

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, November 25, 2003
8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, November 25, 2003**, 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
Bette Weidman – Secretary
Alice Nayer – Treasurer
John Drukker – Assistant Treasurer
David Kahn

Absent with prior notice: William Morrill – 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 8:06 p.m.

MINUTES

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 accept the Minutes of the regular meeting of October 21, 2003 as presented.

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

TREASURER'S REPORT – PERSONNEL REPORT

During the month of October 2003, revenue received was \$19,141. Total expenses were \$704,971.

At the close of business, October 31, 2003, total operating fund holdings were \$1,181,764, 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 October 31, 2002 balance of \$1,232,963.

Additionally, the balance of the Main Building and Special Services fund was \$1,323,301; the Automated Library fund was \$131,492; the Restricted Gift fund was \$45,564; the Branch and Special Services fund was \$130,253. These funds totaled \$1,630,610 on October 31, 2003. The October 31, 2002 total was \$1,804,877.

Upon motion by Alice Nayer, seconded by John Drukker, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the November 25, 2003, Treasurer's Report with the Personnel Changes of October 17, 2003 through November 20, 2003.

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

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 authorize the Treasurer to pay the persons named in the Check Register dated October 17, 2003 through November 20, 2003, Paid-Checks numbered 1076 through 1086 and 28218 through 28273, and To-Be-Paid checks numbered 28274 through 28429, the sums set against their respective names, amounting in the aggregate to \$502,450.60.

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

REPORTS

Election Results

Secretary Weidman reported on the results of the October 27, 2003 Library election. David Kahn, running for the Board of Trustees, received 135 votes; Nominating Committee candidates

Edith Pollack received 134 votes and Ellen Birnbaum 132 votes. Trustee David Kahn was congratulated on his re-election. Ellen Birnbaum and Edith Pollack were welcomed to the Nominating Committee while Leslie Popoff and Seth Moin were thanked for their service.

Director (attached)

Below are items not included in the attached Director's Report:

- Nassau Library System Annual Meeting scheduled for December 11, 2003. Trustees to inform Director of their interest in attending.
- Dates of the regular Board Meeting (January 20, 2004) and Annual Re-Organization Meeting (January 27, 2004) reversed with the regular meeting of January 27th now becoming the first meeting of the year for the new Board.
- Note received from Nominating Committee member Marjorie Kurcias that she was resigning as a member of the Committee because she is no longer a district resident. The Board may appoint someone to fill her term, which expires in 2005, at the December 16, 2003 regular meeting or January 27, 2004 Annual Re-Organization meeting.
- Preparations are currently on the way in Albany for next year's State budget. The New York Library Association is urging library communities to communicate with Governor Pataki. To this effect, preprinted postcards were distributed to trustees to be signed and then mailed to the governor.

Public Comment: Ralene Adler

NEW BUSINESS

Gift

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 accept the gift of a carved duck from Jerome Bloom appraised at approximately \$150.

VOTE: Yes – 5 (Cohen, Drukker, Klein, Nayer, Weidman)

Abstention – 1 (Kahn)

MOTION CARRIED.

Directors & Officers Insurance

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

RESOLVED, that the Board of Trustees of the Great Neck Library approve the renewal of the Directors and Officers liability insurance policy with Executive Risk Indemnity, Inc., for a one-year term commencing November 28, 2003, at a cost of \$7,620 as proposed by A. C. Edwards, to be charged to the insurance budget line.

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

Branch & Special Services Fund – Parkville Carpeting

Upon 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 replacement of the carpet at the Parkville Branch in the front circulation desk area and the multipurpose room at a cost of \$5,565, as per the proposal from Sid Hall, Inc., dated October 27, 2003, to be charged to the Branch and Special Services fund.

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

Sick Leave Pool

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 approve the formation of a Sick Leave Pool by the staff for a fellow staff member with a catastrophic illness, on a non-precedent setting basis.

58 individual members of staff contributed to help this individual. The Board thought this was a wonderful idea and commended the staff for their generosity. After discussion, the original motion was amended to indicate that this particular resolution was made for this specific occasion only.

RESOLVED, that the Board of Trustees of the Great Neck Library approve the formation of a Sick Leave Pool by the staff for a particular staff member, known to the Director, with a catastrophic illness, on a non-precedent setting basis [Health

Insurance Portability and Accountability Act (HIPPA) privacy protection regulations prevents the identifying of the beneficiary].

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

Budget Line Transfers

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the operating budget line-item changes as detailed in the 2003 Budget Reallocation Worksheet dated November 21, 2003, a copy of which is to be appended to the Minutes of this meeting, as well as to the copy of the 2003 Budget maintained on file for the public at Main and the Branches.

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

OPEN TIME

Speaking: Ralene Adler

ADJOURNMENT

David Kahn moved that the meeting be adjourned at 8:55 p.m.

Respectfully submitted,

Bette Weidman
Secretary