

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, May 21, 2002
8:00 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, May 21, 2002**, 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:

Joyce Klein – President
Linda Cohen – Vice President [arrived at 8:12 p.m.]
William Morrill – Secretary
John Drukker – Treasurer
Bette Weidman – Assistant Treasurer
Alice Nayer

Absent: David Kahn – Assistant Treasurer

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

CALL TO ORDER

The meeting was called to order at 8:05 p.m. by President Joyce Klein.

MINUTES

Upon a motion by Bette Weidman, 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 meeting of April 23, 2002, as presented.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Morrill, Nayer, Weidman)
Motion Carried Unanimously

TREASURER'S REPORT – PERSONNEL REPORT

During the month of April 2002, revenue received was \$910,687. Total expenses were \$521,006.

At the close of business, April 30, 2002, total operating fund holdings were \$2,701,783, 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 April 30, 2001 balance of \$3,018,892.

Additionally, the balance of the Main Building and Special Services fund was \$1,492,704; the Automated Library fund was \$129,737; the Restricted Gift fund was \$44,828; the Branch and Special Services fund was \$127,754. These funds totaled \$1,795,023 on April 30, 2002. The April 30, 2001 total was \$1,415,912.

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the May 21, 2002, Treasurer's Report with the Personnel Changes of April 17, 2002 through May 15, 2002.

VOTE: Yes – 6 (Cohen, Drukker, 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 April 20, 2002 through May 16, 2002, Paid-Checks numbered 24594 through 24688 and To-Be-Paid Checks numbered 24689 through 24775, the sums set against their respective names, amounting in the aggregate to \$171,162.77.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Morrill, Nayer, Weidman)
Motion Carried Unanimously

Budget Line Revisions

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 operating budget line-item transfers as detailed in the 2002 Budget Reallocation Worksheet dated May 21, 2002, a copy of which is to be appended to the Minutes of this meeting, as well as to the copy of the 2002 Budget maintained on file at Main and the Branches.

Public Comment: Marietta DiCamillo

VOTE: Yes – 6 (Cohen, Drukker, Klein, Morrill, Nayer, Weidman)
Motion Carried Unanimously

REPORTS

Director's Report (attached hereto).

In addition, Director Nevens informed the Board that a letter, prepared by the attorney, was sent to patrons owing \$50 and more from 1993 forward in an effort to retrieve overdue library materials. The response so far was very good and the Board will be kept posted.

Main Building Committee

Director Nevens reported that the interviewing process was still in progress. The Building Committee visited Suffolk County to see some of the libraries that the architects had designed and another trip had been scheduled for Pennsylvania. A van will be rented for the field trip to Pennsylvania to cost no more than \$250. As the building project moves forward,

there will be additional small expenses, and only those expenses exceeding \$5000 will be brought to the Board for pre-approval. The Board will be informed of all smaller expenditures incurred.

Public Comment: Marietta DiCamillo

Personnel Committee

The Personnel Committee met just before tonight's Board meeting and Alice Nayer was elected chairperson.

OLD BUSINESS

Board Policy Manual Changes:

Unattended Child Policy

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 amend its Policy Manual, Section 500-75 [B] as follows: "In no case shall the child be left unattended by the staff. If necessary, the person in charge *and another staff member* shall remain with the child until the parent or police arrives."

VOTE: Yes – 6 (Cohen, Drukker, Klein, Morrill, Nayer, Weidman)
Motion Carried Unanimously

Cell Phones

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 amend its Policy Manual, Section 500-30 as follows: Add a statement that "*Cell phones may only be used in designated areas.*"

VOTE: Yes – 6 (Cohen, Drukker, Klein, Morrill, Nayer, Weidman)
Motion Carried Unanimously

Maintenance of Public Order Policy

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 500-40 replacing the existing section with the new Maintenance of Public Order at Library Facilities policy [attached].

Public Comment: Marianna Wohlgemuth

VOTE: Yes – 6 (Cohen, Drukker, Klein, Morrill, Nayer, Weidman)
Motion Carried Unanimously

Voting Sites

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 amend its Policy Manual, Section 1500-40 (A) as follows: *"Voting will take place at the Main Library and Parkville Branch on the day of the Annual Meeting from 10:00 a.m. to 10:00 p.m."*

Public Comment: JoAnn Farley, Marietta DiCamillo

VOTE: Yes – 6 (Cohen, Drukker, Klein, Morrill, Nayer, Weidman)
Motion Carried Unanimously

Replacement of Public Photocopiers

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 authorize the trade-in of three (3) Xerox copiers (Model 5042 serial numbers 80U-155408 and 80U-426058, and Model BK-35, serial number 5UR-044048) for one new Xerox Digital Bookmark under a 60-month lease of \$255.94 per month, as per Xerox' proposal dated 5/16/02. Lease payments will be charged to the current Copy Machines budget line.

Public Comment: Doris Master, Marianna Wohlgemuth, Marietta DiCamillo

After much discussion, action on this item was deferred to the June 25, 2002 meeting.

NEW BUSINESS

Holiday and Sunday Schedule

Upon a 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 2002 to August 2003.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Morrill, Nayer, Weidman)
Motion Carried Unanimously

Employee Position

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 reclassification of the position of "Page Supervisor" currently held by Marcia Kravet to Senior Library Clerk and that Ms. Kravet's salary be adjusted for the remainder of 2002 to \$39,001.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Morrill, Nayer, Weidman)
Motion Carried Unanimously

CORRESPONDENCE

Marietta DiCamillo spoke to her letter. [Attached]

OPEN TIME

Speaking: JoAnn Farley, Marietta DiCamillo

ADJOURNMENT

Upon a motion by Linda Cohen, the meeting was adjourned at 9:40 p.m.

Respectfully submitted,

William Morrill
Secretary