

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
Tuesday, October 24, 2006 at 7:30 p.m.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, October 24, 2006, in the Community Room of the Main Library, 159 Bayview Avenue, Great Neck, New York 11023. [Agenda attached]

The following Trustees were present constituting a quorum:

David Kahn – President
Joyce Klein – Vice President
Bette Weidman – Secretary
Norman Rutta – Treasurer
Linda Cohen – Assistant Treasurer
Marietta DiCamillo – Assistant Treasurer
Martin Sokol

Also present:

Arlene Nevens – Library Director
Laura Weir – Assistant Library Director
Neil Zitofsky – Business Manager
Kevin Seaman – Labor Relations Counsel

CALL TO ORDER

President Kahn called the meeting to order at 7:37 p.m. at which time Trustee Cohen moved for the Board to go into Executive Session to discuss personnel matters. At 8:22 p.m. Trustee Cohen moved for the Board to come out of Executive Session.

The Board returned to open session at 8:35 p.m.

MINUTES

Upon 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 Minutes of the Regular Meeting of September 19, 2006, as corrected, and the Executive Session of September 28, 2006 and the

Special Meetings of October 10, 2006 and October 13,
2006 as presented.

Corrections to September 19th Minutes:

Page 5, second to last line of paragraph 1 - delete "Secretary."

Page 7, second paragraph after seconded by, replace the question mark with
"Linda Cohen."

Page 7, first line under the heading, Acceptance of Library Director's Retirement,
"Marietta moved and Rutta seconded" should read "Trustee DiCamillo moved
and Trustee Rutta seconded."

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)

MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT - PERSONNEL REPORT

During the month of September 2006, revenue received was \$49,103. Total expenses were \$589,978.

At the close of business, September 30, 2006, total operating fund holdings were \$1,432,319. Of these funds, \$1,428,884 was on deposit at HSBC and the Bank of New York, and \$3,435 was on hand in Petty Cash funds at Main and the Branches. This compares to a September 30, 2005 balance of \$1,219,875.

Additionally, the cash balance of the Main Building and Special Services fund was \$1,209,787; the Automated Library fund was \$56,844; the Restricted Gift fund was \$47,449; the Branch and Special Services fund was \$102,754. These funds totaled \$1,416,834 on September 30, 2006. The September 30, 2005 total was \$1,510,153.

(a) Upon motion by Norman Rutta, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the October 24, 2006, Treasurer's Report with the Personnel Changes of September 16, 2006, through October 20, 2006.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)

MOTION CARRIED UNANIMOUSLY

(b) Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the Treasurer, who has reviewed all checks and supporting documentation, to pay the persons named in the Check Register dated September 16, 2006 through October 20, 2006, Paid Checks numbered 0023075 through 0023079, 0023135 through 0023140, 1176 and 34218 through 34248 and To-Be-Paid Checks numbered 34249 through 34373, the sums set against their respective names, amounting in the aggregate to \$311,698.99.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(c) Upon motion by Norman Rutta, seconded by Marietta DiCamillo, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the Payroll Warrants dated September 11 and September 25, 2006, which have been reviewed by the Treasurer, in the amounts of \$153,247.17 and \$166,017.31 respectively, for a total of \$319,264.48.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

Trustee DiCamillo thanked Business Manager Zitofsky for working diligently with Trustee Rutta towards resolving the many fiscal challenges facing the Library's financial operation, such as the improvement in the elimination of automatic never-ending contracts resulting in the immediate savings of nearly 25% on current cleaning contract costs, the implementation of the Board's policy on competitive bidding, the engagement of a new auditor. Also, the close monitoring of the monthly financial statements, as well as adhering to the 2006 voter-approved budget has and will continue to result in improvements in overall services. These improvements have already resulted in the efficient use of precious tax dollars.

DIRECTOR'S REPORT (Appended to Minutes)

Director Nevens appealed to supporters for the candidates not to block the entrance to the parking lot and be considerate of library users on the Library's Election Day. She also read a statement [appended] expressing her heartfelt thanks to all, including the community and staff.

There will be a dinner given in honor of Director Nevens' retirement on Sunday, November 19, 2006 at the Inn at New Hyde Park. Assistant Director Weir should be contacted for more information if anyone were interested.

Public Comments: Marianna Wohlgemuth

OLD BUSINESS

(a) Board's Role in Personnel Issues

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 ask the Personnel Committee and/or the Policy Committee to discuss the responsibilities of Board members, vis-à-vis, hiring practices within the Library, and report back to the Board.

Trustee Rutta agreed it is a good thought to refer items to the committee; but in future a policy should be established that the items should be discussed publicly a certain number of times as recommended by the Policy Committee prior to having a vote on the motion.

Trustee DiCamillo added that the Personnel Committee be given the benefit of Counsel's attendance at its meeting.

Legal Counsel, Kevin Seaman, indicated that he was asked to create a well developed and crafted hiring policy that the Board can operate under; and that is what he intended to do.

VOTE: Yes - 5 (Cohen, Kahn, Klein, Sokol, Weidman); No - 2 (DiCamillo, Rutta)
MOTION CARRIED

The Director requested clarification on how to proceed after interviews are completed for the two Maintenance part-time positions and the Head of Children's Services. The green light was given to proceed with interviews and the hiring of the two part-time Maintenance persons.

Patron Comments: Karen Rubin, Stanley Romaine, Frank Phillips, Bob Sobel, an unidentified lady, William Morrill

(b) Appointment of Search Committee

President Kahn appointed the Board as a whole to be the Search Committee to find a new Library Director.

(c) New York State Construction Grant

Upon motion by Bette Weidman, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library adopt the attached application for a public library construction grant to be administered in accordance with the requirements of Education Law 273-a (as Amended by Chapter 57 of the Laws of 2005) and Commissioner's Regulations 9.12.

Public Comments: Karen Rubin

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

(a) Weinig Foundation

Upon motion by Linda Cohen, seconded by Joyce Klein, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the return of the unexpended portion of the fund established with donations from the Weinig Foundation in the amount of \$9,094.25 made out to Weinig Foundation, Inc.

VOTE: Yes - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(b) Excess Equipment

Upon motion by Norman Rutta, seconded by Linda Cohen, 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 - 7 (Cohen, DiCamillo, Kahn, Klein, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(c) Election Procedures

Candidate Robert Spitalnick wrote a letter to the Board asking that, prior to opening the Proxy envelope on Tuesday, the signatures on the Proxy envelopes be compared to the signatures on the Proxy Request forms to see that they match.

Director Nevens had contacted Legal Counsel William Cullen who informed her not to change things at this juncture and that signatures on the Proxy Request

forms could not be verified. She was concerned on how questionable signatures could be verified without disenfranchising such voters.

Trustee DiCamillo inquired if there was a certified Membership List by the Board Secretary as of the Record Date of October 2nd, in compliance with the Not-For-Profit Law. She cited a memo from Behrens, Loew and Cullen [Library's Legal Counsel] dating back to 1999 which said that a certified list is required by the acting officer, who is Board Secretary, and it must be signed.

Labor Relations Counsel Kevin Seaman pointed out that at this point it was too late to make changes but the process of the proxy system should be looked at for next year.

Public Comments: Kami Hekmati, Robert Spitalnick, Ralene Adler, Raymond Iryami, Harry Demell, Jonathan Aubrey, Marianna Wohlgemuth

Trustee DiCamillo suggested that after the election that she would like to see the entire election process reviewed and recommendations made to the entire process especially with moving to absentee ballots and again with the recommendation of legal counsel.

PRESIDENT KAHN CALLED FOR A BRIEF INTERMISSION AT 10:04 P.M. TRUSTEE KLEIN LEFT AT THIS POINT. DISCUSSIONS RESUMED AT 10:15 P.M.

(d) Cleaning Contract

Upon motion by Bette Weidman, seconded by Norman Rutta, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the engagement of DeLuca Cleaning Systems in accordance with their proposal dated October 20, 2006 in the amount of \$4,400 per month, to be charged to the cleaning Service budget line.

VOTE: Yes - 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(e) Snow Removal Contract

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

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the snow removal contract for the period November 1, 2006 through April 30, 2007 with Presidential Tree at a cost of \$500 per storm, plus additional charges for sanding and for accumulations over six inches, to be charged to the Landscaping/Snow Removal budget line.

VOTE: Yes - 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(f) Directors & Officers Insurance

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 accept the Directors and Officers policy through Philadelphia Indemnity via our agent, Edwards and Co., at a cost of \$4,403 to be charged to the Property/Liability insurance line of the budget.

VOTE: Yes - 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

(g) Postage Meter

Upon motion by Marietta DiCamillo, seconded by Linda Cohen, and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library authorize the lease of a Hasler Mailing System from Innovative Mailing, as per their quotation at a monthly cost of \$237 to be charged to the Office Equipment Maintenance budget line.

VOTE: Yes - 6 (Cohen, DiCamillo, Kahn, Rutta, Sokol, Weidman)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Ralene Adler spoke to her letter of October 13, 2006.

OPEN TIME

Trustee DiCamillo was thanked for soliciting opinions from various public authorities, including the Great Neck Public Schools, the Great Neck Park District and the Great Neck Water Authority, among others, on their hiring practices which she shared with the other trustees.

Director Nevens, speaking as a member of the public, responded to a letter to the editor of the local newspaper that was submitted by a trustee. Legal Counsel Seaman pointed out that a trustee can write a letter to the editor as a citizen exercising his first amendment right of free speech but not as an individual trustee speaking for the Board.

Speaking: Hekmati, Stanley Romaine, Barbara Zeller, Debbie Feldman, Carol Frank, Don Ashkenase

ADJOURNMENT

The meeting was adjourned at 10:55 p.m. on motion by Linda Cohen.

Respectfully submitted,

Bette Weidman
Secretary