

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, November 23, 2004 at 7:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, November 23, 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
David Kahn – Secretary
Alice Nayer – Treasurer
William Morrill – Assistant Treasurer
Bette Weidman – Assistant Treasurer
Joyce Klein

Absent with prior notice: John Drukker – Vice President

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, who then moved that the Board go into Executive Session to discuss personnel matters. This was seconded by William Morrill.

At 7:55 p.m., Linda Cohen moved and David Kahn seconded that the Board come out of Executive Session. After a brief intermission, the Board returned to public meeting at 8:08 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 October 19, 2004 as presented.

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

TREASURER'S REPORT – PERSONNEL REPORT

During the month of October 2004, revenue received was \$34,780. Total expenses were \$538,440.

At the close of business, October 31, 2004, total operating fund holdings were \$1,314,338. Of these funds \$1,310,018 was on deposit at HSBC and The Bank of New York, and \$4,320 was on hand in Petty Cash funds at Main and the Branches. This compares to an October 31, 2003 balance of \$1,181,764.

Additionally, the balance of the Main Building and Special Services fund was \$878,956; the Automated Library fund was \$132,134; the Restricted Gift fund was \$45,728; the Branch and Special Services fund was \$131,400. These funds totaled \$1,188,217 on October 31, 2004. The October, 2003 total was \$1,630,610.

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 November 23, 2004, Treasurer's Report with the Personnel Changes of October 16, 2004 through November 19, 2004.

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

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 authorize the Treasurer to pay the persons named in the Check Register dated October 16, 2004 through November 19, 2004, Paid-Checks numbered 1123 through 1126 and 30505 through 30559, and checks To-Be-Paid numbered 30560 through 30699, the sums set against their respective names, amounting in the aggregate to \$286,727.06.

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

REPORTS

Secretary

Trustee David Kahn reported on the results of the October 25 Library elections as follows:

Trustee: [For the four-year term ending January 2009 to fill the seat currently held by Linda Cohen]

Linda Cohen (unopposed) 563 votes

[For the four-year term ending January 2009 to fill seat encumbered by John Drukker]

John Drukker 455 votes

Norman Rutta 529 votes

Nominating Committee: [For the three-year term ending January 2008 to fill seat currently held by Carol Mitch]

Varda Solomon (unopposed) 578 votes

The newly-elected candidates were congratulated and welcomed and the outgoing ones were thanked for their hard work.

Director (Report attached)

Public Comment: Ralene Adler, Marietta DiCamillo, Mischa Schwartz, Murray Wallach, Norman Rutta, Rachel Gilliar, Carol Frank, Varda Solomon

NEW BUSINESS

Automated Library Fund

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the expenditure of \$24,750 from the Automated Library Fund to Innovative Interfaces, Inc, for the purchase of a new server platform as described in their quote of September 1, 2004.

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

MOTION CARRIED UNANIMOUSLY.

Policy Manual Changes

Audio-visual Renewals

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 amend its Policy Manual with regard to Section 700-40 C and E as specified.

Public Comments: Ralene Adler

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

Expired Library Cards

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 amend its Policy Manual with regard to Section 1500-10 E as specified.

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

Proxy Envelope

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 amend its Policy Manual with regard to Section 1500-40 G as specified.

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

Library's Official Place of Business

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 amend its Policy Manual with regard to Section 500 by adding a new section, 500-05, which states that the Main Library, 159 Bayview Avenue, is the official place of business of the Great Neck Library.

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

Board of Trustees Correspondence

Upon motion by William Morrill, seconded by David Kahn and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library amend its Policy Manual with regard to Section 300-10, to include as one of the Director's responsibilities, the authorization to open correspondence addressed to the Board and communicate with the Board President the contents of such correspondence and a response thereto.

Public Comments: Norman Rutta, Jo Ann Farley, William Wrigg, Rebecca Gilliar,
Ralene Adler, Jeff Wiesenfeld

[There was an apparent conflict with the above resolution and Section 100-10, Article IX E of the Great Neck Library Bylaws which states that *The Secretary shall conduct the correspondence of the Board.*] Subsequently, on motion by David Kahn, seconded by Alice Nayer, the amending resolution was tabled for a future meeting of the Board.

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

Director's & Officers Insurance

Upon motion by Bette Weidman, seconded by Joyce Klein and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the renewal of the Directors & Officers liability insurance policy with Executive Risk Indemnity, Inc., for a one-year term commencing November 28, 2004, at a cost of \$7,620 as proposed by A.C. Edwards, to be charged to the insurance budget line.

Public Comment: Norman Rutta, Murray Wallach, Rachel Gilliar

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

Director's Contract

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 renew the Library Director's Employment Agreement for a further three-year term effective March 1, 2005. The Director's annual salary for the twelve-month period, beginning on March 1, 2005, and for each successive twelve-month term, shall be determined by the Board, as in accordance with the expiring agreement.

Public Comments: Ralene Adler, Carol Frank, Rebeca Gilliar, Murray Wallach,
Jo Ann Farley

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

Budget Reallocation

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 operating budget line-item transfers as detailed in the 2004 Budget Reappropriation Worksheet dated November 23, 2004, a copy of which is to be appended to the Minutes of this meeting, as well as to the copy of 2004 Budget maintained on file for the public at Main and the Branches.

Public Comment: Marietta DiCamillo, Norman Rutta, Mischa Schwartz,
Rebecca Gilliar, Murray Wallach

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

CORRESPONDENCE (Attached)

William Wrigg spoke to his letters of October 29, 2004 and November 4, 2004.

Ralene Adler spoke to her letter of October 20, 2004.

Rebecca Gilliar spoke to her letters of October 20, 21 & 23, 2004, and November 1, 2004. She did not speak to her letters of October 22 & 24, 2004.

OPEN TIME

Speaking: Michael Zarin, Rebecca Gilliar, Stanley Romaine, Norman Rutta

ADJOURNMENT

David Kahn moved that the meeting be adjourned at 11:00 p.m.

Respectfully submitted,

David Kahn
Secretary