION CARRIED

Upon motion by Norman Rutta, seconded by DiCamillo, 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 attached Warrant [A] the sums set against their names amounting in the aggregate to \$221,839.44, Paid checks numbered 0022186 through 0022191, 0022249 through 0022252 and 33176 through 33231 and To-Be-Paid checks numbered 33232 through 33350, except 33291[which was removed from the warrant].

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

Upon motion by Norman Rutta, seconded by Linda Cohen, 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 attached Warrant [B] the sums set against their respective names amounting in the aggregate to \$1,660, Paid checks numbered 1167 through 1172.

Public Comment: Marianna Wohlgemuth

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

AUDIT

The presentation of the Audit Report for the year ended December 31, 2005 was deferred to the April Board meeting.

REPORTS

Director (report attached)

The Director was directed to contact the Library's Labor Relations Counsel to give a presentation to the Board to provide guidance on how to do a proper evaluation of the Library Director.

Public Comments: Marianna Wohlgemuth, Deborah Rabizadeh

Library Card Mailing

At the February 28, 2006 Board meeting, a mock-up of the Library card application by mail was provided. Discussion of this was then tabled until the March 28, 2006 Board meeting. Another mock-up was again presented along with an alternative of a tear off with a sealed enveloped [elegant] to the Board.

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 approve the elegant self mailer to be inserted in the May/June Newsletter to allow the public to apply for a library card by mail [to come from the printing and postage lines of the budget]

Public Comments: Ralene Adler, Jo Ann Farley, Stu Hochran, Emanuel Kline, Fern Rogers, William Morrill

Yes – 4 (Kahn, Cohen, Sokol, Weidman); No – 2 (DiCamillo, Rutta)
MOTION CARRIED

Branch Committee (reports attached)

Committee Chair, Marietta DiCamillo, reported on the March 6, 2006 Branch Committee meeting at Station Branch. Director Nevens gave a follow-up report subsequent to the Branch Committee meeting.

Trustee Rutta motioned for the Board to go into Executive Session at some point to discuss the possible relocation of the Station Branch to the Benigan's space. The motion was not seconded and subsequently failed.

Discussion of this was referred to the Branch Committee to take up at some point.

Public Comments: Jo Ann Farley, Ralene Adler

NEW BUSINESS

Policy Manual Changes

Upon motion by Bette Weidman, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend its Policy Manual as follows:

1. Section 500-60 – Revise the Access to Records Policy as attached.
2. Section 700-40 b – Eliminate the limit on the number of books in the same Dewey Decimal number that one can borrow at the same time. Currently it is six.
3. Section 700-60 – Increase the number of renewals on entertainment videos/ DVDs to six providing there are no holds on the title.

4. Section 700-30 – Require only one form of ID to obtain a library card.

All resident library cards will be mailed with “no forwarding”. If a patron wants his/her card sent to a Post Office box, a second form of ID will be required.

Trustee DiCamillo proposed an amendment that the resolution be voted on but to add a preamble to Section 500-60 that depicts the spirit of what the Board is trying to do and also to change the 10 days to 5 days. The amendment was withdrawn.

Upon motion by Marietta DiCamillo, seconded by Norma Rutta, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library table the resolution to amend the Policy Manual.

VOTE: Yes – 4 (DiCamillo, Kahn, Rutta, Sokol); No – 2 (Cohen, Weidman)

MOTION CARRIED

President Kahn instructed that Section 500-60 of the resolution be taken back to the Policy Committee for further discussion and Sections 700-40b, 700-60 and 700-30 be removed from the table and voted on.

Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library, amend its Policy Manual as follows:

1. Section 700-40 b – Eliminate the limit on the number of books in the same Dewey Decimal number that one can borrow at the same time. Currently it is six.
2. Section 700-60 – Increase the number of renewals on entertainment videos/DVDs to six providing there are no holds on the title.
3. Section 700-30 – Require only one form of ID to obtain a library card. All resident library cards will be mailed with “no forwarding”. If a patron wants his/her card sent to a Post Office box, a second form of ID will be required.

Public Comments: Ralene Adler, Jo Ann Farley, Marianna Wohlgemuth, William Morrill, Stu Hochran

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)

MOTION CARRIED UNANIMOUSLY

Long Island Library Conference

Upon motion by Marietta DiCamillo, seconded by Linda Cohen, 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 3, 2006, at the Huntington Townhouse, at a maximum reimbursement of \$73 per attendee, with funds to come from the Conference and Meeting budget line.

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

Excess Equipment

Upon motion by Martin Sokol, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library declare the items listed on the appended schedule exceeded and authorize the Director to dispose of same in an appropriate manner.

VOTE: Yes – 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

OPEN TIME

Speaking: Ralene Adler, Marianna Wohlgemuth

BUDGET WORKSHOP (copy of budget attached)

Business Manager Zitofsky presented the second draft of the proposed 2007 operating budget incorporating suggestions from the first budget workshop. The second draft set total expenditure at \$8,167,000, a decrease of \$12,600 from the first draft budget and an increase of 3.9% as opposed to 4.1% over the 2006 budget. Decreases were seen in the Applied Balance, Benefits and Taxes, Library Materials and Programs and Building Operations lines of the operating budget. Increases were reflected in the Interest, Commissions, and Library Operations lines of the budget. A suggestion was made by Trustee Rutta that NLS budget line should be reduced by \$3,000 and this amount applied to the Utility line of the operating budget.

Public Comments: Karen Rubin, Marianna Wohlgemuth, William Morrill, Ralene Adler, Stu Hochran, Fern Rogers

ADJOURNMENT

President Kahn declared the meeting adjourned at 11:10 p.m.

Respectfully submitted,

Bette Weidman
Secretary