

Approved 5/18/04

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, April 20, 2004
8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, April 20, 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
John Drukker – Vice President
David Kahn – Secretary
Alice Nayer – Treasurer
William Morrill – Assistant Treasurer
Bette Weidman – Assistant Treasurer
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 8:00 p.m.

Minutes

Upon motion by Joyce Klein, seconded by John Drukker, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Minutes of the Regular Meeting/Budget Workshop of March 23, 2004 and the Minutes of the Budget Hearing/Adoption of April 1, 2004 as presented.

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

Treasurer's Report – Personnel Report

During the month of March 2004, revenue received was \$1,022,153. Total expenses were \$564,609.

At the close of business, March 31, 2004, total operating fund holdings were \$2,014,488, 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 March 31, 2003 balance of \$2,160,206.

Additionally, the balance of the Main Building and Special Services fund was \$1,274,376; the Automated Library fund was \$131,758; the Restricted Gift fund was \$45,625; the Branch and Special Services fund was \$130,880. These funds totaled \$1,582,639 on March 31, 2004. The March 31, 2003 total was \$1,819,000.

Upon motion by Alice Nayer, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the April 20, 2004, Treasurer's Report with the Personnel Changes of March 20, 2004 through April 15, 2004.

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

Upon motion by Alice Nayer, seconded by Joyce Klein 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 March 20, 2004 through April 15, 2004, Paid-Checks numbered 1100 through 1103 and 29226 through 29288, and To-Be-Paid checks numbered 29289 through 29415, the sums set against their respective names, amounting in the aggregate to \$167,893.55.

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

In response to a query at the March 23, 2004 meeting on why the 2003 audit report did not list branch expenditures independently of the Main Library as was the practice in 1999 and 1998, Business Manager Zitofsky reported on his findings. After checking past audit reports, the 2003 audit report was no different from the previous years. Monthly internal interim statements with line-by-line entries for every expenditure for the main building fund were prepared for the years in question and this might have been the apparent confusion.

Director's Reports (attached)

Director Nevens gave an update on the Main Building Renovation/ Expansion Project. The Department of Environmental Conservation (DEC) had requested some adjustments be made to the plans. These were done and the plans were resubmitted. After several months of waiting, the DEC again objected to the labeling of the plans and the usage of certain words, and asked for these adjustments to be made.

Also, at the Udall's Pond meeting on March 8, 2004, the County representative stated that the County now has new requirements for storm water runoff, which is separate from what the DEC requires. To this effect, the Library's project manager recommended the installation of dry wells in the upper level parking lot to retain much of the water from the upper section of the building, thus draining less into the pond than is currently being done. Dry wells cannot be placed in the lower level parking lot because the water table is too high. The plans will be redrawn incorporating the adjustments required by the DEC and the dry wells for storm water run off as required by the County and then resubmitted to the DEC.

Director Nevens, Project Manager Frank Marino, Zoning Counsel Peter Mineo, Environmental Consultants Terry Elkowitz and Kim Gennaro had a productive meeting with Town Supervisor Kaiman and Town Building Commissioner Wasserman on April 19, 2004 to discuss what the Town requires of the Great Neck Library so once the DEC approves the plans, the process can be expedited. The Town will not look at the Library's plans until after they are cleared by the DEC.

Public Comment: Varda Solomon, Ralene Adler

New Business

Automated Library Fund

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize a subscription to E*Vanced Solutions, a web based online calendar, registration management, and room booking software, at a cost of \$2,018 to be charged to the Automated Library fund.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, 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 purchase of the Ecommerce Module from Innovative Interfaces, Inc. at a cost of \$6,800 to be charged to the Automated Library fund, as well as other costs related to this project, at a cost not to exceed \$1,000.

After much discussion, Linda Cohen moved that the purchase of the Ecommerce Module from Innovative Interfaces, Inc. be tabled until a future date when more information becomes available. This was seconded by John Drukker.

Public Comment: Ralene Adler, Varda Solomon

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

Open Time

Speaking: Ralene Adler

Adjournment

Alice Nayer moved that the meeting be adjourned at 8:55 p.m.

Respectfully submitted,

David Kahn
Secretary