

Approved 4/29/03

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING/
BUDGET WORKSHOP
Tuesday, April 1, 2003
8:00 p.m.**

A regular meeting, immediately followed by a budget workshop, of the Board of Trustees of the Great Neck Library was held on **Tuesday, April 1, 2003**, in the Multi-Purpose 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
Bette Weidman – Secretary
Alice Nayer – Treasurer
John Drukker – Assistant Treasurer
William Morrill – Assistant Treasurer
David Kahn

Also present:

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

CALL TO ORDER

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

CORRECTIONS

There were two typographical errors in the February 25, 2003 Treasurer's Report. In the first paragraph, line 2 revenue received should have been \$938,971 and not \$949,226. Total expenses were \$453,457.53 and not \$554,902.

Upon motion by Alice Nayer, seconded by John Drukker, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend the February 25, 2003 Treasurer's Report with Personnel Changes of January 24, 2003 through February 21, 2003 to reflect these changes.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

MINUTES

February 25, 2003 Meeting

Upon motion by John Drukker, seconded by Bette Weidman, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend the Minutes of the regular meeting of February 25, 2003 to reflect corrections to the Treasurer's Report.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

Upon 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 Minutes of the regular meeting of February 25, 2003, as amended.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

March 11, 2003 Budget Workshop

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 Minutes of the Budget Workshop of March 11, 2003 as presented.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

TREASURER'S REPORT – PERSONNEL REPORT

During the month of February 2003, revenue received was \$941,745. Total expenses were \$536,702.

At the close of business, February 28, 2003, total operating fund holdings were \$1,761,465, 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 February 2002 balance of \$1,927,060.

Additionally, the balance of the Main Building and Special Services fund was \$1,513,039; the Automated Library fund was \$130,952; the Restricted Gift fund was \$45,307; the Branch and Special Services fund was \$129,496. These funds totaled \$1,818,794 on February 28, 2003. The February 2002 total was \$1,781,173.

Upon motion by Alice Nayer, seconded by John Drukker, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the April 1, 2003, Treasurer's Report with the Personnel Changes of February 22, 2003 through March 19, 2003.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, 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 21, 2003 through March 20, 2003, Paid-Checks numbered 1053 and 26614 through 26819, the sums set against their respective names, amounting in the aggregate to \$284,836.58.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

PRESENTATION OF AUDIT

Henry Graber assisted by Don Fischer of Graber & Co. presented the Audit for the year that ended December 31, 2002. When asked for a statement as to how the Library performed, the auditors said that records were well documented, staff well organized and the Board exercised excellent fiscal control.

DIRECTOR'S REPORT (attached to Minutes)

When asked about some of the objections received from different tours she conducted in relation to the main building renovation/expansion, Director Nevens said that there were comments to undo the Levels program and utilize that space. Others still hold on to the ideas from 10 years ago that a restaurant and a performing arts theatre were included in the plans.

The Board was informed that there will be a building committee meeting on Monday, April 14, 2003 at 11:00 a.m. when the architect will present to the Building Committee three sketches of the design which will be then shown to the entire Board at the April 29, 2003 Board meeting.

Janet Fine, Head of Circulation Services, was thanked for the hard work she did in connection with the new library cards.

Trustees were urged to sign Funding Advocacy Letters and return them to the Library Director. The proposed funding would cut state aid to libraries by 15%.

Public Comment: Karen Rubin, Ralene Adler, Emanuel Kline

NEW BUSINESS

NLS Resource Sharing Code

Upon 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 changes to the Nassau Library System Resource Sharing Code, specifically, Section B2 of the January 2003 Revision of the Code, pertaining to the return of all materials borrowed via Direct Access;

and further,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the changes to the Nassau Library System Resource Sharing Code, specifically regarding reimbursements from the “negative use” libraries as outlined in Appendix D of the January 2003 revision to the Code.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

Excessed Equipment

Upon motion by John Drukker, 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 – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)
MOTION CARRIED UNANIMOUSLY.

2004 BUDGET WORKSHOP

Business Manager Neil Zitofsky reported on revisions to the first draft 2004 library budget in accordance with Board directive at the March 11, 2003 Budget Workshop. This second draft reflects increases of 17%, up from 10% in the first draft, in the NYS Employees Health Insurance Plan, and the full 11% in the State Retirement Systems Plans based on recent communications from both agencies. A reduction in the Circulation clerical staffing allocation was made. The second draft now shows a total expenditure of \$7,362,500 and total Tax Appropriations increased to \$6,934,600. This revised budget will be presented for a Public Hearing/Adoption on April 8, 2003.

OPEN TIME

Speaking: Ralene Adler, Karen Rubin, Emanuel Kline

ADJOURNMENT

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Bette Weidman
Secretary