

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, December 17, 2002  
8:00 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, December 17, 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  
John Drukker – Treasurer  
David Kahn – Assistant Treasurer  
Bette Weidman – Assistant Treasurer  
Alice Nayer

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

**CALL TO ORDER**

The meeting was called to order at 8:05 p.m. by President Joyce Klein.

**MINUTES**

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 approve the Minutes of the regular meeting of November 26, 2002, as presented.

**VOTE:** Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

**TREASURER’S REPORT – PERSONNEL REPORT**

During the month of November 2002, revenue received was \$28,141. Total expenses were \$698,819.

At the close of business, November 30, 2002, total operating fund holdings were \$548,824, 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 2001 balance of \$1,012,761.

Additionally, the balance of the Main Building and Special Services fund was \$1,500,965; the Automated Library fund was \$130,639; the Restricted Gift fund was \$45,044; the Branch and Special Services fund was \$128,406. These funds totaled \$1,805,054 on November 30, 2002. The November 2001 total was \$1,752,373.

Upon motion by John Drukker, seconded by Linda Cohen, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the December 17, 2002, Treasurer's Report with the Personnel Changes of November 16, 2002 through December 12, 2002.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

Upon motion by John Drukker, 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 November 22, 2002 through December 12, 2002, Paid-Checks numbered 26019 and 26097 and To-Be-Paid Checks numbered 26098 through 26173, the sums set against their respective names, amounting in the aggregate to \$129,745.36.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

Upon motion by John Drukker, seconded by Linda Cohen, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the President, Treasurer and/or Assistant Treasurers to sign checks in payment of operating expenses due from this date through the end of the year as approved for payment by the Director and Business Manager. Such expenses shall have been incurred in accordance with established policies and procedures.

Public Comment: Marietta DiCamillo

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

## **REPORT**

### Director's Report (attached to Minutes)

Public Comment: Ralene Adler, Varda Solomon, JoAnn Farley, Marietta DiCamillo

## **UNFINISHED BUSINESS**

### Freedom of Information Request Appeal

Upon motion by Alice Nayer, seconded by Bette Weidman, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library take from the table the resolution relating to denying 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. [Request was tabled pending additional written information from Ralene Adler.]

**VOTE:** Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

Upon motion by Linda Cohen and seconded by William Morrill, 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. [Ralene Adler did not submit additional written information.]

Public Comment: Ralene Adler, Marietta DiCamillo, Marianna Wohlgemuth

**VOTE:** Yes – 6 (Cohen, Kahn, Klein, Morrill, Nayer, Weidman); Abstention – 1 (Kahn)  
*MOTION CARRIED.*

## **NEW BUSINESS**

### 2002 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, 2002, 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. [A Management Letter should also be requested as part of the proposal.]

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### Policy Manual Changes

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 amend its Policy Manual as indicated below, specifically regarding Section 200-40:

#### **Board Committees: - Nominating Committee**

Article VII, Section E of the Bylaws states that at the Annual Re-organization Meeting immediately following the Annual Meeting the Board shall ~~appoint~~ **elect** to the Nominating Committee two persons from the Board or the general membership of the Association to serve for one year or until their successors are elected. No Trustee may serve on the Nominating Committee in the year that such Trustee's term expires. Any ~~appointed~~ **Board elected** member of the Nominating Committee who seeks or shall accept nomination to the Board of Trustees **or Nominating Committee** shall be deemed to have resigned from or vacated his/her office on the Nominating Committee. ~~In addition, any appointed member of the Nominating Committee who wishes to put his/her name forward for an elective seat on the Nominating Committee would have to recuse him/herself from all deliberations on Nominating Committee candidates.~~ The Board President shall advise the chairperson of the Nominating Committee to convene the Committee when required by the Bylaws. [boldface is addition; underscore is deletion]

Rev 2/27/01; 1/22/02; 2/26/02

Public Comment: Ralene Adler, Marianna Wohlgemuth, JoAnn Farley

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### Excessed Equipment

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 declare that two (2) Canon MP-90 Microfilm reader/printers, serial numbers 32102897 and 32107370, are hereby excessed and authorize the Director to dispose of same in an appropriate manner.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, Nayer, Weidman)  
*MOTION CARRIED UNANIMOUSLY.*

### **CORRESPONDENCE**

Debbie Klein was not present to speak to her letter. John Battiato's letter of December 3, 2002, along with the Director's response, was read after which Mr. Battiato spoke to his letter.

### **OPEN TIME**

Speaking: JoAnn Farley, Marietta DiCamillo, Ralene Adler

### **ADJOURNMENT**

Upon motion by Alice Nayer, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

William Morrill  
Secretary