

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, October 21, 2003  
8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, October 21, 2003**, at the Parkville Branch of the Great Neck Library, 10 Campbell Street, New Hyde Park, New York 11040. [Agenda attached.]

The following Trustees were present constituting a quorum:

Joyce Klein – President  
Linda Cohen – Vice President  
Bette Weidman – Secretary  
Alice Nayer – Treasurer  
William Morrill – Assistant Treasurer  
David Kahn [arrived at 8:10 p.m.]

Absent with prior notice: John Drukker – Assistant Treasurer

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

**CALL TO ORDER**

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

**CORRECTION**

A typographical error listing the aggregate as \$221,774.41 on the last line of page two of the Treasurer's report was corrected to \$210,273.51

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library amend the September 23, 2003 Treasurer's report to reflect this change.

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## MINUTES

Upon 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 the Minutes of the regular meeting of September 23, 2003 to reflect the correction to the Treasurer's Report;

and further,

I move that the Board of Trustees of the Great Neck Library accept the Minutes of the regular meeting of September 23, 2003 as amended.

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman)

*MOTION CARRIED UNANIMOUSLY.*

## TREASURER'S REPORT – PERSONNEL REPORT

During the month of September 2003, revenue received was \$39,285. Total expenses were \$524,556.

At the close of business, September 30, 2003, total operating fund holdings were \$1,681,832, 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 September 30, 2002 balance of \$1,925,900.

Additionally, the balance of the Main Building and Special Services fund was \$1,521,362; the Automated Library fund was \$131,438; the Restricted Gift fund was \$45,556; the Branch and Special Services fund was \$130,245. These funds totaled \$1,828,601 on September 30, 2003. The September 30, 2002 total was \$1,803,247.

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the October 21, 2003, Treasurer's Report with the Personnel Changes of September 19, 2003 through October 16, 2003.

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman)

*MOTION CARRIED UNANIMOUSLY.*

Upon 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 Treasurer to pay the persons named in the Check Register dated September 19, 2003 through October 16,

2003, Paid-Checks numbered 1073 through 1075 and 28029 through 28091, and To-Be-Paid checks numbered 28092 through 28217, the sums set against their respective names, amounting in the aggregate to \$312,307.82.

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## REPORTS

### Building Committee

Trustee Morrill, Chair of the Building Committee, reported that:

- Building Committee met on September 23, 2003.
- No new information received from the state environmental agency regarding the Library's proposed renovation/expansion plans.
- Fund-raising for building projects for the Middle Country and Cold Spring Harbor Libraries were reviewed, and the Committee was recommending to the Board that a discrete fund be set up for contributions for the enhancement of the Great Neck Library. The Director will discuss with counsel the feasibility and details that will enable residents to make such contributions.

Public Comment: Ralene Adler

### Director (attached)

Public Comment: Ralene Adler, Gloria Parnes

## NEW BUSINESS

### Policy Manual Changes

Upon 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 as attached, specifically regarding Sections 400-21, 700-40, 700-45, 700-60.

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED.*

## **Public Library Association Meeting**

Upon 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 attendance of three members of the professional staff at the Public Library Association [PLA] conference to be held in Seattle from February 25 – 28, 2004 at a cost not to exceed \$4,623 to be charged to the Travel/Conference line of the operating budget.

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## **Main Library Fund**

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

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the expenditure of \$2,205 to Global Equipment Network for the purchase and installation of an Induction Loop System for the Community Room, to be charged to the Main Library fund.

Public Comment: Ralene Adler

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## **Snow Removal Contract**

Upon 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 renewal of the snow removal contract for the period November 1, 2003 through April 30, 2004, with Galvin Brothers at a cost of \$7,488 (plus additional charges for sanding, and for accumulations over eight (8) inches to be charged to the Landscaping/Snow Removal budget line.

Public Comment: Sheila Zuckerman

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## **Excessed Equipment**

Upon motion by Linda Cohen, seconded by William Morrill, 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: Gloria Parnes

VOTE: Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## **OPEN TIME**

Speaking: Gloria Parmes, Sheila Zuckerman, Jo Ann Farley, Ralene Adler

## **ADJOURNMENT**

Alice Nayer moved that the meeting be adjourned at 9:05 p.m.

Respectfully submitted,

Bette Weidman  
Secretary