

**GREAT NECK LIBRARY ASSOCIATION**  
**Minutes of the Annual Meeting**  
**January 26 and January 27, 1998**

The Annual Meeting of the Great Neck Library Association was held at the offices of the Library on Monday, January 26, 1998 and Tuesday, January 27, 1998, on Bayview Avenue at Grist Mill Lane, Great Neck, N.Y. 11023. (Agenda attached)

**Monday, January 26, 1998**

Renée Zarin, Secretary, called the meeting to order at 10:00 a.m. Monday, January 26, 1998 for the purpose of voting for members of the Board of Trustees and members of the Nominating Committee. Mrs. Zarin requested that the Interim Director verify that over one hundred proxies had been received by the Library, constituting a quorum of the Association. The Interim Director Arlene Nevens did so.

Voting took place from 10:00 a.m. to 10:00 p.m. at two locations: the Main Library on Bayview Avenue for those residing in zip codes 11021, 11023, 11024 and 11363, and at Parkville Branch Library on Campbell Street for those residing in zip codes 11020, 11030, 11040 and 11362. After voting was concluded at 10:00 p.m. the business portion of the meeting was recessed until 8:00 p.m. Tuesday, January 27, 1998.

On Tuesday, January 27, 1998, at 10:00 a.m. the two Election Supervisors (hired by the Great Neck Library for the purpose of this election), Interim Director and Business Manager met to tabulate the paper proxy ballots. The two Election Supervisors began the process by opening the envelopes. The Interim Director and Business Manager prepared the proxies for counting. They copied the entire proxy and removed the bottom signature part. The proxies were then tabulated by the Election Supervisors, Interim Director and Business Manager. Final tabulation of the proxies was completed at 4:00 p.m. Tuesday, January 27, 1998. The official election results were to be announced at the Business Meeting.

**Tuesday, January 27, 1998**

The business part of the Annual Meeting of the Great Neck Library was held at 8:00 p.m. on Tuesday, January 27, 1998 at the offices of the Library on Bayview Ave. at Grist Mill Lane, Great Neck, N.Y. 11023.

The following Trustees were present constituting a quorum of the Board:

Steve Glaser, President  
Jo Ann Farley, Vice-President  
Renée Zarin, Secretary  
Marietta DiCamillo, Treasurer  
Elayne Bernstein, Assistant Treasurer  
Ralene Adler  
Mischa Schwartz

Also present: Arlene Nevens, Interim Director  
H. Neil Zitofsky, Business Manager  
William Cullen, Library Counsel  
Attendance sheet attached

### CALL TO ORDER

President Steve Glaser reconvened the Annual Business Meeting at 8:05 p.m. and welcomed all present.. Trustee Farley made statement requesting review of count of proxy votes.

Upon motion made by Ralene Adler, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees direct that the proxies counted on January 27th, and the proxies that were collected on January 23rd be reviewed by Counsel in terms of verification for authenticity regarding missing signatures, missing addresses, dubious signatures, dates, and verification of residences.

**VOTE:** Yes - 4 ( Adler, DiCamillo, Farley, Glaser)

No - 3 ( Bernstein, Schwartz, Zarin)

Motion Carried.

### ANNOUNCEMENT OF ELECTION RESULTS

Renée Zarin, Secretary, announced the results of the election:

<u>For Trustees: Two Elected</u>	<u>#Votes</u>
Elayne Bernstein	<b>1,253</b>
Harvey Eysman	1,038

<u>For Trustees: Two Elected</u>	<u># Votes</u>
Catherine Moore	<b>1,283</b>
Jo Ann Farley	1,030
<u>For Nominating Committee: Three Elected</u>	<u># Votes</u>
Dr. Leslie Popoff    2 year term	<b>1,228</b>
Gladys Ross	1,001
William Morrill      2 year term	<b>1,208</b>
Harold Shichtman	1,045

Renée Zarin, Secretary certified the results of the 1998 Library Election.

### **President's Welcoming Remarks and Report - Steve Glaser**

As President of the Board of Trustees, I am pleased to welcome you to the Association meeting, although I suppose we really started it.

Now that the elections are over, we can all focus on the Library, please, and hopefully we can leave personalities aside. I want to review briefly 1997 and speak about 1998.

In 1997, we took serious steps in the renovation of Parkville and in 1997, and I suppose technically in 1998, with respect to Lakeville. We will continue that, I hope, in the coming years.

1997 brought significant changes to the faces serving the public. We are providing a number of senior members with the opportunity to take the benefits of early retirement under a state program and those retirees include Helen Banaciski, who has been here longer than I think I am alive. And that's unfortunately a fair thing for me already. Millicent Charles of reserves; Barbara Stevens and Elayne Trinkoff of reference; departing from the audio visual room are Muriel Berens, also a familiar voice on the switchboard, and Ann Greco.

On behalf of the entire Board, I welcome this opportunity to acknowledge the work of each and every member of our staff for their quality attention and service to each and every visitor to our four locations.

It's my fervent hope that the Board can complete negotiations with the staff on a collective bargaining agreement that is fair to the staff and fair to the taxpayers and is in line, frankly, with what other North Shore libraries are doing.

As the year 2000 approaches, the Board looks forward to planning a library that will excel in the next century. The Board is committed to that process and to a process that will determine how the Great Neck library system, facility by facility, and the total entity will look.

Specifically I think we need to address the renovation of the main branch. I have said that in part in the past, and as part of that renovation we will need to consider, as I think almost all other libraries are doing on Long Island, dedicated space for computer facilities and reserach. That is an era which we simply do not have at this point. I think we can achieve these goals if we work together. Thank you.

### **Secretary's Report - Renée Zarin**

The Secretary reported that copies of the Minutes of the 1997 Annual Meeting were in the annual report given to each member present. Upon motion made by Elayne Bernstein, seconded by Mischa Schwartz, it was,

**RESOLVED**, to accept the Minutes of  
of Annual Meeting of January 27 and 28, 1997.

**VOTE:** Yes - 7 ( Adler, Bernstein, DiCamillo, Farley, Glaser, Schwartz, Zarin)  
*Motion Carried Unanimously*

### **Treasurer's Report - Marietta DiCamillo**

Good Evening, I would like to begin by thanking the community for their confidence, support and trust. I also commend the efforts of the Interim Director, the past Director and the business office staff whose diligence, dedication and hard work is noticed and appreciated. Thank you.

I am please to report that the state of the Library's financial operations. I use the term fine tuning in light of significant procedural changes that took place the year before. Those issues raised by our auditors in 1995 have all been resolved in a fiscally responsible and efficient manner. The level of accountability has never been greater.

1997 has been a good year for us, with the following accomplishments:

- \* The accounting system has been upgraded with new computer equipment and software which has greatly improved the processing and reporting of all financial operations.
- \* The new centralized purchasing procedure introduced last year became fully operational early this year, and has accomplished its intended goals of ensuring that the Library operates within its approved budget.

- \* The creation of a Main Building and Special Services Fund to address the needs of repairs, long-term maintenance and improvements to the Main building and fixed assets of the Great Neck Library. This fund may also be used to support special services as approved by the Board. This fund has been invested with \$800,000 of prior years' accumulated surplus and is in addition to the nearly \$500,000 rolled over from the now defunct Main Building Expansion fund.
- \* The creation of a Branch and Special Services Fund to address the specific needs of the branches. This has been funded with \$300,000 of the surplus accumulated over the past several years, and is in addition to the 1996 allocations of \$300,000 for the Parkville renovation and \$100,000 for the Lakeville renovation.
- \* An additional \$100,000 of accumulated surplus was allocated to the Automated Library Fund, which is used to fund the costs of new and improving technologies for our Library.
- \* The approval of our 1998 budget with an overall increase in projected expenditure of only \$53,000 (9/10 of 1%), and no increase in taxes whatsoever.

Our independent auditors, Graber & Co., are currently in the process of completing their audit of the Library's financial statements. A preliminary summary of these statements is attached to this report, and includes the following highlights:

- \* 1997 financials will show a surplus of about \$315,000 of which \$70,000 was earned this year and \$245,000 was transferred from prior years' accumulated surplus.
- \* 1997 total operating fund revenues of about \$6,142,000 exceed our budget of \$6,053,000 by \$89,000. \$60,000 of this is in investment income, where actual income of \$140,000 exceeded the budget of \$80,000 by 75%. Another \$21,000 of revenue-generated surplus is in the "Fines and Lost Books" line, where the revised fine schedule has resulted in additional fees collected.

In addition to this operating fund income, there is also another \$76,000 of investment income among the Library's various reserve and restricted funds.

- \* On the expense side, actual preliminary expenses of \$5,827,000 represent an under-expenditure of \$226,000 from budget. We recognized significant savings in the areas of pension expense as a result of the strong financial markets, as well as a significantly less increase in health insurance premiums than anticipated.
- \* Savings were also realized from the Library Materials line as a result of decreasing costs in electronic-format materials. Under-expenditure in the Buildings line is largely a consequence of reduced property/liability insurance premiums.

- \* The sole over-expenditure, \$42,000 in the Library Operations line, evolved from an asbestos abatement program and improvements to the ventilation system at Main which were planned and budgeted in 1996, but not completed until 1997.

It is anticipated that the final audit will be presented next month.

### **DIRECTOR'S REPORT - Arlene Nevens**

The Great Neck Library in 1997 continued to provide excellent library service to our community while exploring new uses for technology and focusing on maintaining our physical plants.

Day to day the staff of the Great Neck Library greets the public, helps them select books and other material, answers their questions, provides stimulating programs for adults, teenagers and children-- all this in a pleasant, courteous, and professional manner. While this is something that is often taken for granted, our wonderful staff is this Library's greatest asset. I commend them for their work. Whether it be behind the scenes preparing material for circulation, shelving them, creating the Library's newsletter and other publicity, planning programs, stamping due date cards, or meeting the public directly and assisting them in finding the information needed to survive in this complex world, the staff is always working hard, finding ways to do their jobs more efficiently and effectively, with the goal in mind of delivering premier library service to the residents of Great Neck.

In 1997 several dedicated staff members retired and/or left the Library to pursue other interests: Millicent Charles from the Reserves Department, Barbara Stevens and Elaine Trinkoff from the Reference Department, Muriel Berens, the voice of the Great Neck Library and from the Audio-Visual Department, Ann Greco from the Audio-Visual and Circulation Departments, and Mario Blanco from Levels. Ken Weil, the Great Neck Library's Director for the past ten years, left to continue his work at the South Huntington Public Library. His outstanding contributions to this Library will be missed. And finally, Helen Banaciski, who served six Directors as their Secretary over the past 51 years, announced her retirement. Helen's loyalty and devotion to the Great Neck Library is remarkable; her knowledge of the history of the Library will never be replaced. We wish all these staff members good health and success in their lives outside the library.

Technology is much in the news these days, and within the Library community there are broad discussions about how best to fit technology into our world. The Library is a community resource, providing information to our patrons, as well as a source of entertainment and recreational materials. Technology is a tool, a means to an end, not an end in of itself. Our staff seeks to utilize technology to assist people in their informational needs. Yes, children like to play games on the computers in the children's room but there is also one workstation available to students for their homework needs. The World Wide Web/Internet is a vast source of information; some of it very useful, some of it pretty unreliable. It is the responsibility of the Librarian to direct users to the

best sources of electronic information, in the same way that we help people consult the best books. With access to the Library's electronic resources available 24 hours a day, the Library can continue to play an important role in people's lives, even if they rarely come into our building. Decreasing circulation is not an accurate reflection of the Library's use, as much that was once available only in print is now available on-line, needing only to be downloaded to fulfill the person's information needs.

In 1997, the addition and renovation of the Parkville Branch Program Room was completed. This gives the Library the opportunity to schedule programs for both adults and children in a more suitable space than previously available. A plan is in the works for the total renovation of the Parkville Branch incorporating this new space. The Lakeville Branch community has also been hard at work identifying needs of the Branch. We look forward to these two facilities being upgraded in 1998. The Main Building also got some needed attention. Asbestos was removed from areas in the boiler room; the stone retaining wall in the parking lot was repaired. The air intake system adjacent to the garage was rerouted to provide better ventilation. In addition, plans for re carpeting of the Main Building were set into place.

The Library in 1997 was the recipient of two generous gifts from members of the community. Rita Relson made a donation in memory of her husband Morris which is to be used for purchase of books on music and dance and to sponsor music programs at the Library. Dr. Richard Anderson donated a hardcover set of the complete works of William Shakespeare in memory of his mother. We are grateful to these individuals for enriching our collection.

We look forward to 1998 and the arrival of a new Library Director, who, together with the staff and the Board of Trustees can continue the excellent work of the Great Neck Library.

Statistical Profile of the Great Neck Library for 1997 may be found in the 1997 Annual Report.

## **Presentations**

In the presentation to Helen Banaciski, President, Steve Glaser stated that "the Board of Trustees is privileged to acknowledge your 51 years of dedicated service to the Great Neck Library. You are an integral part of the Library's history having served six Library administrators from Librarian Lucy Kinlock (46-51), including Gilmore Aarestad (52-8/69), Joseph Covino (8/69-12/31/86), Joan Collett ( 12/1/87), Joseph Covino (7/87-12/31/87), Kenneth S. Weil (1/88-12/97), to the current Interim Director, Arlene Nevens (12/17/97).

Your personal interaction with dozens of Board Trustees, hundreds of staff members and thousands of patrons over the course of the past 51 years has won you the affection of the entire Great Neck community.

Your warm smile and gracious manner will be missed by all who remain at the Library.

Please accept this sterling silver frame as a token of the esteem with which you are regarded by this Board of Trustees.”

Commendations to other retiring employees included Muriel Berens and Suzanne Kreiger.

**OLD BUSINESS - None**

**NEW BUSINESS- None**

**OPEN TIME** - Elayne Bernstein statement re: Election results  
Jack Eber statement re: appreciation of work of President Glaser.

**ADJOURNMENT**

Upon motion by Renée Zarin, and seconded by Mischa Schwartz, and unanimously approved, the meeting was adjourned at 11:00 P.M.

Respectfully submitted

Renée Zarin  
Secretary