

Great Neck Library
Policy and By-Laws Committee
Tuesday, March 27, 2018
Main Library

Board Members:

Weihua Yan (WY)
Joel Marcus, Chair (JM)
Rebecca Miller (RM)
Robert Schaufeld (RS)

Library Professionals:

Denise Corcoran (DC)
Tracy Geiser (TG)
Steven Kashkin (SK)
Jennifer Green (JG)

Call to Order

The regular meeting of the Great Neck Library's Policy and By-Laws Committee was called to order on March 27th, at 7:30pm by JM at the Main Library.

Action Items

TG addressed the Action Items assigned to her:

1. *Install signage on scanner limiting patrons to 25 pages per patron per day. Done. RS noted that there is potential of the copiers becoming scanners, which will require more sharing amongst the users.*
2. *TG will speak to Attorney Fishbein regarding the legal status of emails. TG noted that Mr. Fishbein agreed with the current setup. All BoT members are required to set up an email account designated to Library business only. RS confirmed that all members have designated accounts for Library use only. DC shared that she attended an instruction course for current and incoming BoT members with Mr. Fishbein and he stressed the requirement for a designated email and to use categories within.*
3. *Solicitation and Petition Policy. JM noted that solicitation goes on with the example of tutors meeting students. DC noted that it is difficult to monitor, especially when the tutor is paid outside the building. JM commented that if they do not take a room, it can't be monitored. The item is to be left alone.*

SK addressed the items assigned to him:

1. *Check on the availability of credit card readers from various banking institutions. SK informed the committee all branches are set up with credit card readers and the item is included in policy.*
2. *Update all the new funds policy and send to JM for inclusion on the agenda at the next BoT meeting. SK noted the fund policy has already been updated in 2017.*

Revise Section #200-40-LRP

JM introduced the need to rewrite the statement on Long Range Planning Committee.

RM questioned the need for the committee to be a committee of the Board. There are currently a large number of committees. Trust is essential for the committee to bring ideas to the BoT. RM further explained that a committee of the Board is unusual. The committee is needed, but not the entire Board.

JM agreed with RM and asked if this would require a change to the bylaws. A Long Range Plan of service is required by NY State but a committee is not. RS explained the bylaws do not cover committees. A change to the bylaws is not necessary.

JM asked for the policy to go back to BoT after removing the statement “is a responsibility committee of the Board as a whole. The responsibility of the committee is to” and replace with the new wording: The committee is responsible to... and will send to BoT for first read.

RS noted after the third reading, the members of the committee will be determined. The Nominating Committee should have recommendations for the open BoT seat. Once chosen, all of the committees will be rearranged. The Library, having no committee as a committee of the Board, will make it difficult to rebalance the committees. There are 3 members that have no experience. JM suggested that each committee will have an experienced member and a new member.

RS shared that only Fundraising and Long Range Planning are committees of the Board. Fundraising will meet monthly for approximately 3 months and then every other. Once the Long Range Plan is in place, the committee will not meet for another year. There is concern about being fair to the Trustees. It is a functional problem having 4 experienced members and 3 new. If the 2 committees are no longer committees of the Board, each member will have 1 less committee. Finance and Personnel cannot be changed. Each committee must have 4 BoT members to ensure the committees can meet. The committee must have 3 in attendance to conduct the meeting.

WY questioned the need for a quorum. Committees cannot vote. DC explained it is a requirement. Open Meetings Law requires the quorum. The law will be shared with the committee.

WY suggested having fewer committees. RS cautioned that it is dangerous to have less. The committees are part of the framework to support the professionals in their work.

RS noted that both Long Range Planning and Fundraising can be changed to regular committees. JM agreed. RM suggested collapsing the 2 into 1 committee. They have some overlapping issues. Fundraising is a not required committee.

JM asked the committee if all agreed to change Long Range Planning to a regular committee. All agreed.

Periodical Circulation Policy #700-40

TG noted that the Library has less periodicals then at the past. To make materials available to the patrons, Irina Zaients asked to reduce the number of periodicals a patron can take out from 12 to 6 and limit the number in 1 title from 6 to 3. It was also requested to remove pamphlets from the policy. The Library no longer loans them out.

DC explained that periodicals are not tagged and the Library is unsure of which titles circulate. It is too soon to set policy. It may be good to limit, but data is still needed. RS and RM agreed. DC further

explained that once all periodicals are tagged, more control can be added. JM suggested holding off on changes.

JM moved the discussion to books with more than 400 pages, suggesting that a new book circulate for 3 weeks instead of 2. RS suggested allowing 1 renewal in the category. JG explained that there is the possibility of holds which would cause problems. DC commented that there is very few that large. TG cautioned that a change would require new I-Types and the books would have to be changed in Sierra. RM suggested further research. TG agreed. JM noted that the item will be put on hold pending further investigation.

Revise Section 400-20—Intra Bank Policy and Online Banking

SK informed the committee that online banking is to be set up with HSBC and Chase. Activity can be seen daily and transfers can be set up to fund the accounts--Payroll and General. Allowing the transfers makes the movement of money quicker and safer. Currently, the authorization sheet is emailed, which can be easily stolen. The whole system should be easy to set up.

RS directed to 400-20 subsection “e” and suggested removing the words “Board approved” to allow the set up to occur. SK agreed. SK further explained that transfers can only be done by himself, DC, or TG. RS directed to the last sentence and asked for “Allowing” to be replaced with “Restricting”. All agreed on the changes.

New Section 400-58--Capital Expenditure Policy—Requested by Auditor

SK explained that the auditors requested the addition of the Capital Expenditure Policy. The wording presented is similar to the School Board, which was the recommendation of the auditors. The policy will satisfy the audit need. RS asked if this was done annually. RS asked if SK looked at other libraries. SK explained that he did and found they were not as restrictive. SK will investigate further and update policy for the next BoT to allow for first read. RS agreed.

New Section—Unaccompanied Adults in Children’s Area

DC explained there was recently a situation that requires the Children’s areas to be safeguarded. The new statement is broad to allow an adult to be in those areas with a reason. RM agreed.

RS directed to the wording from Swapscott Public Library and asked for the statement to be changed. The second sentence will begin with “Out of concern for the safety for our young patrons...”, and continue with the existing wording. JM poled the committee and all agreed. The item will go to the BoT for the first read.

New Section—Virtual Museum Passes

TG asked the committee to consider a policy update to include virtual passes that could be printed in the Library or at home. The Library will maintain hard copy passes as well. The policy will need to be split into 2 sections. The policy has nothing removed; items are reorganized. The virtual pass is added.

Referring to the policy, DC asked if the Library revokes privileges if the patron loses and finds the pass. TG noted that the privilege has never been revoked. RS asked to modify the language. JG noted that the patrons have been good with the passes. JM suggested removing the sentence regarding revoking privileges. All agreed.

Section 300-10—Responsibilities of the Director Rewrite--Qualifications

JM introduced the item. After discussion, the item was tabled.

Discussion—Evaluate Donation System for the 990

SK explained that the donation system is needed for the process of the 990 tax return. After investigation, the Library does have a policy in place if there is a donation of more than \$25K that is not cash. SK further explained that the policy is good and needs to be monitored.

RS cautioned that the burden is on the donor for appraisal, not the Library. RM added the order of the document is confusing.

DC questioned if the Library can accept a gift onto the property before accepting it as a gift, specifically if it would be covered by insurance.

RM cautioned the policy is not ready to advance. A rewrite should be undertaken. RS agreed, noting there is no statement of rejecting a cash gift. TG informed all that a Word document of the policy will be sent to the committee for review.

Discussion—New Section for 3D Printer

JM moved the item to the next meeting.

Discussion—New Section for Background Checks

DC explained that Peter Fishbein's associate recommended background checks for individuals after the offer of employment. The question is if policy is needed or is it good HR practice. WY asked if the policy could be written to cover specific needs. DC noted that policy cannot be written on specific scenarios. There are too many scenarios to cover. RS noted that the offer letter should state subject to background check and verification of references. It is part of HR and no policy is required. JM asked the committee to agree not to make policy. All agreed.

Discussion—Pin for Library Cards

DC informed that pins are not required for the RFID to go forward. No libraries in Nassau have pins. Most do not even have RFID. In Suffolk, some libraries have pins. At this point, the pins would delay the process. It can be revisited. RS agreed that if there is significant abuse, the item will be revisited.

LTA Conference

RS shared the LTA (Library Trustees Association) annual conference is coming up April 27th and 28th at the Uniondale Marriott. There is information on their website. RS looked to see if there was interest in attending. There will be a workshop on fundraising. DC explained that the Library needs to know interest to decide on whether to renew membership depending on how many are attending. RS shared that he is already registered. RM and WY agreed to investigate.

Meeting adjourned at 9:10pm.

Submitted by Jamie Eckartz

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Action Items

Denise Corcoran

1. Revise Section #200-40-LRP-- remove the statement “is a responsibility committee of the Board as a whole. The responsibility of the committee is to” The new wording is to be: The committee is responsible to... and will send to BoT for first read.
2. Distribute Open Meetings Law requires to the committee members.
3. Regarding new section--Unaccompanied Adults in Children’s Area, insert at start of second sentence “Out of concern for the safety for our young patrons...”, and continue with the existing wording. Item will then go to BoT for first read.
4. Distribute to RS a Word document on the donation policy for review and rewrite.

Tracy Geiser

1. Investigate the need to increase the circulation time for new books greater than 400 pages.
2. In Museum Pass Policy, remove the wording regarding revoking patrons’ privileges.
- 3.

Steve Kashkin

1. In policy 400-20 subsection “e” remove the words “utilizing previously set up” and replace with “Board approved” to allow the set up to occur. In the last sentence remove “Allowing” and replace with “Restricting”.
2. Further investigate wording for Policy 400-58--Capital Expenditure Policy, looking at other libraries for input. Rewrite the policy and have ready for the BoT to submit for first read at the next meeting.