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Approved 4/27/99

GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
BUDGET REVIEW
TUESDAY, MARCH 9, 1999
8:00 P.M.

The first Budget Review Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, March 9, 1999**, at the offices of the Main Building, on Bayview Ave., Great Neck, NY 11023.

The following Trustees were present constituting a quorum:

Mischa Schwartz, President
Marietta DiCamillo, Secretary
Catherine Moore, Treasurer
Steve Glaser, Assistant Treasurer
Bette Weidman

Absent with Prior Notice:

Elayne Bernstein, Vice President
Joyce Klein

Also present:

Christine Salita, Library Director
Neil Zitofsky, Business Manager

CALL TO ORDER

President Mischa Schwartz called the meeting to order at 8:03 p.m. and welcomed those present.

INFORMAL BUDGET REVIEW

Copies of the draft budget were made available to the Public and President Mischa Schwartz began the reviewing process by asking the Director and Business Manager to present an overview of the first draft of the year 2000 Library Budget. (Handouts attached.)

The Business Manager explained the method used in preparing the budget which incorporates a tax rate increase of 3.5%, for a total operating budget revenue increase of 5.3%. An average household, assessed at \$10,000, would incur an annual increase of \$8.20.

The Director explained the need for additional staff hours at the branches, specifically Parkville and Lakeville. The analysis of current usage for these two branches reveals a need for additional clerical support at Lakeville and professional support in Children's services at Parkville. The Director projects a 30% increase in the activity level at Lakeville and Parkville Branches once they resume operations after renovation has been completed.

The Business Manager is investigating leasing computer equipment. The effect of Internet access on the operation and collection of the Reference Department was discussed, as was the changing nature of information delivery systems.

Secretary Marietta DiCamillo requested the following information:

- 1) a needs assessment (similar to what was distributed in the past),
- 2) a list of all computer and peripheral purchases made in the past two years,
- 3) a master computer purchasing plan,
- 4) a copy of the Innovative Interfaces contract, and
- 5) a cost break out of all vacant positions indicating date the position became vacant.

The Business Manager discussed four possible scenarios regarding future funding. It was noted that annual surpluses are reducing as budget projections become more precise.

President Schwartz asked the Director and Business Manager to examine the draft budget to determine if additional reductions could be made for the next review session.

OPEN COMMENT:

- 1) Karen Rubin - assessed evaluation, future renovation expenses
- 2) Joann Farley - election expense / budget line allocation
- 3) Ralene Adler - how much money is being spent on book purchases, department head and administrative salary costs, costs associated with mass mailing of proxies
- 4) Bill Morrill - cost of election machines
- 5) Ralene Adler - legal fees with respect to the proxy mailing.

ADJOURNMENT:

Dr. Schwartz adjourned the meeting at 9:30 PM.

Respectfully submitted,

Marietta DiCamillo
Secretary