

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, June 27, 2006 at 8:00 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, June 27, 2006, in the Community Room of the Main 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
Norman Rutta – Treasurer
Linda Cohen – Assistant Treasurer
Marietta DiCamillo – Assistant Treasurer
Martin Sokol

Absent with prior notice: Bette Weidman – Secretary

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

CALL TO ORDER

President David Kahn called the meeting to order at 8:12 p.m.

Trustee Cohen motioned for the Board to go into Executive Session to discuss personnel matters. President Kahn asked for the regular business to precede the Executive Session. Trustee Cohen agreed.

Public Comments: Ralene Adler

APPOINTMENT OF ACTING SECRETARY

Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library appoint Marietta DiCamillo to act as

Secretary for this meeting during the absence of Bette Weidman, Secretary of the Board of Trustees.

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

MINUTES

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 approve the Minutes of the Regular Meeting of May 23, 2006, [as corrected] and the June 14, 2006 Special Meeting of the Great Neck Library Association as presented.

Corrections to May 23rd Minutes:

Page 6: Tabling of Holiday & Sunday Schedule to be corrected to reflect Linda Cohen voted "opposed" and Martin Sokol voted "yes".

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

TREASURER'S REPORT - PERSONNEL REPORT

During the month of May 2006, revenue received was \$970,964. Total expenses were \$581,071

At the close of business, May 31, 2006, total operating fund holdings were \$2,865,211. Of these funds, \$2,861,776 was on deposit at HSBC and the Bank of New York, and \$3,435 was on hand in Petty Cash funds at Main and the Branches. This compares to a May 31, 2005 balance of \$2,703,758.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,190,819; the Automated Library fund was \$56,304; the Restricted Gift fund was \$46,830; the Branch and Special Services fund was \$101,009. These funds totaled \$1,394,962 on May 31, 2006. The May 31, 2005 total was \$1,495,643.

(a) 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 accept the June 27, 2006,

Treasurer's Report with the Personnel Changes
of May 19, 2006, through June 20, 2006.

Public Comments: Ralene Adler

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

(b) 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 authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Check Register dated May 19, 2006 through June 20, 2006, Paid Checks numbered 0022541 through 0022545, 0022598 through 00224603, 1173, and 33632 through 33701, and To-Be-Paid Checks numbered 33702 through 33809, the sums set against their respective names, amounting in the aggregate to \$219,530.26.

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

(c) 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 Payroll Warrants, dated May 8 and May 22, 2006, which have been reviewed by the Treasurer, in the amounts of \$171,978.44 and \$169,633.78 respectively, for a total of \$341,612.22.

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

REPORTS

Election Results [appended to these Minutes]

Trustee Rutta stated that the two-thirds majority required for passage of the amendment to the Bylaws was interpreted incorrectly and he would like the Policy

Committee to study the wording of the current policy and make a technical correction. President Kahn instructed the Policy Committee to look into this at their next meeting but in the meantime the results of the election were accepted as presented.

Director [appended to these Minutes]

In addition to her written report, the Director reported that Trustee Rutta had asked her to check out the Gates Foundation Grant to see if anything was available for the Great Neck Library. She reported that at this time, grants were offered only on a statewide level to encourage states to provide financial resources so that libraries can maintain their standard. The Great Neck Library also receives a weekly grant alert from the New York Library Association and she is on the look out for any funding that might be available to libraries.

72 downloadable books on tape, 18 of which were foreign languages, were checked out since the inception of this service.

The lighting in the parking lot is not very good as the globes were discolored with the passing of time. One replacement smoked glass globe was installed at the southern end of the parking lot. Trustees were asked to take a look at it after the meeting and give the Director their opinion.

The Director recommended that Department Heads conduct library card drives at the six village and Parkwood pools on Sundays during July and August. Trustees expressed their concern over the impact to the budget of double time and respective benefits and requested that the drive be accomplished during normal work schedules. The idea was withdrawn by the Director.

Public Comments: Ralene Adler, Marianna Wohlgemuth, Alice Nayer, Robert Spitalnick, Robert Mendelson, Jo Ann Farley

Branch Committee

There was no written report but Branch Committee Chair, Marietta DiCamillo, reported on the June 20th meeting at the Parkville Branch Library that she was impressed with the services and programs held there and with the full calendar of programs scheduled for the summer. She mentioned the "castle" that the staff at Parkville built and how enticing it would be to young readers.

Public Comments: Marianna Wohlgemuth, Varda Solomon, Jo Ann Farley

OLD BUSINESS

Holiday & Sunday Schedule

Upon motion by Linda Cohen, seconded by David Kahn, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library take from the table the Holiday & Sunday Schedule for September 2006 to August 2007.

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

Upon motion by Martin Sokol, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library adopt the attached Holiday & Sunday Schedule for September 2006 to August 2007.

Public Comments: Ralene Adler

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

Record Retention

Upon motion by Linda Cohen, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend its Record Retention policy, Section 400-30, as specified in the attached document.

Item 1.13 - Property and liability insurance policies...retention: The words "later of" to be inserted between "after" and "the" to reflect change made at the policy committee meeting. The sentence should read: six years after later of date of expiration or last claim resolved.

The Policy Committee was instructed to: (1) check with Counsel whether or not the Retention Schedule is in accordance with public access to records (2) obtain a written legal memorandum (3) develop a subject list of records and designate a records access officer to coordinate response to public request for records.

Prior to the vote to table this resolution, there was a brief intermission.

Upon motion by Marietta DiCamillo, seconded by Martin Sokol, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library table the resolution to adopt its Record Retention policy, Section 400-30, as specified in the attached document.

VOTE: Yes - 5 (DiCamillo, Kahn, Klein, Rutta, Sokol); Abstention - 1 (Cohen)
MOTION CARRIED

OLD BUSINESS

Budget Reallocation

Upon motion by Joyce Klein, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the line-item changes to the 2006 Operating Budget as detailed in the 2006 Budget Revision Analysis dated June 27, 2006, a copy of which is to be appended to the Minutes of this meeting, as well as to the copy of the 2006 Budget maintained on file for the public at Main and the Branches.

It was felt to be unnecessary to perform budget transfers three times per year and preferable for a one-time end of the year revision prior to the annual audit. After Board discussion, Joyce Klein and Linda Cohen withdrew the motion.

MOTION WITHDRAWN

MP3 Players Circulation Policy

Upon motion by Linda Cohen, seconded by Norman Rutta, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend its policy [manual], Section 700-

40 and 700-45, as relative to MP3 Players, as specified in the attached document.

Borrowers should be informed in writing of the charges associated with the loss of the MP3 player and before an MP3 player is loaned to a child, the parent should be contacted about potential liability in case the child loses it.

Public Comments: Varda Solomon, Ralene Adler, Marianna Wohlgemuth, William Morrill

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

Lakeville Branch Shelving

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the purchase of shelving for the Lakeville Branch in an amount not to exceed \$1765 to be charged to the Branch and Special Services Fund, as outlined in the proposal by Library & Records Management, Inc.

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

New York Library Association Conference

Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the attendance of three members of the professional staff at the New York Library Association Conference to be held in Saratoga, New York, from November 1-4, 2006, at a cost not to exceed \$3,273 to be charged to the Travel/Conference line of the operating budget.

Any trustee interested in attending the conference can find the full program on www.nyla.org and should inform the Director so that a resolution can be placed on the agenda for the September Board meeting.

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

Personnel Policies

Upon motion by Martin Sokol, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Personnel Committee meet as soon as possible to discuss changing the policy concerning the responsibility of the Library Director to hire employees and report back to the Trustees with their recommendation.

Marietta DiCamillo motioned to amend Martin Sokol's motion to define the Board of Trustees interaction in the hiring of the Director, Assistant Director, Business Manager, Department Heads, Branch Heads including Head of Levels, Computer Network Administrator and all Maintenance Personnel.

VOTE: Yes - 5 (DiCamillo, Kahn, Klein, Rutta, Sokol); Opposed - 1(Cohen)
MOTION CARRIED

The following recommendations were put forth: (1) Director will provide the Board with the top three resumes of prospective candidates; (2) a meeting of the Board of Trustees will be called in Executive Session to discuss and review the resumes. This meeting will result in either an additional interview of the candidate or, in a Public Session, the Board of Trustees may make a resolution to hire one of the candidates.

Public Comments: Marianna Wohlgemuth, Robert Spitalnick, Alice Nayer, William Morrill

OTHER BUSINESS

Upon motion by Martin Sokol, seconded by Norman Rutta, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library terminate the contract of Advanced

Consulting immediately and that a letter be sent to Mr. Frank Marino thanking him for his services.

VOTE: Yes - 3 (DiCamillo, Rutta, Sokol); No - 3 (Cohen, Kahn, Klein)
MOTION FAILED

CORRESPONDENCE

Lisa Levine-Bernstein was not present to speak to her letter.

OPEN TIME

Trustee Rutta requested of the Director that in the September/October issue of the Library newsletter a clarification be made concerning the Association amendment on page one of the July/ August issue of the newsletter which stated that the amendment broadens the requirements for membership in the Library Association. "Broadens", he indicated, implies more requirements when in fact this amendment has made it easier. The article is to be repeated using the word "eases" instead of "broadens."

Speaking: Marianna Wohlgemuth, Alice Nayer, Ralene Adler

ADJOURNMENT

The meeting was adjourned at 10:50 p.m. on motion by Marietta DiCamillo and seconded by Norman Rutta.

Trustee Cohen withdrew her request for the Board to go into Executive Session.

Respectfully submitted,

Marietta DiCamillo
Acting Secretary