

Approved 10/22/02

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, September 24, 2002  
8:00 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, September 24, 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  
David Kahn – Assistant Treasurer  
Bette Weidman – Assistant Treasurer  
Alice Nayer

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

**CALL TO ORDER**

President Joyce Klein called the meeting to order at 8:05 p.m.

**EXECUTIVE SESSION**

Bill Morrill moved that the Board go into Executive Session to discuss personnel matters. The motion was seconded by Bette Weidman and unanimously passed. The Board reconvened to open session at 8:25 p.m.

**MINUTES**

Upon a motion by Bette Weidman, seconded by David Kahn, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of the special meeting of July 3, 2002 and the regular meeting of June 25, 2002, as presented.

The original motion was modified to replace the word "her" under Correspondence on page 5 of the June 25, 2002 with the word "his"

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 approve the Minutes of the special meeting of July 3, 2002 as presented and the corrected Minutes of the regular meeting of June 25, 2002.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion carried unanimously.

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

During the month of June 2002, revenue received was \$917,570. Total expenses were \$491,323. During the month of July 2002, revenue received was \$15,260. Total expenses were \$515,335. During the month of August 2002, revenue received was \$22,369. Total expenses were \$498,230.

At the close of business, August 31, 2002, total operating fund holdings were \$2,397,333, 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, 2001 balance of \$2,792,206.

Additionally, the balance of the Main Building and Special Services fund was \$1,499,427; the Automated Library fund was \$130,267; the Restricted Gift fund was \$44,989; the Branch and Special Services fund was \$128,351. These funds totaled \$1,803,034 on August 31, 2002. The August 31, 2001 total was \$1,446,424.

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 September 24, 2002, Treasurer's Report with the Personnel Changes of June 21, 2002 through September 18, 2002.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion carried unanimously.

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 authorize the Treasurer to pay the persons named in the Check Register dated August 17, 2002 through September 19, 2002, Paid-Checks numbered 25371 through 25474 and To-Be-Paid Checks numbered 25475 through 25570, the sums set against their respective names, amounting in the aggregate to \$301,299.96.

Public Comment: Marietta DiCamillo

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion carried unanimously.

### **Budget Line Transfer**

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 authorize the operating budget line-transfers as detailed in the 2002 Budget Reallocation Worksheet dated September 10, 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 for the public at Main and the Branches.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion Carried Unanimously.

## REPORTS

**Director's Report** (attached hereto).

**Main Building Committee** (attached hereto).

Representatives from The Dormitory Authority will be meeting with the Building Committee on October 10, 2002 to provide information on funding for the building project. Interviews for construction firms will be scheduled.

Public Comment: Mayor Robert Bernstein (Village of Lake Success)

**Branch Committee**

The Branch Committee met on September 18, 2002 at the Lakeville Branch Library. Committee Chair, William Morrill presented the highlights of the meeting.

## OLD BUSINESS

**October 2002 Election - Candidates**

Secretary Morrill presented the Nominating Committee's slate of Candidates: Board of Trustees – Joyce Klein and Bette Weidman for four-year terms ending 2007. Nominating Committee – Lawrence Gerzog and Doris Master for three-year terms ending 2006 and Marjorie Kurcias for a two-year term ending 2005. No independent nomination petitions were filed.

**Insurance**

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 renew its liability/property, automobile and umbrella insurance policies for the period September 1, 2002 through September 1, 2003 with Utica Insurance Companies, as presented by A.C. Edwards in their proposal dated September 16, 2002, for a total cost of \$40,104 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.

## NEW BUSINESS

**Internet Policy Revision**

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 approve the attached changes to the Great Neck Library Policy Manual, specifically regarding Sections 600-10 (e), Internet Use Policy.

Public Comment: Karen Rubin, Emanuel Kline

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion Carried Unanimously.

### **Excessed Equipment**

Upon a motion by Bette Weidman, 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 excessed and authorize the Director to dispose of same in an appropriate manner.

Public Comment: Marietta DiCamillo, Emanuel Kline

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion Carried Unanimously.

### **NLS Plan of Service**

The Nassau Library System is required by the State Department of Library Development to submit a Plan of Service. The Director of the Nassau Library System developed an interim plan. At an Area Trustees meeting to be held at the Port Washington Library on October 2, Library Board can air their concerns and ask questions about this plan. Revisions will be made to this plan, if necessary, and then resubmitted to the NLS Board at their October meeting for approval.

Public Comment: Karen Rubin

### **Assistant Director Contract**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library approve the appointments of Laura Weir as Assistant Director effective October 7, 2002 and authorize and direct the President to execute a Letter of Employment between the Board of trustees and Ms. Weir for a period from October 7, 2002 through December 31, 2005.

Public Comment: Mayor Robert Bernstein

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion Carried Unanimously.

### **Branch and Special Services Fund Expenses**

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 purchase of shelving from Library Records and Management for a total not to exceed \$7,500 to be charged to the Branch and Special Services Fund.

Public Comment: Marietta DiCamillo

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion Carried Unanimously.

### **Automated Library Fund**

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 expenditure of Automated Library Fund monies in the total amount of \$11,704.83 as itemized in the attached memorandum dated September 20, 2002.

Public Comment: Marianna Wohlgemuth, Marietta DiCamillo

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion Carried Unanimously.

### **Snow Removal**

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 renewal of the snow removal contract for the period November 1, 2002 through April 30, 2003, with Galvin Brothers at a cost of \$7,200 {plus additional charges for sanding, and for accumulations over eight (8) inches to be charged to the Landscaping/Snow Removal budget line

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion Carried Unanimously.

### **CORRESPONDENCE**

Ronald Brinn and the League of Women Voter's representative were absent.  
Valerie Molinaro did not speak to her letter.  
Ralene Adler and Marietta DiCamillo spoke to their letters.

### **OPEN TIME**

Speaking: JoAnn Farley, Karen Rubin, Mayor Robert Bernstein, Marietta DiCamillo, Renée Zarin, Naomi Penner, Stanley Romaine, Pearl Malcus, Marianna Wohlgemuth

### **ADJOURNMENT**

Upon a motion by Alice Nayer and seconded by William Morrill, the meeting was adjourned at 9:50 p.m.

Respectfully submitted,

William Morrill  
Secretary