

Approved 9/24/02

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, June 25, 2002
8:00 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, June 25, 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
William Morrill – Secretary
John Drukker – Treasurer
Alice Nayer
David Kahn – Assistant Treasurer

Absent with prior notice: Bette Weidman – Assistant Treasurer

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

CALL TO ORDER

The meeting was called to order at 8:10 p.m. by President Joyce Klein.

MINUTES

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 approve the Minutes of the meeting of May 21, 2002, as presented.

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

TREASURER'S REPORT – PERSONNEL REPORT

During the month of May 2002, revenue received was \$921,748. Total expenses were \$647,118.

At the close of business, May 31, 2002, total operating fund holdings were \$2,970,980, 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 May 31, 2001 balance of \$3,350,016.

Additionally, the balance of the Main Building and Special Services fund was \$1,492,750; the Automated Library fund was \$129,870; the Restricted Gift fund was \$44,848; the Branch and Special Services fund was \$127,774. These funds totaled \$1,795,242 on May 31, 2002. The May 31, 2001 total was \$1,416,796.

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 June 25, 2002, Treasurer's Report with the Personnel Changes of May 16, 2002 through June 20, 2002.

VOTE: Yes – 6 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer)
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 May 17, 2002 through June 20, 2002, Paid-Checks numbered 24776 through 24876 and To-Be-Paid Checks numbered 24877 through 24989, the sums set against their respective names, amounting in the aggregate to \$203,601.44.

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

Budget Reallocation

Upon a motion by Linda Cohen, seconded by Alice Nayer, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the reallocation of \$3,000 from the Travel-Conferences budget line and \$3,000 from the Property/Liability Insurance budget line, to total \$6,000 into the Local Travel and Meetings budget line of the 2002 operating budget.

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

REPORTS

Director's Report (attached hereto).

The Director also reported that, at a staff meeting held June 19, 2002, staff was asked to be creative in coming up with ideas for the planning and visioning of the future of the Great Neck Library. They came up with some good ideas which will be culled, prioritized and then relayed to the architect to incorporate in the renovation project. To this effect, a mission statement will be created.

Main Building Committee (attached hereto).

Public Comment: Ralene Adler

Branch Committee

The Branch Committee met on June 10, 2002 at the Station Branch Library.

OLD BUSINESS

Photocopiers

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 declare as excessed, and authorize the disposal of two (2) Xerox copiers, Model 5042, serial numbers 80U-155408 and 80U-426058, upon the expiration of their non-renewable service agreement in October, 2002.

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

NEW BUSINESS

Summer Operations

Upon a motion by Linda Cohen, seconded by William Morrill, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the President, Treasurer and/or Assistant Treasurers to sign checks in payment of operating expenses due from this date until the next regular Board meeting (scheduled September 24, 2002) as approved for payment by the Director and the Business Manager. Such expenses shall have been incurred in accordance with established policies and procedures.

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

New York Library Association Conference

Upon a motion by Alice Nayer, seconded by Linda Cohen, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the attendance of two members of the professional staff at the New York Library Association Conference to be held in Buffalo, New York, from October 23 – 26, 2002 at a cost not to exceed \$2050 to be charged to the Travel/Conference line of the operating budget.

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

Insurance

The Library's general liability insurance with Utica National will be expiring September 1, 2002. Exact figures, which will reflect a 15% increase along with alternative quotations, will be presented at the September 25, 2002 meeting of the Board of Trustees.

Public Comment: Mayor Dan Nachmanoff

Retirement Incentive Plans

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 hereby elect to provide the benefits of Part A of Chapter 69 of the Laws of 2002, commencing on October 3, 2002 for all eligible employees who retire with an effective date set during the ninety (90) day period beginning with and immediately following the commencement date and who are otherwise eligible as specified by Part A of Chapter 69, Laws of 2002.

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

Upon a motion by David Kahn, seconded by John Drukker, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library hereby elect to provide the benefits of Part B of Chapter 69 of the Laws of 2002, commencing on January 1, 2003 for all eligible employees who retire with an effective date set during the ninety (90) day period beginning with and immediately following the commencement date and who are otherwise eligible as specified by Part B of Chapter 69, Laws of 2002.

Public Comment: Marilyn Bliok

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

New York State Deferred Compensation Plan

Upon a motion by Alice Nayer, seconded by Linda Cohen, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library WHEREAS, the Great Neck Library wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for the voluntary participation of all eligible employees; and

WHEREAS, the Great Neck Library has been accorded the status of a local public employer by the New York State Employees' Retirement System, and is therefore

eligible to adopt the Plan pursuant to Section 5 of the State Finance Law; and

WHEREAS, the Great Neck Library has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to commence and continue careers with the Great Neck Library by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that the Great Neck Library hereby adopts the Plan for the voluntary participation of all eligible employees, subject to the Library's reservation of rights to discontinue participation in the Plan upon due notice to the Plan; and it is further

RESOLVED, that the appropriate officials of the Great Neck Library are hereby authorized to take such action and enter into such agreements as are reasonably required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

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

Department Heads Association

Upon a motion by John Drukker, seconded by David Kahn, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Agreement between the Great Neck Library and the Great Neck Library Department Heads Association dated June 25, 2002 and further, that the President of the Board of Trustees be hereby authorized to execute such agreement.

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

CORRESPONDENCE

Jack Mattes was not present to speak to her^{his [corrected 9/24/02]} letter [attached].

OPEN TIME

Speaking: JoAnn Farley, Ralene Adler, Ronald Brinn

ADJOURNMENT

Upon a motion by John Drukker, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

William Morrill
Secretary