

Approved 5/21/02

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, April 23, 2002  
8:00 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, April 23, 2002**, in the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, New York 11040. [Agenda attached.]

The following Trustees were present constituting a quorum:

Joyce Klein – President  
Linda Cohen – Vice President  
William Morrill - Secretary  
John Drukker – Treasurer  
Bette Weidman – Assistant Treasurer  
David Kahn – Assistant Treasurer  
Alice Nayer

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

**CALL TO ORDER**

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

**MINUTES**

Upon a 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 meeting of February 26, 2002, as presented.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

Upon a motion by Alice Nayer, 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 Budget Workshops of March 5, 2002 and March 19, 2002, as presented.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

Upon a motion by David Kahn, 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 Budget Hearing/Adoption of April 9, 2002, 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 2002, revenue received was \$907,638. Total expenses were \$506,872.

At the close of business, February 28, 2002, total operating fund holdings were \$1,927,060, 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 28, 2001 balance of \$2,157,698.

Additionally, the balance of the Main Building and Special Services fund was \$1,479,770; the Automated Library fund was \$129,441; the Restricted Gift fund was \$44,719; the Branch and Special Services fund was \$127,243. These funds totaled \$1,781,173 on February 28, 2002. The February 28, 2001 total was \$1,411,739.

Upon a motion by John Drukker, seconded by Linda Cohen, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library accept the March 19, 2002, Treasurer's Report with the Personnel Changes of February 21, 2002 through March 14, 2002.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

Upon a motion by John Drukker, seconded by Linda Cohen, 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, 2002 through March 14, 2002, Paid-Checks numbered 1046, 1047 and 24169 through 24347, the sums set against their respective names, amounting in the aggregate to \$152,606.94.

Public Comment: Marietta DiCamillo, Mitchell Freidman

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

During the month of March 2002, revenue received was \$905,913. Total expenses were \$508,509.

At the close of business, March 31, 2002, total operating fund holdings were \$2,317,696, 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, 2001 balance of \$2,624,026.

Additionally, the balance of the Main Building and Special Services fund was \$1,479,825; the Automated Library fund was \$129,601; the Restricted Gift fund was \$44,808; the Branch and Special Services fund was \$127,734. These funds totaled \$1,781,968 on March 31, 2002. The March 31, 2001 total was \$1,413,725.

Upon a motion by John Drukker, seconded by William Morrill, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library accept the April 23, 2002, Treasurer's Report with the Personnel Changes of March 15, 2002 through April 16, 2002.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)

*Motion Carried Unanimously*

Upon a motion by John Drukker, 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 March 15, 2002 through April 19, 2002, Paid-Checks numbered 24348 through 24485, and To-Be-Paid Checks numbered 24486 through 24593, the sums set against their respective names, amounting in the aggregate to \$300,896.71.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)

*Motion Carried Unanimously*

### **Auditor's Report**

Henry Graber, assisted by Don Fischer, of Graber & Co. reviewed the audit report for the year ended December 31, 2001. The report overall was favorable. Mr. Graber, when asked if there were any recommendations for the improvement in the financial aspects of the Library, suggested that the Library should take a good look at its interests and try to have a cash flow that more accurately reflects when money is needed.

Upon a motion by John Drukker, seconded by Linda Cohen, 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, 2001 as presented.

Public Comment: Mitchell Freidman

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)

*Motion Carried Unanimously*

### **REPORTS**

**Director's Report** (attached hereto).

Public Comment: Ralene Adler

### **Main Building Committee**

Director Nevens indicated that 12 proposals were received from architectural firms and the interview process is in progress. The intent is to bring two candidates before the entire Board for interview for the final selection of an architect.

Public Comment: Marietta DiCamillo

### **Policy/Bylaws Committee**

The Policy/Bylaws Committee met April 18, 2002 and Linda Cohen was elected chairperson. The following items were discussed at that meeting:

- i. Counsel's opinion that the credit line, Iranian Democrats, on the Persian Culture Appreciation month banner hung in front of the Library was illegal;
- ii. Reducing the polling sites from four to two [Main and Parkville];
- iii. Maintenance of Public Order Policy to replace Section 500-40 [Suspension of Library Privileges];
- iv. Revision of Section 500-30 to include the use of cell phones in library;
- v. Section 500-75, the Unattended Child Policy, to have two instead of one person remaining with child until the police/parent arrives in order to protect staff against any legal charges.

There was a general consensus from the Board members to place items two through five above on the agenda for the May 21, 2002 Board Meeting.

Public Comment: JoAnn Farley, Marietta DiCamillo, Mitchell Freidman,  
Ralene Adler

### **Branch Committee**

William Morrill was elected chairperson at the Branch Committee meeting held at Parkville Branch Library on March 21, 2002. The next meeting of the Branch Committee is scheduled for June 10, 2002, at 6:00 p.m. at the Station Branch Library.

## **OLD BUSINESS**

### **Board Policy Manual Changes:**

#### Library Director Expenses

Upon a 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, Section 400-20(a) as follows: "The Library Director is authorized by the Board of Trustees to commit and approve budgeted and emergency expenditures up to \$5,000. Commitments for expenditures in excess of \$5,000 shall require the prior approval of the Board of Trustees.

Public Comment: Ralene Adler, Don Fischer, Marietta DiCamillo,

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)

*Motion Carried Unanimously*

#### Color Laser Printer Purchase

Upon a motion by John Drukker, seconded by Bette Weidman, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the purchase of three (3) color laser printers from PC/Rush in the amount of \$6,168.05 to be charged to the Computer Hardware line of the operating budget.

Public Comment: Ralene Adler, Marianna Wohlgemuth, Marietta DiCamillo

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)

*Motion Carried Unanimously*

#### Corporate Credit Card

Upon a motion by Linda Cohen, seconded by John Drukker, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library amend its Policy Manual by adding Section 400-21 as follows: "The Library shall maintain a credit card account, with cards issued to the Library Director and Business Manager, for approved, budgeted and emergency expenditures of up to \$2,500. Additionally, other staff may be issued a credit card at the Director's discretion, with a maximum credit limit of \$1,000. Such additional cardholders will be limited in the use of the card to Director-approved travel expenses and the purchase of materials for the Library. [There should be a written agreement with the banking institution that the credit line should not be increased]

Public Comment: Henry Graber, Don Fischer, Ralene Adler,  
Marianna Wohlgemuth

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

### **Library Director's Contract**

Business Manager Zitofsky presented the salient terms of the Director's contract for the benefit of the public.

Upon a 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 employment contract dated April 23, 2002, for the appointment of Arlene Nevens as Library Director of the Great Neck Library, for the three year term from February 26, 2002 through February 28, 2005, in the form herewith presented; and further, that the President of the Board of Trustees be hereby authorized to execute such employment contract.

Public Comment: JoAnn Farley, Marietta DiCamillo

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

### **NEW BUSINESS**

#### **Long Island Library Conference**

Upon a motion by Bette Weidman, 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 staff at the Long Island Library Conference to be held May 8, 2002, at the Crest Hollow Country Club, at a maximum reimbursement of \$45 per attendee, with funds to come from the Conference and Meeting budget line.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*Motion Carried Unanimously*

**CORRESPONDENCE**

Ralene Adler and Marianna Wohlgemuth spoke to their letters; Naomi Penner was not present to speak to her letter. [Attached]

**OPEN TIME**

Speaking: JoAnn Farley, Ralene Adler, Marietta DiCamillo

**ADJOURNMENT**

Upon a motion by Linda Cohen and seconded by David Kahn, the meeting was adjourned at 10:42 p.m.

Respectfully submitted,

William Morrill  
Secretary