

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Tuesday, December 21, 2004 at 6:30 p.m.**

A regular meeting of the Board of Trustees of the Great Neck Library was held on Tuesday, December 21, 2004. An Executive Session took place in the Multi-Purpose Room of the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 and the Public Meeting at 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 – President  
John Drukker – Vice President  
David Kahn – Secretary  
Alice Nayer – Treasurer  
William Morrill – Assistant Treasurer  
Bette Weidman – Assistant Treasurer  
Joyce Klein

Also present:

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

## **CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by President Linda Cohen. Alice Nayer motioned and Joyce Klein seconded for the Board to go into Executive Session to discuss personnel matters. At 7:40 p.m. Alice Nayer moved and William Morrill seconded that the Board return to the public meeting, which began at 8:07 p.m.

## **MINUTES**

Upon motion by Joyce Klein, 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 23, 2004 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 2004, revenue received was \$35,714. Total expenses were \$594,465.

At the close of business, November 30, 2004, total operating fund holdings were \$730,990. Of these funds \$726,670 was on deposit at HSBC and The Bank of New York, and \$4,320 was on hand in Petty Cash funds at Main and the Branches. This compares to a November 30, 2003 balance of \$1,032,307.

Additionally, the balance of the Main Building and Special Services fund was \$878,974; the Automated Library fund was \$132,186; the Restricted Gift fund was \$45,736; the Branch and Special Services fund was \$131,408. These funds totaled \$1,188,304 on November 30, 2004. The November 30, 2003 total was \$1,178,139.

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 December 21, 2004, Treasurer's Report with the Personnel Changes of November 20, 2004 through December 15, 2004.

VOTE: Yes – 7 (Cohen, Drukker, Kahn, Klein, Morrill, 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 November 20, 2004 through December 15, 2004, Paid-Checks numbered 1127 through 1128 and 30700 through 30775, and To-Be-Paid checks numbered 30776 through 30894, the sums set against their respective names, amounting in the aggregate to \$160,197.77.

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

## **DIRECTOR'S REPORT** (attached)

Lakeville Branch Librarian Ruth Klement sent her apology for not being at tonight's Board meeting because she was not feeling well. Director Nevens read a card that was received from one of our patrons commending the Library for providing excellent service.

President Cohen asked Trustees to select at least ~~three~~ two [corrected 1/25/05] of the Board Committees on which they would like to serve and submit these to her at the January 18<sup>th</sup> Board meeting.

Public Comment: Ralene Adler

## **OLD BUSINESS**

### **Board Correspondence**

Upon motion by Bette Weidman, seconded by Alice Nayer and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library take from the table the resolution relating to amending its Policy Manual, Section 300-10, to include as one of the Director's responsibilities, the authorization to open correspondence addressed to the Board and communicate with the Board President the contents of such correspondence and a response thereto.

Upon motion by Bette Weidman, seconded by David Kahn and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library amend its resolution to have the Director open correspondence addressed to the Board of Trustees and instead authorize Marjorie Malcolm {who already by resolution on 10/26/99, as part of her responsibilities, is Secretary to the Board of Trustees} to open correspondence addressed to the Board of Trustees as a whole or to the Board President and disseminate such mail to the Board of Trustees.

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

President Cohen indicated that lately there have been letters in the local papers with erroneous information concerning the renovation/expansion of the Main Building and that she felt personally called upon to respond to and straighten out this misinformation. She will be sending a release to the local papers. The Board was in full agreement with this.

## NEW BUSINESS

### Annual Audit

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 in compliance with GASB 34, for the year ending December 31, 2004, as well as for availability for consultation and advice to the Director and the Business Office staff, at a cost not to exceed \$16,500, to be charged to the "Audit Fees" budget line.

Public Comments: Stanley Dacher

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

### Payroll Processing

Upon motion by Alice Nayer, seconded by Joyce Klein and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the Business Manager to contract with Accu Data Payroll Service to provide payroll processing and tax remittance services as per their proposal, at an estimated annual cost of \$6,000. In the unlikely event that the Accu Data conversion and service does not meet expectations, the Business Manager may resume current ADP service without further Board resolution.

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

## Staff Association Contract

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 ratify the Memorandum Agreement by and between the Great Neck Library Staff Association and the Great Neck Library dated December 16, 2004.

Public Comment: Norman Rutta, Stanley Dacher, Stu Hochran, Rebecca Gilliar, Mischa Schwartz, William Wrigg, Marianna Wohlgemuth, Janet Lenchner, Marietta DiCamillo, Ralene Adler, Joel Bloom, Jo Ann Farley

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

Everyone involved in the contract negotiation was congratulated for completing the negotiations on time, amicably, quickly and judiciously.

## Friends of the Great Neck Library

The Great Neck Library and the "Friends of the Great Neck Library" are two separate and unrelated organizations. Since the "Friends of the Great Neck Library" is not a traditional friends group with official status, anyone could at anytime start such an organization and the name of this official organization would be the Friends of the Great Neck Library. The Great Neck Library did not have the legal authority to make the "Friends" change its name.

The Board was asked to publicly declare that the "Friends of the Great Neck Library" is not affiliated with the Great Neck Library and that a statement be included in the Library's newsletter to this effect; also, that the "Friends" use a disclaimer in its publicity indicating that the group is not associated with the Great Neck Library. The main thrust of the audience discussion was that the "Friends of the Great Neck Library" change its name because this has led to confusion among residents. Attached is the Mission Statement of the "Friends of the Great Neck Library" as read by Stanley Romaine, Chair of the "Friends of the Great Neck Library."

Public Comment: Janet Lenchner, Fern Rogers, Marianna Wohlgemuth, Jack Eber, Murray Wallach, Jeff Weisenfeld, Stanley Romaine, Marietta DiCamillo, Ralene Adler, Mischa Schwartz, Stanley Dacher, Rebecca Gilliar, Jo Ann Farley

## **NEW YORK TIMES ARTICLE – GOOGLE**

Due to time constraint, the discussion of this article on technology in Libraries and space allocation was postponed to the January 2005 Board of Trustees meeting.

## **CORRESPONDENCE** (Attached)

Rebecca Rosenblatt Gilliar spoke to her letters of November 2 & 12, 2004.

Murray Wallach spoke to his letter of November 19, 2004.

Marietta DiCamillo addressed her letter of November 23, 2004.

William Wrigg spoke to his letter of November 24, 2004.

Rebecca Rosenblatt Gilliar spoke to her letters of November 28 & December 7, 2004.

Stanley Romaine spoke to his letter of December 8, 2004.

## **OPEN TIME**

Speaking: Norman Rutta, Emanuel Kline, Shirley Reinfelder, Rebecca Gilliar,  
Ralene Adler

## **ADJOURNMENT**

John Drukker moved that the meeting be adjourned at 11:15 p.m.

Respectfully submitted,

David Kahn  
Secretary