

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, October 23, 2001
8:00 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, October 23, 2001**, 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:

Bette Weidman – President
Joyce Klein – Vice President
John Drukker – Treasurer
Elayne Bernstein – Assistant Treasurer
Linda Cohen – Assistant Treasurer
William Morrill

Absent with prior notice: Catherine Moore – Secretary

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

CALL TO ORDER

President Bette Weidman called the meeting to order at 8:03 p.m.

MINUTES

Upon a motion by Bette Weidman, seconded by Elayne Bernstein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of the meeting of September 13, 2001, as presented.

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

NOMINATING COMMITTEE CANDIDATES ENDORSEMENT

President Weidman wished Secretary Moore a speedy recovery from her surgery. She announced the results of the Nominating Committee deliberations for the 2002 election. There were three seats on the Library's Board of Trustees and two seats on the Nominating Committee. In accordance with the Bylaws of the Great Neck Library, petitions for independent nominations for these same positions must be filed by November 1, 2001.

Board of Trustees

Four-year term ending January 2006 to fill the seat currently held by Elayne Bernstein:
Nominating Committee Endorsed Candidate: William Morrill

Four-year term ending January 2006 to fill the seat currently held by Catherine Moore:
Nominating Committee Endorsed Candidate: Alice Nayer

Two-year term ending January 2004 to fill the seat currently held by William Morrill:
Nominating Committee Endorsed Candidate: David Kahn

Nominating Committee

Two-year term ending January 2004 to fill the seat currently held by Leslie Popoff
Nominating Committee Endorsed Candidate: Leslie Popoff

Two-year term ending January 2004 to fill the seat currently held by Seth Moin
Nominating Committee Endorsed Candidate: Seth Moin

Election information will be mailed to District households in mid-December. Candidate biographical information will appear in the January/February 2002 issue of the Library's newsletter.

TREASURER'S REPORT – PERSONNEL REPORT

During the month of September 2001, revenue received was \$41,768. Total expenses were \$453,795.

At the close of business, September 30, 2001, total operating fund holdings were \$2,430,133, 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 2000, balance of \$2,190,332.

Additionally, the balance of the Main Building and Special Services fund was \$1,149,828; the Automated Library fund was \$128,509; the Restricted Gift fund was \$44,419; the Branch and Special Services fund was \$125,137. These funds totaled \$1,447,893 on August 31, 2001. The September 2000, total was \$1,373,964.

Upon a motion by John Drukker, seconded by Joyce Klein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library, accept the October 23, 2001, Treasurer's Report with the Personnel Changes of September 14 through October 17, 2001.

Public Comment: Marietta DiCamillo

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

Upon a motion by John Drukker, seconded by Elayne Bernstein, 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 11, 2001 through October 18, 2001, Paid-Checks numbered 1043 and 23094 through 23207, and To-Be-Paid Checks numbered 23208 through 23320, the sums set against their respective names, amounting in the aggregate to \$294,081.74.

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

Upon a motion by John Drukker, seconded by Joyce Klein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the operating budget line item transfers as detailed in the 2001 Budget Reallocation Worksheet dated October 23, 2001, a copy of which is appended to the Minutes of this meeting, as well as to the copy of the 2001 Budget maintained on file for the public at Main and the Branches.

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

REPORTS

Director's Report (attached hereto)

Additionally, Interim Director reported that a memorial program for the World Trade Center victims will be held on the Saddle Rock Bridge on Thursday, October 25, 2001, between 6 – 8 p.m., thus closing the Saddle Rock Bridge. Also, on October 27, 2001, the Vigilant Fire Company will be holding a memorial in memory of the missing fireman from Great Neck. Bayview Avenue, between Old Mill Road and West Shore Road at Arrandale Avenue will be closed to traffic between 12:30 and 1:30 p.m. The Library's upper parking lot will be utilized by the fire department trucks, and the lower level lot will be used for patrons. Staff will be asked to use the Village of Saddle Rock parking lot between that time. The Homecoming of Great Neck Children's Authors program was rescheduled to 3:00 p.m. because of this event.

Interim Director Nevens thanked the Board for allowing her to attend the New York Library Association Conference in Albany where she participated in a workshop, *Blue Prints of Success: Guidelines for Relationships Between Library Administrators and Design Professionals, From Selection Through Construction*, presented by an architect associated with a firm that primarily designs public buildings, and who is a trustee of his local library. She also attended a session on financing options available to libraries.

Levels

Phil Essex, a Levels Alumnus (1974-1980), gave an update on behalf of the Ed Amrhein Memorial Committee. [Ed Amrhein was the first Director of Levels who died of a heart attack in 1983] – see Director's Report.

Upon a motion by Elayne Bernstein, seconded by Linda Cohen, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library accept a donation to the Restricted Gift Fund from Levels Alumni, for the purpose of establishing a memorial to Ed Amrhein, Levels' first Director.

Public Comment: Ralene Adler

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

Main Building Committee

After meeting and reviewing the material compiled over several years regarding the future of the Main Building, the Building Committee presented its report of "Specific Needs and Priorities" to the Board of Trustees, which will be included in the information sent to prospective architects. The Business Manager will be investigating financial options for this building project.

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 adopt the "Specific Needs and Priorities" as outlined in the Board Building Committee Report of October 19, 2001. [attached]

Public Comment: Mitchell Friedman, Ralene Adler

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

OLD BUSINESS

Bylaw Change – Voting Date

Upon a motion by Joyce Klein, seconded by Linda Cohen, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library place the following Bylaw amendments to change the date of the Annual Meeting before the Great Neck Library Association membership for consideration at the January 2002 Annual Meeting:

- Change the record date for the Annual Meeting to the 1st Tuesday of September (Article V, Section E)
- Change the date of the Annual Meeting to the last Monday in October (Article VI, Section A);
- Change the date of availability of the proxy form to the 2nd Monday of September (Article V, Section G2);
- Create an Annual Re-organization meeting to be held no sooner than January 2 nor later than the last Tuesday in January immediately following the Annual Meeting (Article VI, Section A);
- Outline the actions to be taken at the Annual Re-organization meeting regarding the annual reports given by the President of the Board, the Treasurer of the Board and the Library Director (Article VI, Section E);
- Change the date of the commencement of a trustee's term of office to January 1st (Article VII, Section A);
- Change the date of the appointment of individuals to the Nominating Committee to the Annual Re-organization meeting (Article VII, Section E);
- Change the time when the Board draws up its schedule of regular meetings to the Annual Re-organization meeting (Article VII, Section H);

- Change the date when the Nominating Committee shall submit its nominees from October 10 to July 1 and when the Secretary of the Board shall post such names from October 20 to July 5 (Article VIII, Section H);
- Change the filing window for Independent nominations from September 15 to June 15 and the date such independent nominations must be received from November 1 to August 15 (Article VIII, Section I);
- Change the date when the Secretary shall inform the members of the association of all nominations received from December 15 to September 15 (Article VIII, Section J);
- Change the date when officers shall be elected to the Annual Re-organization meeting (Article IX, Section B).

Public Comment: Murray Wallach, Ralene Adler

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

A language change in the Bylaws from “Board of Directors” to “Board of Trustees” (Article X) was tabled for next year due to the length of the text for the 2002 ballot.

Voting Locations

This item was deferred for discussion next year.

Public Comment: Frank Phillips, Mitchell Friedman

Snow Removal

Upon a 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 renewal of the snow removal contract for the period November 1, 2001 through April 30, 2002, with Galvin Brothers at a cost of \$6,800 [plus additional charges for sanding, and for accumulations over eight (8) inches] to be charged to the Landscaping/Snow Removal budget line.

Public Comment: Ralene Adler, Murray Wallach, Marietta DiCamillo,
Alice Nayer, Mitchell Friedman

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

Computer Software Expense

Upon a motion by John Drukker, seconded by Elayne Bernstein, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the purchase of the III Patron API software and the CybraryN software from the Computer Software line of the operating budget at a combined cost of \$11,000.

Public Comment: Marietta DiCamillo, Mitchell Friedman,
Marianna Wohlgemuth

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

NEW BUSINESS

Policy Manual Changes

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 approve the attached changes to the Great Neck Library Policy Manual, specifically regarding sections 200-40, 300-40, 600-10, 600-50, 700-10, 700-40, 700-60, 700-65.

Public Comment: Ralene Adler, Mitchell Friedman, Marianna Wohlgemuth

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

Hiring Practices

Upon a motion by Elayne Bernstein, seconded by Linda Cohen, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the Library's Director or the Interim Director to hire employees to vacant employment positions prior to Board of Trustees authorization, subject to the Board of Trustees formal approval of such hiring at a subsequent meeting of the Board of Trustees.

Public Comment: Ralene Adler

VOTE: Yes – 6 (Bernstein, Cohen, Drukker, Klein, Morrill, Weidman)
Motion Carried Unanimously

Bylaw Change – Nominating Committee

There was discussion regarding term limits and classes for members of the Nominating Committee. Carol Mitch, Secretary of the Nominating Committee, reported that this was discussed by the Nominating Committee and that the Committee was unanimously in favor of term limits. The consensus of the Board of Trustees was for the Bylaws Committee to proceed with working on the specific wording of this change, to be presented at the November meeting of the Board of Trustees for this change to appear on the 2002 election ballot.

Public Comment: Ralene Adler, Marianna Wohlgemuth

CORRESPONDENCE

A new procedure of reading the correspondence and then the response, followed by the letter writer speaking to his/her letter was being tried out on an experimental basis for the first time.

Marietta DiCamillo – did not speak to her letter of September 18th but indicated that this will be addressed in a follow-up letter. She spoke to her letter of September 21st. [attached]

Ralene Adler spoke to her letters of October 4th and 8th [attached].

Marianna Wohlgemuth spoke to her letter of October 7th [attached].

OPEN TIME

Speaking were: Frank Phillips, Ralene Adler, Marietta DiCamillo, JoAnn Farley, Murray Wallach

The meeting was informed that the next Board Building Committee meeting was set for October 30, 2001, at 9:30 a.m.

EXECUTIVE SESSION

The Board recessed at 10:34 p.m. for Executive Session to discuss personnel matters.

Upon a motion by William Morrill, and seconded by Elayne Bernstein, the Board returned to Open Session at 11:30 p.m.

ADJOURNMENT

Upon a motion by Linda Cohen, the meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Arlene Nevens
Secretary, Pro Tempore