

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, October 22, 2002
8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, October 22, 2002**, 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
William Morrill – Secretary
John Drukker – Treasurer
David Kahn – Assistant Treasurer
Bette Weidman – Assistant Treasurer
Alice Nayer

Absent with Prior Notice: Linda Cohen – Vice President

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

CALL TO ORDER

President Joyce Klein called the meeting to order at 8:00 p.m.

MINUTES

Upon a motion by Bette Weidman, 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 regular meeting of September 24, 2002, as presented.

VOTE: Yes – 6 (Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion carried unanimously.

TREASURER’S REPORT – PERSONNEL REPORT

During the month of September 2002, revenue received was \$28,771. Total expenses were \$490,640.

At the close of business, September 30, 2002, total operating fund holdings were \$1,925,900, 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 2001 balance of \$2,430,133.

Additionally, the balance of the Main Building and Special Services fund was \$1,499,472; the Automated Library fund was \$130,397; the Restricted Gift fund was \$45,008; the Branch and Special Services fund was \$128,370. These funds totaled \$1,803,247 on September 30, 2002. The September 2001 total was \$1,447,893.

Upon a motion by John Drukker, seconded by Bette Weidman, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the October 22, 2002, Treasurer's Report with the Personnel Changes of September 19, 2002 through October 16, 2002.

VOTE: Yes – 6 (Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion carried unanimously.

Upon a motion by John Drukker, 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 September 20, 2002 through October 16, 2002, Paid-Checks numbered 25571 through 25668 and To-Be-Paid Checks numbered 25669 through 25766, the sums set against their respective names, amounting in the aggregate to \$162,760.60.

VOTE: Yes – 6 (Drukker, Kahn, Klein, Morrill, Nayer, Weidman). Motion carried unanimously.

REPORTS

Director's Report (attached hereto).

Public Comment: Ralene Adler

NEW BUSINESS

Cleaning Service

Upon a motion by Bette Weidman, seconded by Alice Nayer, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Business Manager to contract with City Wide Cleaning Service to provide additional cleaning services at Main and at Station and Lakeville branches at an additional monthly cost of \$2,300 to be charged to the Cleaning Service budget line.

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

Payroll Processing Service

Upon a motion by Bette Weidman, seconded by John Drukker, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Business Manager to contract with Paychex, Inc., to provide

payroll processing and tax remittance services as per their proposal, at an estimated annual cost of \$8,000. In the unlikely event that the Paychex conversion and service does not meet expectations, the Business Manager may resume current ADP service without further Board resolution.

Public Comment: Marianna Wohlgemuth

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

Architect's Contract

Architect Tom Piotrowski and Project Manager James Fox of the architectural firm of H2L2 were introduced.

Upon a motion by Bette Weidman, seconded by John Drukker, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library hereby designates the architectural firm H2L2 Architects and Planners, LLP, as architects to prepare design drawings and administer construction of an addition to and/or renovation of the Main Library facility in accordance with the terms of the Architects' Services Agreement in the form submitted, and as may be further modified and approved by the Library's legal counsel, and thereupon the President of the Board of Trustees is authorized to execute the Architects' Services Agreement on behalf of the Board of Trustees.

Public Comment: Karen Rubin, Ralene Adler, Marianna Wohlgemuth, Legal Counsel William Cullen

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

Owner's Representative Contract

Frank Marino of Advanced Consulting Corporation was introduced as the "eyes and ears" for the Library from the start to the finish of the renovation and/or expansion project.

Upon a motion by Alice Nayer, seconded by Bette Weidman, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library hereby designates the firm of Advanced Consulting Corporation as the Library's Owner's Representative to perform pre-construction and construction oversight and administration services relating to an addition to and/or renovation of the Main Library facility in accordance with the terms of the Owner's Representative Services

Agreement in the form submitted, and as may be further modified and approved by the Library's legal counsel, and thereupon the President of the Board of Trustees is authorized to execute the Owner's Representative Services Agreement on behalf of the Board of Trustees.

Public Comment: Frank Marino (Advanced Consulting Corporation), Karen Rubin, Ralene Adler, Marianna Wohlgemuth, and Jo Ann Farley.

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

Acting Vice President

Upon a motion by Joyce Klein, seconded by John Drukker, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library appoint Alice Nayer to be Acting Vice President for the purpose of opening the polls. [President Joyce Klein will be on Jury Duty and Vice President Linda Cohen will be away for the Library's election on October 28, 2002 at 10:00 a.m.]

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

CORRESPONDENCE

Ralene Adler spoke to her letter of September 17, 2002. Naomi Penner, Mayor Robert Stern and Stanley Dacher were not present to address their letters.

OPEN TIME

Speaking were: Jo Ann Farley, Marianna Wohlgemuth, Karen Rubin, Legal Counsel William Cullen, and Ralene Adler.

ADJOURNMENT

Upon a motion by John Drukker, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

William Morrill
Secretary