

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, May 18, 2004 at 7:30 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, May 18, 2004**, at the Station Branch of the Great Neck Library, 40B Great Neck Road, Great Neck, New York 11021. [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
Joyce Klein

Also present: Arlene Nevens – Library Director
Laura Weir – Assistant Library Director

Absent: Bette Weidman – Assistant Treasurer
Neil Zitofsky – Business Manager

Call to Order

President Linda Cohen called the meeting to order at 7:30 p.m. Upon motion by William Morrill, seconded by John Drukker, the Board went into Executive Session to discuss personnel matters. Upon motion by William Morrill, the Board came out of Executive Session. The public meeting began at 8:00 p.m.

NEW BUSINESS (continued on page 4)

The agenda was re-arranged to facilitate Labor Relations Counsel, Kevin Seaman, who had another appointment elsewhere.

Labor Relations Counsel

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 retain the services of Kevin A. Seaman to represent the interests of the Library in its pending negotiations and

other legal matters pertaining to personnel issues at an hourly rate of \$185.

Public Comment: Ralene Adler, Marietta DiCamillo

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)
MOTION CARRIED UNANIMOUSLY.

Mr. Seaman was introduced as the Library's new Labor Relations Counsel replacing William Cullen. He expressed his thanks to the Board for the privilege of working with the Great Neck community. He anticipated working with the staff members in a respectful manner with the intent of reaching a mutual agreement that will be both fair to staff, Board members and the Director.

Minutes

Upon motion by Joyce Klein, seconded by William Morrill, and after discussion, It was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Minutes of the Regular Meeting of April 20, 2004 as presented.

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)
MOTION CARRIED UNANIMOUSLY.

Treasurer's Report – Personnel Report

During the month of April 2004, revenue received was \$1,022,907. Total expenses were \$715,498.

At the close of business, April 30, 2004, total operating fund holdings were \$2,299,315, 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 an April 30, 2003 balance of \$2,522,195.

Additionally, the balance of the Main Building and Special Services fund was \$1,274,768; the Automated Library fund was \$131,810; the Restricted Gift fund was \$45,632; the Branch and Special Services fund was \$130,888. These funds totaled \$1,583,098 on April 30, 2004. The April 30, 2003 total was \$1,824,040.

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 May 18, 2004, Treasurer's Report with the Personnel Changes of April 16, 2004 through May 13, 2004.

Public Comment: Ralene Adler

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)
MOTION CARRIED UNANIMOUSLY.

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 authorize the Treasurer to pay the persons named in the Check Register dated April 16, 2004 through May 13, 2004, Paid-Checks numbered 1104 through 1110 and 29416 through 29475, and To-Be-Paid checks numbered 29476 through 29592, the sums set against their respective names, amounting in the aggregate to \$187,803.86.

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)
MOTION CARRIED UNANIMOUSLY.

Reports

Branch Committee

John Drukker, chair of this committee, reported on the May 4, 2004 meeting at the Lakeville Branch Library. (Report attached)

Public Comment: Emanuel Kline, Marianna Wohlgemuth

Director (Report attached)

In addition to the contents of the attached report, Director Nevens brought out that the swan had four ~~signets~~ ^{cygnets}*. Pursuant to this, a member of the audience asked if there was a way for the nesting area for the swans to be cleaned up from the litter and debris. The Director thought this would be a Girl Scouts project and she would try to see what could be done in making some contacts.

Public Comment: Emanuel Kline, Marietta DiCamillo, Ralene Adler

* "cygnets" corrected 6/22/04

New Business (continued from page 1)

Policy Manual Changes

a) *Local History Collection*

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

RESOLVED, that the Board of Trustees of the Great Neck Library amend its Policy Manual by adding a new section 600-10f:

Local History Collection

Additions to the collection:

The Library welcomes donations of materials such as photographs, diaries, yearbooks, letters, and many other items relating to the Great Neck community. Each gift will be accessioned with a Deed of Gift Agreement form, which acknowledges transfer of property to the Great Neck Library according to the Library's policy on gifts.

Duplication of photographs in the Library's collection:

The Library's Local History Collection contains more than 1500 photographs and postcard views of the Great Neck area. We receive requests for copies of these items from residents, past residents, news media, and businesses. In order to protect the original materials, they are not loaned. Instead, library staff will scan photographs onto a compact disc which the recipient may take to a photography shop to be printed according to the borrower's needs. A fee of \$10 will be charged for up to three images scanned to cover the cost of materials and staff time. A fee of \$5 will be charged for each printed copy requested. These fees will be collected in advance.

Reproduction of items from the collection:

Permission to reproduce or publish items in the collection must be made in writing using the Great Neck Library's Order Form and Application to Use Images. All public use of

materials must credit the Great Neck Library Local History Collection. A fee of \$10 will be charged for scanning up to three photographs to a CD. A fee of \$5 will be charged for each photographic print.

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)
MOTION CARRIED UNANIMOUSLY.

b) *Board of Trustees Continuing Education*

Upon motion by Joyce Klein, seconded by William Morrill and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend its Policy Manual by adding a new section 220-60:

The Board of Trustees affirms its belief in the value of trustee education as a method of enhancing an individual trustee's ability to effectively formulate policy and govern Library affairs. Attendance at meetings, conventions, seminars, and workshops provides educational opportunities by enabling trustees to meet with other public library trustees and personnel, be exposed to ideas and to identify trends, thereby increasing an individual trustee's value as a Board member. In addition, membership in professional library organizations increases a trustee's value as a Board member.

Attendance by a trustee or trustees at any specific event shall be subject to formal approval in advance by the Board at a regular or special meeting. In the absence of a budgetary allocation for any event, or a failure to anticipate its occurrence, the Board, by resolution, may rectify such failure. Receipts must be submitted for all travel and expense reimbursements.

The Great Neck Library will provide membership in local, state and national professional organizations to all Trustees.

In addition, attendance by Trustees at community events, particularly for those organizations with which the Library has established partnerships, shall be subject to formal approval by the Board in advance and Trustees shall be reimbursed for said expenses.

The original motion that was presented for adoption was amended as above.

Public Comment: Ralene Adler, Marietta DiCamillo

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)
MOTION CARRIED UNANIMOUSLY.

Budget Line Transfers

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 operating budget line-item changes as detailed in the 2004 Budget Reappropriation Worksheet dated May 18, 2004, a copy of which is to be appended to the Minutes of this meeting, as well as to the copy of 2004 budget maintained on file for the public at Main and the branches.

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)
MOTION CARRIED UNANIMOUSLY.

Holiday and Sunday Schedule

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 adopt the attached Holiday and Sunday Schedule for September 2004 to August 2005.

Public Comment: Marietta DiCamillo, Joel Bloom, Norman Rutta

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)
MOTION CARRIED UNANIMOUSLY.

Excess Equipment

Upon motion by John Drukker, seconded by David Kahn 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, Drukker, Kahn, Klein, Morrill, Nayer)
MOTION CARRIED UNANIMOUSLY.

Open Time

A member of the public requested that an updated budget for the \$19.4 million for the Main Building renovation/expansion project be made available at the next regular Board meeting in June.

Speaking: Gerald Peretsman, Emanuel Kline, Ralene Adler, Marietta DiCamillo

Adjournment

David Kahn moved that the meeting be adjourned at 9:15 p.m.

Respectfully submitted,

David Kahn
Secretary