

Great Neck Library
Policy and By-Laws Committee
Thursday June 7, 2018
Main Library

Board Members:

Weihua Yan (absent without notice)(WY)
Joel Marcus, Chair (JM)
Rebecca Miller (RM)
Robert Schaufeld (RS)

Library Professionals:

Tracy Geiser (TG)
Steven Kashkin (SK)
Denise Corcoran (DC)
Nicholas Camastro (NC)

Members of the Public:

Charles Chiu
Rebecca Gilliar

Call to Order

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

Action Items

Denise Corcoran

1. *Revise Section #200-40-LRP-- remove the statement "is a responsibility of the committee of the Board as a whole. The responsibility of the committee is to" The new wording is to be: Long Range Planning is responsible to... and will send to BoT for first read. Done.*
2. *Distribute Open Meetings Law requires to the committee members. Done.*
3. *Regarding new section--Unaccompanied Adults in Children's Area, insert at start of second sentence Out of concern for safety for young patrons, and continue with the existing wording. Item will then go to BoT for first read. Done.*

Tracy Geiser

1. *Investigate the need to increase the circulation time for new books greater than 400 pages. TG noted that it can be done. JM agreed to write a policy statement for next meeting.*
2. *In Museum Pass Policy, remove the wording regarding revoking patrons' privileges. Done.*
3. *Distribute to the committee a PDF file on the donation policy for review and rewrite. Done.*

Steve Kashkin

1. *In policy 400-20 subsection e remove the words "utilizing previously set up" to allow the set up to occur. In the last sentence remove "Allowing" and replace with Restricting. Done, approaching 3rd read.*
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. Done, approaching 3rd read.*

Revise Section #700-40--Circulation

Regarding Periodicals Circulation Policy, DC informed the committee that the item is on hold, pending RFID stats.

For items over 400 pages, JM will write the policy statement for the next meeting.

Revise Section #1200—Gifts and Donations

The committee read the changes posed by RS and agreed to go forward with changes—on the 5th line, change the word *Director* to *Trustee* and on the 6th line change the word *consonant* to *align* and remove the word *is*.

Revise Section #200-50—Committee Quorum

JM addressed the need for 3 BoT members to form a quorum to meet. RS explained that in relation to staff and public members, it is at the discretion of the chairperson to decide. Only BoT members are required.

Discussion—New Section for 3D Printer

The committee agreed to table the item as long as the printers are only available for program use. If the printers are to be made available to the public, the item will be revisited.

Discussion—New Section Privacy and Transparency Policy

JM informed the members that the item is tabled.

Discussion—Meeting room Policy

After lengthy discussion, the committee agreed that DC will contact legal counsel for correct wording for free use of the meeting rooms for not-for-profit groups with membership of Great Neck residents 51% or more.

Regarding the frequency of use, the committee discussed removing the stipulation of meeting once a month.

Discussion—#400-70

JM noted that the Finance Committee asked for the timing of contract evaluations [negotiations](#) to be reduced from 3 years to 1 year. After lengthy conversation, SK agreed to write a statement introducing dollar limitations as criteria.

Discussion—Book suggestions Committee

JM shared with the committee that Rebecca Gilliar has submitted a proposal for a committee to make suggestions on book purchases to the librarians.

After lengthy discussion on the core collection and what was lost and what needs to be replaced, Ms. Gilliar looked to create a committee of experts to gather and form an advisory group. The committee would have a limited mandate. Ms. Gilliar will submit a list of experts to be considered. The committee would be open to public members to join.

The committee discussed allowing the advisory committee to form and meet with the Director.

DC asked for a policy to be written to form the committee. The committee will have no BoT members, making it an ad hoc committee. DC agreed to contact legal counsel for the correct wording. RM asked for the policy to be for a general ad hoc committee to serve the Library better.

Meeting adjourned at 8:40pm.

Submitted by Jamie Eckartz

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Denise Corcoran

1. For Policy #1200, accept the new wording submitted by RS with changes-- on the 5th line, change the word Director to Trustee and on the 6th line change the word consonant to align and remove the word is.

2. Contact legal counsel for correct wording for free use of the meeting rooms for not-for-profit groups with membership of Great Neck residents 51% or more.

3. Contact legal counsel for correct wording to form an ad hoc committee.

4. #200-50-send to BoT for first read

Joel Marcus

1. Write policy statement to increase circulation time of new nonfiction for books whose text is 400 pages or greater.

Steven Kashkin

1. For Policy #400-70, write a statement regarding the change in contract negotiations to be reduced from 3 years to 2 and adding a stipulation for dollar limitations as criteria.