

GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
BUDGET REVIEW
TUESDAY, MARCH 19, 1996
8:00 P. M.

The second Budget Review Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, March 19, 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
Renée Zarin

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

CALL TO ORDER

President Jo Ann Farley called the meeting to order at 8:07 p.m. and welcomed those present.

INFORMAL BUDGET REVIEW

Library Director, Ken Weil began the discussion with a review of the following important dates:

Tuesday, April 9, 1996: Budget Review, Third Meeting
Tuesday, April 16, 1996: Budget Hearing

and continued by reviewing the first Budget Meeting held on Tuesday, March 5, 1996. He advised the Board of a mild adjustment and a total increase in expenses of \$72,415.00. The most significant change in expenses was the addition of a copy machine, offset by an increase in revenue to the applied balance, from surplus reserves. The Board discussed the justification proposals for Computer Hardware and Software, Audiovisual Equipment and Furniture and Fixtures.

A thorough discussion took place concerning the sound system proposal for Board meetings and the Director was asked to research other options and to revisit this subject at the next Budget Review meeting. The Public commented that they would appreciate better acoustics during Board meetings.

After a review of the computer justification proposal, the Secretary questioned the need to purchase an additional lap top computer. The Director expressed his desire to utilize one of the lap tops (the Director's Mac Power book or the Power book 190 newly purchased on a trial basis for the Board Secretary), as a rotating lap-top for the purposes of implementing a staff computer training program. The Director advised the Board that he would re-visit this subject at the next meeting.

At the request of the Board, the Director provided surrounding area library statistics concerning Audio/Visual budget analysis as it compares to the total budget, Port Washington's is 1.6%, Great Neck is 1.3%, Roslyn is 1.4%, and Plainview/Old Bethpage is 1.7%, demonstrating that we are within range when compared to other libraries.

The Director identified the new Election Expense category of \$8,000.00 which would encompass two elections and include the costs associated with printing, postage, staffing the poll booths and renting the poll booths.

The Director reported that he contacted the School District concerning the Parkville space and was advised that the vestibule could not be rented without the bathrooms. The rental for Parking, including the additional hallway/corridor would increase the annual rent by \$6,829.00 for an annual total of \$56,038.00. Muriel Kane questioned the budget amount for the Lakeville Branch asking that consideration be given to remodeling or possible relocation costs.

After a discussion over the Furniture and Fixtures Proposal, the Treasurer asked that we exercise vision when requesting furniture, keeping in mind some of the creative and innovative suggestions made by the Architect who had been retained by the Board to procure and install

carpeting at the Main Library. The Director reassured the Board of the necessity for new furniture and further stated that it would not be duplicative in nature, i.e., replacing office chairs.

The Director reviewed the first Estimated Program Budget which reflects how money is spent and educates the Board as to the cost of certain functions of the Library.

Colonel Richard Boyle, a member of the Public, asked about surplus monies. The Treasurer responded that Mr. Graber advised the Board not to exceed a 2% variable on the personnel line and gave us clear delineation to prepare a budget as close to the actual numbers as possible. Steve Glaser added that he felt the budget was only "half" of a budget because it lacked capital expenditures, and is only a budget of operating expenses.

OPEN TIME:

Steve Glaser:

Recommended that the Director begin to prepare a capital budget which would reflect reasonable expenses for Parkville, Lakeville and include an allocation of \$25,000.00 for 1997 to hire an architect to study a reconfigure and/or reallocation of space at Main. He also suggested that the Architect include costs associated with moving the wall to the west and examining costs associated with adding supports to the Main Building enabling the construction of a second story. President Jo Ann Farley asked that the Director provide the Board with the zoning codes of the Town of North Hempstead as they would pertain to our needs.

ADJOURNMENT

Upon motion made by Steve Glaser, seconded by Ralene Adler the meeting adjourned at 9:55 p.m.

Respectfully submitted,

Marietta DiCamillo
Secretary