

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, April 25, 2006 at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, April 25, 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  
Joyce Klein – Vice President  
Bette Weidman – Secretary  
Norman Rutta – Treasurer  
Marietta DiCamillo – Assistant Treasurer  
Martin Sokol

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

Absent with prior notice: Linda Cohen – Assistant Treasurer  
Arlene Nevens – Library Director

**CALL TO ORDER**

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

**MINUTES**

Upon motion by Marietta DiCamillo, 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 Regular Meeting of March 28, 2006, and the Budget Hearing and Adoption of April 4, 2006 as presented.

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

## **TREASURER'S REPORT - PERSONNEL REPORT**

During the month of March 2006, revenue received was \$972,493. Total expenses were \$760,273.

At the close of business, March 31, 2006, total operating fund holdings were \$2,100,246. Of these funds, \$2,022,715 was on deposit at HSBC, \$73,546 at the Bank of New York, and \$3,985 was on hand in Petty Cash funds at Main and the Branches. This compares to a March 2005 balance of \$1,718,706.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,187,931; the Automated Library fund was \$56,285; the Restricted Gift fund was \$46,771; the Branch and Special Services fund was \$101,005. These funds totaled \$1,391,992 on March 31, 2006. The March 2005 total was \$1,495,055.

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 accept the April 25, 2006, Treasurer's Report with the Personnel Changes of March 24, 2006, through April 21, 2006.

VOTE: Yes - 6 (DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)  
*MOTION CARRIED UNANIMOUSLY*

Upon motion by Norman Rutta, seconded by Joyce Klein, 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 Check Register dated March 25, 2006 through April 21, 2006, Paid Checks numbered 0022313 through 0022317, 0022373 through 0022378, and 33351 through 33380, and Checks To-Be-Paid numbered 33381 through 33489, the sums set against their respective names, amounting in the aggregate to \$220,387.75.

VOTE: Yes - 6 (DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)  
*MOTION CARRIED UNANIMOUSLY*

## REPORTS

### **Audit** [copy is appended]

Al Coster of the firm of Baldessari & Coster, LLP, which was engaged to audit the Library's books for the year ended December 2005, presented his report. A Management Letter was provided which made some recommendations for changing certain internal controls. The audit was a clean report and the financial statement was materially accurate. However, an area of concern in the auditor's report had to do with the establishing of a policy for the Library's inventory valuation. The Finance Committee will be meeting [May 15, 2006] to further discuss this, and bring a proposal to the Board as a whole. The recommendations in the Management Letter were unanimously approved while the Financial Report itself was tabled until after the Board has adopted a policy for the Library's inventory valuation.

Mr. Coster was thanked for doing a diligent job.

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 accept and implement all the recommendations that have been presented by the auditing firm, Baldessari & Coster, LLP, in their Management Letter dated March 10, 2006.

Public Comments: Marianna Wohlgemuth, Ralene Adler, Fern Rogers, Karen Rubin, Jonathan Kahn

VOTE: Yes - 6 (DiCamillo, Kahn, Klein, 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 accept the Auditor's Report dated March 8, 2006 for the year ended December 31, 2005.

Upon motion by Norman Rutta, seconded by Bette Weidman, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library table the existing motion to accept the Auditor's Report dated March 8, 2006 for the year ended December 31, 2005 in order that the Board can ~~adequately explore the correct way~~ **define a consistent method** to value the Library's inventory and instruct the Library's Auditor ~~appropriately~~ to do so.

[strikethrough - deleted; bold - new text; corrected 5/23/05]

VOTE: Yes - 6 (DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)  
MOTION CARRIED UNANIMOUSLY

### **Director** (report attached)

Due to family emergency, Director Nevens was not present. Assistant Director Laura Weir read the Director's written report.

### **Building Committee**

Linda Cohen, Chair of the Building Committee, was not present but provided a draft of her report for consideration. This was postponed for the next meeting.

## **OLD BUSINESS**

### **Proposed Amendment to Bylaws**

Upon motion by Joyce Klein, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library place the following Bylaw amendment to change the criteria for membership in the Great Neck Library Association before the Great Neck Library Association membership for consideration at a Special Meeting of the Association on June 14, 2006:

#### ARTICLE V, B - Membership:

All persons eighteen years of age or older ~~at the time that they obtain their library card, or who register with the Library after they attain the age of eighteen,~~ who are

residents of the Great Neck School District and are **either** valid library card holders **or registered voters with the**

**Nassau County Board of Elections** will be members of the Association ~~except for those who fill out a form provided by the Association which states that they do not wish to be members. Any person may revoke a prior statement indicating that he/she does not wish to become a member, but in order to vote at a meeting as a member, such revocation must take place before the record date for such meeting.~~

[Note: strike through text to be deleted; bold text is addition]

Patron Comments: Ralene Adler

VOTE: Yes - 5 (DiCamillo, Kahn, Klein, Rutta, Sokol); No - 1 (Weidman)  
*MOTION CARRIED*

## **Long Island Library Conference**

Upon motion by Joyce Klein, seconded by Bette Weidman, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the attendance of (?) Trustees to the Long Island Conference to be held May 3, 2006, at the Huntington Town House, at a maximum reimbursement of \$43 per attendee, with funds to come from the Trustee Continuing Education budget line.

VOTE: Yes - 2 (Kahn, Weidman); No - 2 (DiCamillo, Rutta);  
Abstention - 2 (Klein, Sokol). *MOTION FAILED*

## **New York State Association of Library Boards**

Joyce Klein motioned but there was no second. Therefore, the motion for trustees to attend the NYSALB conference in Albany on May 5<sup>th</sup> and 6<sup>th</sup> failed.

## NEW BUSINESS

### **Auto Library Expenditures - Innovative Interfaces**

Upon motion by Martin Sokol, seconded by Bette Weidman, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the expenditure of \$5,750 to Innovative Interfaces Inc. for ~~load profiling~~ **"Load Profiling"** to be charged to the Automated Library Fund.

[strikethrough - deleted; bold - new text; corrected 5/23/05]

Patron Comments: Ralene Adler

VOTE: Yes - 6 (DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)  
*MOTION CARRIED UNANIMOUSLY*

### **Auto Library Expenditures - NLS**

Upon motion by Bette Weidman, seconded by Joyce Klein, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the expenditure of \$1,025 to the Nassau Library System for 10 MP3 Players to be charged to the Automated Library Fund.

Patron Comments: Jeff Lowenstein, Jonathan Kahn, Ralene Adler, Marianna Wohlgemuth

VOTE: Yes - 6 (DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)  
*MOTION CARRIED UNANIMOUSLY*

### **Policy Manual Changes**

(a) Summer Loan

Upon motion by Bette Weidman, seconded by Joyce Klein, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library amend its Policy Manual by eliminating Section 700-40 d - Summer Loans [text below]:

~~A total of twenty (20) children's twenty-eight (28) day books may be taken out on summer loan between June 1<sup>st</sup> and mid-August. The due date is September 15<sup>th</sup> or, whatever due date falls closest after September 15<sup>th</sup>.~~

[Note: strike through text to be deleted]

VOTE: Yes - 6 (DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)  
MOTION CARRIED UNANIMOUSLY

(b) Software Circulation

Upon motion by Bette Weidman, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library amend its Policy Manual Section 700-40 c, vi, as follows:

Software circulates for three days and may be renewed a maximum of ~~one~~ **six** times if there are no holds.

[Note: strike through text to be deleted; bold text is addition]

VOTE: Yes - 6 (DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)  
MOTION CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

Rebecca Sassouni from the Persian Culture Committee was not present to speak to her letter of April 3, 2006. Ralene Adler spoke to her letter of April 4, 2006.

## **OPEN TIME**

No one spoke during Open Time.

## **ADJOURNMENT**

President Kahn declared the meeting adjourned at 9:45 p.m.

Respectfully submitted,

Bette Weidman  
Secretary