

Approved 4/27/99  
**DRAFT**

**GREAT NECK LIBRARY  
MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
AND  
BUDGET REVIEW WORKSHOP  
TUESDAY, MARCH 23, 1999  
8:00 P.M.**

A Meeting of the Board of Trustees of the Great Neck Library was held on **Tuesday, March 23, 1999**, at the Station Branch, 40-B Great Neck Road, Great Neck, New York 11021. (Agenda attached.)

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  
Henry Graber, Financial Consultant – Graber & Co.  
Don Fischer, Financial Consultant – Graber & Co.  
Certified Public Accountants

**CALL TO ORDER**

President Mischa Schwartz called the meeting to order at 8:00 p.m. and welcomed those present.

## MINUTES

Upon motion by Marietta DiCamillo, seconded by Bette Weidman, and after discussion, it was,

**RESOLVED**, that the Board of Trustees approve the minutes of the meeting of February 9, 1999 as presented.

**VOTE:** Yes - 5 (DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

## 1998 ANNUAL AUDIT – GRABER & CO.

Mr. Graber reviewed the 1998 Audit by section, presenting, in summary form, an analysis of the financial position of the Library as of December 31, 1998. His overall remarks pertaining to the Library's finances were that the Library exercised prudent financial management with appropriate "checks and balances" in place. The Library had \$32,159 in checking, \$694,001 in money market, \$236,152 in savings accounts, \$4,690 cash on hand; \$2,032,801 in Certificates of Deposit and Treasury Bills in the amount of \$406,406 for a total cash reserve of \$3,406,209. Other assets amounted to \$7,776,951 primarily in School Tax Receivable and Fixed Assets. Liabilities totaled \$419,044. Fund balances were reported: Unappropriated General Fund \$3,120,244, Automated Library Fund \$115,912, Restricted Gift Fund \$13,531, Main Building & Special Services Fund \$1,158,730, and Branch & Special Services Fund \$188,566. He also noted the balances of the Parkville Renovation Fund - \$476,608, Lakeville Renovation Fund - \$192,490. \$33,100 was identified as encumbrances from 1998. The Library's fiscal position at year end was \$307,212 below anticipated budgeted expenses. (Copies of the Audit Report prepared by the Certified Public Accountant firm of Graber and Company were made available to the public and appended.)

Don Fisher thanked the members of the Library's administrative staff for their full cooperation during the audit process. Henry Graber commented that he was pleased to see that the Library was addressing the issue of Y2K compliance with its major service providers. Mr. Graber advised the Library to consider expanding its insurance to include Y2K coverage.

Upon motion by Bette Weidman, seconded by Catherine Moore, and after discussion, it was,

**RESOLVED**, that the report entitled *Great Neck Library Association, Report on Examination, December 31,*

1998 presented by Graber & Co. be adopted by the Board of Trustees of the Great Neck Library.

**VOTE:** Yes - 5 (DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

**CORRESPONDENCE:** No correspondence for consideration in open session.

### TREASURER'S REPORT

During the month of February 1999, revenue received was \$846,975.48. Total expenses were \$474,525.88.

At the close of business, February 28, 1999, total *unadjusted\** fund holdings were \$2,462,902.36 which were on deposit at Marine Midland Bank and The Bank of New York, in US Treasury Bills, and in Petty Cash funds at Main and the Branches. This sum includes \$610,909.06 in reserves designated for renovations to the Parkville and Lakeville Branches.

Additionally, the *unadjusted\** balance of the Main Building and Special Services fund was \$1,217,778.99; the Automated Library fund was \$175,550.00; the Restricted Gift fund was \$11,177.41; the Branch and Special Services fund was \$189,360.48. These funds totaled \$1,593,806.88 on February 28, 1999. \* 2/28/99 cash balances are unadjusted pending approval of auditor's report.

Upon motion by Catherine Moore, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library accept the February 1999 Treasurer's Report with Personnel Changes of February 9, 1999 through March 23, 1999.

**VOTE:** Yes - 5 (DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

Upon motion by Catherine Moore, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the Treasurer to pay the persons named in the Check Register presented at the March 1999 Regular

Meeting of the Board of Trustees, dated February 4, 1999 through March 17, 1999, Paid-Checks numbered 16196 through 16450, and To-Be-Paid Checks numbered 16451 through 16567, the sums set against their respective names for a total amount of three hundred seventy-two thousand nine hundred fifty-four dollars and thirty-five cents (\$372,854.35).

**VOTE:** Yes - 5 (DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

**LIBRARY DIRECTOR'S REPORT:** Appended hereto.

**BRANCH COMMITTEE:**

The Director was asked to report on the February 23, 1999 meeting of the Branch Committee with the Lakeville and Parkville Advisory Committees for the purpose of selecting furnishings for the renovated sites. Ms. Salita also summarized the March 4, 1999 meeting of the Station Advisory Committee, which consisted of a review of the history of the Station Branch.

**Public Comment:**  
Karen Rubin - Lakeville Lease

**OLD BUSINESS**

*Automatic Control System*

Upon motion by Marietta DiCamillo, seconded by Catherine Moore, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library authorize the renewal of the county Pneumatic Control contract for the HVAC automatic control system maintenance for the period April 1, 1999 through March 31, 2000 at an annual cost of \$3,846 per their proposal dated February 5, 1999 and to be charged to the Service Contract Budget line.

**VOTE:** Yes - 5 (DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

Legal Services Retainer Agreement

Upon motion by Steve Glaser, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library extend the Legal Services Retainer Agreement with Behrens, Loew, and Cullen for the period April 1, 1999, through March 31, 2000, at an annual fee of \$3,000 from the Legal Fees budget line, and that the President of the Board be authorized to execute said agreement. The existing agreement will be modified to reflect twenty-five hours per month with additional hours billed at an hourly rate of \$140.00.

**VOTE:** Yes - 5 (DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

Administrative/Management Staff Employment Letters

Upon motion by Steve Glaser, seconded by Marietta DiCamillo, and after discussion, it was,

**RESOLVED**, that the Board of Trustees of the Great Neck Library extend the employment letters of the following administrative/management personnel: Arlene Nevens, Joseph Latini, Muriel Turk, Leila Mattson, Janet Fine, Lisa Paulo, Neil Zitofsky, Abby Fontana, Roz Gil, Barbara Santoro, and Joseph Marchione, in accordance with the recommendations of the Personnel Committee (appended hereto), and that the President and Vice-President of the Board be authorized to execute said letters.

**Public Comment:**

Ralene Adler: - Salary increases and amounts as it pertained to department heads and business manager.

**VOTE:** Yes - 5 (DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

## **OPEN TIME:**

Stan Romaine - read correspondence deemed unsuitable for public session.

## **ADJOURNMENT:**

President Schwartz called for an adjournment at 8:54 p.m. and announced that after a five minute recess the second meeting of the 2000 Budget Workshop would commence.

**VOTE:** Yes - 5 (DiCamillo, Glaser, Moore, Schwartz, Weidman)  
*Motion Carried Unanimously*

## **YEAR 2000 BUDGET WORKSHOP**

President Schwartz began the second meeting of the budget workshop at 9:05 p.m. The Business Manager, Neil Zitofsky referenced the first draft of the Budget Proposal of March 9, 1999. He stated that the suggestions made were incorporated into the second draft (attached) and reviewed last Thursday, March 18th, by Finance Committee members Catherine Moore and Marietta DiCamillo. Mr. Zitofsky highlighted the differences between the two drafts.

Trustee Glaser initiated a discussion on leasing computer equipment as opposed to purchase. President Schwartz and Trustee Glaser prefer a 3.5% tax rate increase, with a smaller applied balance based upon non-tax revenue declining as reserve funds are disbursed for Renovation Projects: Lakeville and Parkville.

Secretary DiCamillo queried the Business Manager regarding the needs assessment document for capital expenditures and questioned the inclusion of \$10,000 equipment contingency, preferring utilization of cash reserves in the event there were to be unanticipated equipment expenditures.

Secretary DiCamillo raised the concept of leasing copiers rather than purchasing them. She also questioned the recommendation to purchase another copier when public usage is down. Mr. Zitofsky said he would look into this and Ms. Salita summarized leasing agreements based upon her experience at other libraries.

Secretary DiCamillo asked about Web access printing and whether any further consideration had been given to charging for computer printing. Ms. Salita explained that this is essentially a policy issue for the Board. The public pays a per-page charge for photocopies and microfilm prints but not for computer or web generated prints. The Business manager is investigating vendor cards for computer/web prints.

Secretary DiCamillo inquired regarding any discounts the Library might have received under the provisions of the Federal Telecommunications Act of 1996, as she understood the revenue would be on an annual basis. Ms. Salita replied that the Library had been awarded approximately \$14,000 thus far and was appealing an application which had been denied. The Library is filing for additional discounts.

### **OPEN TIME**

Karen Rubin - photocopier commission rates  
Marianna Wohlgemuth - programming allocations at Parkville and Lakeville  
Mr. Reif - leasing versus purchase  
Ralene Adler - mass mailing, election expense budget category  
Jo Ann Farley - election cost confirmation

### **ADJOURNMENT**

President Schwartz adjourned the budget workshop at 9:45 p.m. announcing that the Budget Hearing would be held on March 30, 1999, at 8:00 p.m. in the Main Library's Community Room.

Respectfully submitted,

Marietta DiCamillo  
Board Secretary