

Approved 12/17/02

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, November 26, 2002
8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, November 26, 2002**, 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
William Morrill – Secretary
David Kahn – Assistant Treasurer
Bette Weidman – Assistant Treasurer
Alice Nayer

Absent with Prior Notice: John Drukker – Treasurer

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 8:07 p.m.

MINUTES

Upon motion by Alice Nayer, seconded by William Morrill, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library approve the Minutes of the regular meeting of October 22, 2002, as presented.

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

MOTION CARRIED UNANIMOUSLY.

TREASURER’S REPORT – PERSONNEL REPORT

During the month of October 2002, revenue received was \$19,930. Total expenses were \$701,791.

At the close of business, October 31, 2002, total operating fund holdings were \$1,232,963, 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 2001 balance of \$1,638,501.

Additionally, the balance of the Main Building and Special Services fund was \$1,500,928; the Automated Library fund was \$130,531; the Restricted Gift fund was \$45,208; the Branch and Special Services fund was \$128,390. These funds totaled \$1,804,877 on October 31, 2002. The October 2001 total was \$1,752,036.

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 accept the November 26, 2002, Treasurer's Report with the Personnel Changes of October 17, 2002 through November 15, 2002.

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

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 Treasurer to pay the persons named in the Check Register dated October 17, 2002 through November 21, 2002, Paid-Checks numbered 1052 and 25767 through 25893 and To-Be-Paid Checks numbered 25894 through 26018, the sums set against their respective names, amounting in the aggregate to \$471,407.70.

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

REPORTS

Director's & Assistant Director's Reports (attached to Minutes).

Public Comment: Ralene Adler, Marietta DiCamillo

Voting Results

Secretary Morrill reported on the results of the October 28, 2002 Library election. Elected to the Board of Trustees was Joyce Klein with 218 votes, and also Bette Weidman with 207 votes, for four-year terms ending 2007. For the Nominating Committee, Marjorie Kurcias was elected for a two-year term ending 2005 with 218 votes, and Lawrence Gerzog and Doris

Master for three-year terms ending 2006 with 208 and 213 votes respectively. Candidates will take office at the Re-organization meeting on January 21, 2003.

NEW BUSINESS

Policy Manual Changes

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 amend its Policy Manual as attached, specifically regarding Sections 700-10, 700-20, 700-55, 700-60.

Public Comment: Marietta DiCamillo

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.

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

Technology Plan

Director Nevens and Network Administrator Brian Kleinberg highlighted portions of the draft Technology Plan for 2002-2006. This plan was developed by Brian Kleinberg, with input from staff members Laura Weir, Neil Zitofsky, and Department and Branch Heads.

Upon motion by Alice Nayer, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept receipt of the [draft 2002-2006] Great Neck Library Technology Plan as presented.

Public Comment: Ralene Adler

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

Freedom of Information Request Appeal

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 deny the appeal of Ralene Adler for access to certain Library records as outlined in her FOIL request dated October 23, 2002 and the Library's response on October 29, 2002.

Based on Counsel's advice that the appeal process is written, Mrs. Adler could not speak to this matter but she requested that the Board of Trustees table its decision until the next meeting pending additional information that she will send to the Board for its consideration.

Upon motion by William Morrill and seconded by Linda Cohen, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library, in response to Ralene Adler's request, lay on the table the Freedom of Information Request Appeal pending additional information from Ralene Adler until the December 17, 2002 Board of Trustees Meeting.

VOTE: Yes – 5 (Cohen, Kahn, Klein, Morrill, Weidman); No – 1 (Nayer)
MOTION CARRIED.

Insurance

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 approve the purchase of a Directors and Officers liability insurance policy from Executive Risk Indemnity, Inc., for a one-year term commencing November 28, 2002, at a cost of \$6,800, as proposed by A. C. Edwards, to be charged to the Insurance budget line.

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

Van

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 purchase of a Ford Econoline E-150 cargo van from Tower Ford of Great Neck, at a cost not to exceed \$15,000, to be funded from the General Fund; and further

RESOLVED that the Board of Trustees of the Great Neck Library authorize the trade-in, sale, or other appropriate disposal of the Library's 1993 Ford Club Wagon.

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

CORRESPONDENCE

Marietta DiCamillo spoke to her letter of November 13, 2002.

OPEN TIME

Speaking: Ralene Adler

ADJOURNMENT

Upon motion by Linda Cohen, the meeting was adjourned at 9:31 p.m.

Respectfully submitted,

William Morrill
Secretary