

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, December 18, 2001
8:00 p.m.**

A meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, December 18, 2001**, 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:

Bette Weidman – President
Joyce Klein – Vice President
Catherine Moore – Secretary
John Drukker – Treasurer
Linda Cohen – Assistant Treasurer
William Morrill

Absent with Prior Notice: Elayne Bernstein – Assistant Treasurer

Also present: Arlene Nevens – Interim Library Director
Neil Zitofsky – Business Manager

CALL TO ORDER

President Bette Weidman called the meeting to order at 8:04 p.m.

MINUTES

Upon a motion by Linda Cohen, seconded by John Drukker, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the Minutes of the meeting of November 27, 2001, as presented.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

TREASURER'S REPORT – PERSONNEL REPORT

During the month of November 2001, revenue received was \$34,147. Total expenses were \$794,986.

At the close of business, November 30, 2001, total operating fund holdings were \$1,012,761, 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 2000, balance of \$957,402.

Additionally, the balance of the Main Building and Special Services fund was \$1,453,700; the Automated Library fund was \$128,979; the Restricted Gift fund was \$44,488; the Branch and Special Services fund was \$125,206. These funds totaled \$1,752,378 on November 30, 2001. The November 2000, total was \$1,379,974.

Upon a motion by John Drukker, seconded by Joyce Klein, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library, accept the December 18, 2001, Treasurer's Report with the Personnel Changes of November 20 through December 14, 2001.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

Upon a 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, 2001 through December 14, 2001, Paid-Checks numbered 23526 through 23615, and To-Be-Paid Checks numbered 23616 through 23692, the sums set against their respective names, amounting in the aggregate to \$174,193.70.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

REPORTS

Director's Report (attached hereto)

Interim Director Nevens reported that the Library has been experiencing some problems with incoming telephone calls and that the phone companies have been working on the situation.

Main Building Committee

A request for proposal (RFP) for architects is being finalized. This will be sent to 13 firms across the country, including one in Great Neck, specializing in libraries by the end of the week. The return date for the Request for Proposal is February 15, 2002. The Main Building Committee will then select five or six of these firms to be interviewed and then narrowing down to two or three for a second interview by the entire Board of Trustees. An architect will be selected by Spring 2002.

OLD BUSINESS

Bylaw Amendment – Nominating Committee

Interim Library Director Nevens explained that a sentence was inadvertently left in the text of the proposed Bylaws changes that were adopted at the November 27, 2001, Board meeting. The matter was referred to counsel who advised that the following amendment should be made, and the November 27, 2001, Minutes, which had the original text, be physically corrected.

Upon a motion by Joyce Klein, seconded by Catherine Moore, and after discussion, it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library amend its Resolution of November 27, 2001, with regard to proposed modifications to the provisions of Bylaws Article "VIII", by deleting the fourth sentence of Section "A" as follows:

"The term of office of each Board appointed member shall be three years."

All other proposed modifications to Article VIII, Section "A", as set forth in the Board's November 27, 2001, resolution continue unchanged.

Public Comment: Ralene Adler, Doris Master

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

EXECUTIVE SESSION

Upon a motion by Linda Cohen, and seconded by Catherine Moore, the Board recessed at 8:20 p.m. to go into Executive Session to discuss personnel matters. The Board reconvened to Open Session at 9:00 p.m.

Public Comment: Ralene Adler

NEW BUSINESS

Engagement of Auditor

Upon a 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 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, 2001, 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.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

Administrative Staff Letters of Employment

Upon a motion by Linda Cohen, seconded by Joyce Klein, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the re-appointment of Arlene Nevens as Interim Library Director effective January 1, 2002, and ending upon the hiring of a Permanent Library Director at an annual salary of \$104,000 for 2002 and authorize and direct the President to execute a Letter of Employment in accordance with these terms between the Board of Trustees and Arlene Nevens for such a period of time.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

Upon a motion by Joyce Klein, seconded by Linda Cohen, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library approve the re-appointment of Roslyn Gill as Staff Accountant, Marjorie Malcolm as Administrative

Assistant, Sandie Adelson-Seyfried as Personnel Assistant, Neil Zitofsky as Business Manager and Arlene Nevens as Assistant Director in accordance with the recommendations of the Personnel Committee and authorize and direct the President to execute Letters of Employment between the Board of Trustees and the above mentioned individuals for a four year period, January 1, 2002 through December 31, 2005.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

Director of Levels

Upon a motion by Linda Cohen, seconded by Joyce Klein, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library create the professional job classification, "Director of Levels" as follows:

Director of Levels

The Director of Levels must possess the ability to operate an independent operation without the immediate staff back-up support of Main Library staff; responsibilities include scheduling, supervision, resource management and general administrative responsibilities; a Bachelor's degree is required; in addition, either an advanced degree or 3-5 years of related specialized training and/or experience is required.

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

Upon a motion by Catherine Moore, seconded by Joyce Klein, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library establish the following salary ranges for Director of Levels:

2002	\$49,929–72,284
2003	\$51,427–73,730
2004	\$52,970–75,205

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

Upon a motion by John Drukker, seconded by Catherine Moore, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library place Ethan Mann, currently classified under the Collective Bargaining Agreement as a Senior Professional, into the job classification, Director of Levels, at an annualized salary for 2001 of \$52,000.

Public Comment: Ralene Adler

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

Purchase of Laptop Computers

Upon a motion by Catherine Moore, seconded by Linda Cohen, and after discussion it was, **RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the purchase of ten (10) Gateway Solo 1150 laptops from Gateway Country, as per their proposal dated 12/11/2001, at a total cost of \$6,040, to be charged to the Automated Library Fund.

Public Comment: Ralene Adler

VOTE: Yes – 6 (Cohen, Drukker, Klein, Moore, Morrill, Weidman)
Motion Carried Unanimously

OTHER BUSINESS

It was proposed that a Policy Manual change be made so that a Board appointee to the Nominating Committee must resign his seat on the Nominating Committee if one decides to run for a seat on the Nominating Committee ^{or on the Board of Trustees [corrected 1/22/02]}. The wording for this resolution will be presented at the next Board meeting.

CORRESPONDENCE

There was no correspondence.

OPEN TIME

Members of the public who are confused about the proposed Bylaw changes to be voted on at the 2002 Library Election have approached trustees. It was agreed that the Interim Library Director would do a press release (too late for the Library newsletter) to be sent to the local newspapers to simplify or summarize each change.

ADJOURNMENT

Upon a motion by Joyce Klein and seconded by Linda Cohen, the meeting was adjourned at 9:22 p.m.

Respectfully submitted,

Catherine Moore
Secretary