

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, December 16, 2003
8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, December 16, 2003**, in the Lakeville Branch of the Great Neck Library, 475 Great Neck Road, Great Neck, New York 11021. [Agenda attached.]

The following Trustees were present constituting a quorum:

Linda Cohen – Vice President
Bette Weidman – Secretary
Alice Nayer – Treasurer
John Drukker – Assistant Treasurer
William Morrill – Assistant Treasurer
David Kahn

Absent with prior notice: Joyce Klein – President

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

CALL TO ORDER

Vice President Linda Cohen called the meeting to order at 8:00 p.m.

MINUTES

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 accept the Minutes of the regular meeting of November 25, 2003 as presented.

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

TREASURER'S REPORT – PERSONNEL REPORT

During the month of November 2003, revenue received was \$83,945. Total expenses were \$848,385.

At the close of business, November 30, 2003, total operating fund holdings were \$1,032,307, 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 November 30, 2002 balance of \$548,824.

Additionally, the balance of the Main Building and Special Services fund was \$870,285; the Automated Library fund was \$131,545; the Restricted Gift fund was \$45,571; the Branch and Special Services fund was \$130,739. These funds totaled \$1,178,139 on November 30, 2003. The November 2002 total was \$1,805,054.

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 accept the December 16, 2003, Treasurer's Report with the Personnel Changes of November 21, 2003 through December 11, 2003.

Public Comment: Irma Greenbaum

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

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 Treasurer to pay the persons named in the Check Register dated November 21, 2003 through December 11, 2003, Paid-Checks numbered 1087 through 1090 and 28430 through 28493, and To-Be-Paid checks numbered 28494 through 28597, the sums set against their respective names, amounting in the aggregate to \$203,586.74.

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

DIRECTOR'S REPORTS (attached)

Director Nevens also mentioned that the Library is in the final testing stage of an improvement that will allow the public to choose from whatever authors or subjects they like to read. Staff will then alert them via email when new books by that author or on that subject are received. Presently, email addresses are being collected while we are working on getting the kinks out before making it available to the public.

NEW BUSINESS

Long-Term Care

Upon motion by David Kahn, seconded by Alice Nayer, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library of the State of New York elects to participate as a participating employer in the New York State Public Employee Retirement Long-Term Care Insurance Plan for the benefit of its specified class or classes of employees and retired employees subject to and in accordance with the provisions of Article XI-A of the Civil Service Law and the Regulations governing the New York State Public Employee and Retiree Long-Term Care Insurance Plan, as presently existing or hereafter amended, together with such provisions of the insurance contract as may be approved by the President of the Civil Service Commission and any administrative rule or directive governing the plan;

and furthermore,

The Library Director and Business Manager are authorized to offer additional Enrollee-Pay-All group Long-Term Care Insurance Plans, as they seem appropriate.

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

2003 Audit Engagement

Upon 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 execution of a letter of engagement with Graber & Co., Certified Public Accountants, for the performance of a certified audit of the Library's financial statements, for the year ending December 31, 2003, as well as for availability for consultation and advice to the Director and Business Office staff, at a cost not to exceed \$14,000, to be charged to the "Audit Fees" budget line.

Alice Nayer and John Drukker respectively moved and seconded the amendment of the original motion.

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the execution of a letter of engagement with Graber & Co., Certified Public Accountants, for the performance of a certified audit of the Library's financial statements, for the year ending December 31, 2003, as well as for availability for consultation and advice to the Director and Business Office staff, at a cost not to exceed \$14,000, to be charged to the "Audit Fees" budget line. The auditors will give a Management Letter at the end of the audit.

Public Comment: Ralene Adler

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

Interim Warrant

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 President and Treasurer or Assistant Treasurers to sign checks in payment of any 2003 operating expenses due from this date until the next regular Board meeting (scheduled January 27, 2004) as approved for payment by the Director and the Business Manager. Such expenses shall have been incurred in accordance with established policies and procedures.

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

Retirement Incentive Installments Payoff

Upon motion by David Kahn, seconded by John Drukker, and after discussion it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the payment of \$174,899 to the New York State Employees' Retirement System to pay off the principal balances of all outstanding installments due, plus interest to January 15, 2004. \$74,899 is to be charged to the Retirement budget line of the 2004 Operating Budget and \$100,000 to the Main Building and Special Services fund.

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

CORRESPONDENCE (attached)

Ralene Adler spoke to her letter of December 5, 2003.

OPEN TIME

Speaking: Jo Ann Farley, Irma Greenbaum, Irving Greenbaum, Jack Mattes, and
Jacqueline Sigman.

ADJOURNMENT

John Drukker moved that the meeting be adjourned at 9:20 p.m.

Respectfully submitted,

Bette Weidman
Secretary