

# GREAT NECK LIBRARY

## MINUTES OF THE BOARD OF TRUSTEES MEETING BUDGET REVIEW TUESDAY, MARCH 5, 1996 8:00 P. M.

The first Budget Review Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, March 5, 1996** at the offices of the Library on Bayview Avenue, Great Neck, N.Y. 11024.

The following Trustees were present constituting a quorum:

Ralene Adler  
Elayne Bernstein  
Marietta DiCamillo  
Cynthia Engel  
Jo Ann Farley  
Steve Glaser  
Muriel Kane

Absent: Renée Zarin

Also present: Ken Weil, Library Director  
Joe Latini, Assistant Directors  
Arlene Nevens, Assistant Directors  
Attendance sheet attached.

### CALL TO ORDER

President Jo Ann Farley, called the meeting to order at 8:04 p.m. and welcomed those present.

### NOMINATING COMMITTEE

President Jo Ann Farley stated this item was inadvertently omitted from the agenda of the Regular Meeting of the Board of Trustees, February 27, 1996 and recommended Cynthia Engel, a new Trustee, and Arthur Lerner, a former Trustee, to serve on the Nominating Committee. She addressed the concerns expressed by Dr. Udow, Chairperson, Nominating Committee, at the Annual meeting, by saying that we should think in terms of this year and not react solely on what transpired in the past. Upon motion by Jo Ann Farley, seconded by Ralene Adler, and after discussion, it was,

**RESOLVED**, that Cynthia Engel and Arthur Lerner serve as members of the Nominating Committee for 1996.

**VOTE:** Yes: 7 (Adler, Bernstein, DiCamillo, Engel, Farley, Glaser, Kane)  
*MOTION CARRIED UNANIMOUSLY.*

The Board requested that the Secretary notify the Nominating Committee and congratulated Arthur Lerner and Cynthia Engel.

### **INFORMAL BUDGET REVIEW**

The Library Director explained that he is still analyzing recommendations made by Department Heads and advised the Board that he would be revisiting some of the expense categories based on their recommendations. He requested input from the Personnel Committee concerning salary parameters as it pertains to the negotiation process as well as requests made by Department Heads for additional staffing.

Ken Weil reviewed the Revenue category of the budget which showed a 5.1% increase. This was due to an increase in interest income; an increase in tax appropriation of 0.007% (resulting in a \$3.00 annual increase per homeowner assessed at \$10,000), New York State Grant increased by \$1,000.00; commissions decreased by \$1,238.00. Overall, expenditures are up 1% and will be discussed line by line during the Budget Review process.

The Treasurer and other Trustees requested that future Budget information be distributed within a more realistic time frame so that the Board has adequate time to review. The information for the March 5, 1996 meeting was received by the Board after 9:00 p.m. on March 4, 1996.

The Secretary requested that an explanation be provided concerning some discrepancies between actual 1995 expenses as they appear in the recent Audit, the New York State Annual Filing and the Budget as prepared by the Director.

The Board discussed developing a process to determine the value of outdated and/or defunct equipment. The discussion moved to the question of donating the equipment to charities and the Treasurer cautioned the Board that this idea, although being meritorious, should adhere to a formal policy. This policy would be created by the Board to establish guide lines when contributing Library equipment to charities.

Additional information was requested by the Board on the following categories:

- (1) 5001 AV Equipment - actual expenditures in 1992, 1993, 1994, and 1995 and asked to see consultant's report entitled *Design Audio Visual*.
- (2) 5005 Computers - justification for 1997 expenditure of \$18,500.00.
- (3) 1997 proposed expenditure and allocation of staff. The information is to include the number of staff and total expenditure in each category for all job classifications.

The Board requested that the following changes to the categories and/or amounts be incorporated in the Proposed Budget:

- (4) A budget line be added for payroll processing fees of \$5,800.00.
- (5) A breakdown for the budget line of professional fees.
- (6) A budget line for election costs.
- (7) Splitting the budget line for Repairs and Maintenance between over \$1,000.00 and under \$1,000.00.
- (8) Conferences included an increase of \$5,000.00 over actual for 1995, the Board requested that this amount be designated for staff training.
- (9) The second category, Copy Machines be renamed to Copier - Supplies and Maintenance.
- (10) The category Branch rentals be broken down by each of the branches; Lakeville - \$66,780.00 plus utilities, Parkville - \$46,000.00 and Station - \$80,571.00 plus utilities.

The Director advised that he would be revisiting the following categories and reserved the right to review others.

- (11) Copy machines after an evaluation of copier needs.
- (12) Books, affirming a need for a higher figure due to the routine practice of buying new books and replacing old ones.

#### **OPEN TIME:**

Josephine November:

Ms. November felt that the donation of equipment would be a great idea. She expressed her sentiment that the Community does not necessarily desire cost containment and that the Library System is perceived to be one of the three jewels of Great Neck.

Arthur Lerner:

Mr. Lerner commented on the category of interest, in that if you apply \$200,000.00 to the revenue side, you would have a reduction relative to interest.

Marianna Wohlgemuth:

Ms. Wohlgemuth questioned the Branch copier leases, who provides the paper and if the Library received a commission. The Director responded that the Library receives a 15% commission. The Treasurer asked to review the applicable agreements.

## **ADJOURNMENT**

Upon motion made by Steve Glaser, seconded by Ralene Adler the meeting adjourned at 10:50 p.m.

Respectfully submitted,

Marietta DiCamillo  
Secretary