

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, September 21, 2004 at 7:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, September 21, 2004**, 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:

Linda Cohen – President  
John Drukker – Vice President  
David Kahn – Secretary  
Alice Nayer – Treasurer  
William Morrill – Assistant Treasurer  
Bette Weidman – Assistant Treasurer  
Joyce Klein

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

**CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by President Linda Cohen.

**EXECUTIVE SESSION**

John Drukker moved and Joyce Klein seconded that the Board go into Executive Session. Alice Nayer moved and William Morrill seconded that the Board return to open session, which began at 8:30 p.m.

**MINUTES**

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 accept the Minutes of the Regular Meeting of June 22, 2004 as presented.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## **TREASURER'S REPORT – PERSONNEL REPORT**

During the month of June 2004, revenue received was \$1,020,116. Total expenses were \$528,344. During the month of July 2004, revenue received was \$39,077. Total expenses were \$504,274. During the month of August 2004, revenue received was \$37,603. Total expenses were \$528,672.

At the close of business, August 31, 2004, total operating fund holdings were \$2,208,042, 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 August 31, 2003 balance of \$2,187,918.

Additionally, the balance of the Main Building and Special Services fund was \$1,280,578; the Automated Library fund was \$132,027; the Restricted Gift fund was \$45,713; the Branch and Special Services fund was \$131,384. These funds totaled \$1,589,701 on August 31, 2004. The August 31, 2003 total was \$1,828,448.

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 September 21, 2004, Treasurer's Report with the Personnel Changes of June 19, 2004 through September 15, 2004.

Public Comment: Rebecca Gilliar

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

Upon motion by Alice Nayer, 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 August 18, 2004 through September 15, 2004, Paid-Checks numbered 1121 through 1122 and 30170 through 30238, and To-Be-Paid checks numbered 30239 through 30354, the sums set against their respective names, amounting in the aggregate to \$307,401.89.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## REPORTS

### Branch Committee

Branch Committee chairperson John Drukker presented his report of the July 20, 2004 meeting at the Parkville Branch. [copy of report attached]

Public Comment: Marianna Wohlgemuth, Ralene Adler, Rebecca Gilliar,  
Norman Rutta

### Secretary

Trustee David Kahn reported on the slate of candidates as submitted by the Nominating Committee for the October 25, 2004 Election. He also expressed his thanks to the Nominating Committee for its hard work and all the candidates for their desire to help make the Great Neck Library better and better. There are 14,640 eligible voters for the October 2004 election.

Linda Cohen and John Drukker were endorsed by the Nominating Committee to succeed themselves on the Board of Trustees, and Varda Solomon to fill the expired seat of Carol Mitch on the Nominating Committee. Norman Rutta submitted a petition to run as an Independent Candidate for the Board of Trustees against John Drukker.

### Director (Report attached)

Director Nevens updated the Board on the proposed Main Building Renovation/Expansion project since its last Board meeting in June. The environmental consultant requested the DEC to complete its review of the Library's plans and to supply a list of all the outstanding issues so they could be resolved all at once. Communication was received from the DEC asking for projected contours on the south side of the property. This has been forwarded to them.

One major change was made to the proposed entrance to the planned new building. The front entranceway has been pushed out and the property graded to eliminate stairs to enter the building. The parking lot has been designed to define pedestrian pathways and improve the flow of traffic within the lot.

Meetings will continue with the architect and project manager to complete the documents to be submitted to the Town Board of Zoning Appeals and to the Town Board. We will coordinate with the zoning counsel, the traffic engineer and the environmental consultant. Once our application has been placed on the Town Calendar, a date will be set for the referendum.

Public Comment: Ralene Adler, Varda Solomon, Barbara Zeller, Marianna  
Wohlgemuth, Marietta DiCamillo, Rebecca Gilliar,  
Karen Rubin

## NEW BUSINESS

### Job Descriptions

This four-part resolution was placed on the table to be voted on as one resolution. But after much discussion between the Board and the public, it was decided that each part should be voted on individually. This was done as follows:

Public Comment: Norman Rutta, Ralene Adler, Rebecca Gilliar

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 approve the attached job descriptions.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

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 approve the salary schedule for the newly-created job category Senior Librarian II/Senior Levels Staff II.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

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

**RESOLVED**, that the Board of Trustees approve the reclassification of Harriett Fagnoli, Risha Rosner, and Pamela Levin as Senior Librarian II with salary increases of \$2,445 each.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

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 approve the reclassification of Barry Weil from Levels Staff to Senior Levels Staff I with a salary increase of \$4,378.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### **Bond Counsel**

Upon motion by David Kahn, seconded by Joyce Klein and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library retain the services of Dennett Law Offices, P.C. to act as our Bond Counsel in matters relating to the Main Building Expansion with the same terms as previously negotiated with Garfunkel, Wild & Travis.

Public Comment: Rebecca Gilliar

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### **Property/Liability Insurance Renewal**

Upon motion by Alice Nayer, seconded by David Kahn and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library renew its liability/property automobile and umbrella insurance policies for the period September 1, 2004 through September 1, 2005 with Utica Insurance Companies, as presented by A. C. Edwards in their proposal dated September 1, 2004, for a total cost of \$49,581 to be charged to the Property/Liability Insurance line of the operating budget.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### **Photocopier**

Upon motion by David Kahn, seconded by Joyce Klein and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the 36-month lease for the Canon iR5020 digital photocopier from Leslie Digital Imaging, as per their quotation of June 27, 2004, at a cost of \$292.58 per month, plus service for all but paper and staples at a cost of \$112.50 per month. Service on overage copies [in excess of 180,000 per year] is to be billed at \$0.0075 per copy. Lease costs will

be charged to the Copy Machine line of the operating budget.

Public Comment: Norman Rutta, Jo Ann Farley  
On a motion by John Drukker and seconded by Alice Nayer, it was unanimously agreed to table this item until the October meeting.

### **Excess Equipment**

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 declare the Elmo filmstrip projector, serial #32102897, to be excess equipment, and authorizes the Director to dispose of said equipment in an appropriate manner.

Speaking: Varda Solomon

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### **CORRESPONDENCE** (Attached)

Ralene Adler to Linda Cohen 6/28/04 and Library's response 6/30/04.

Mrs. Adler did not speak to her letter but thanked Director Arlene Nevens and her Administrative Assistant Marjorie Malcolm for their assistance with any questions she has had.

### **OPEN TIME**

Speaking: Ralene Adler, Norman Rutta, Rebecca Gilliar

### **ADJOURNMENT**

David Kahn moved that the meeting be adjourned at 10:25 p.m.

Respectfully submitted,

David Kahn  
Secretary