

**Great Neck Library**  
**Policy and By-Laws Committee**  
Monday, September 17, 2018  
Main Library

**Board Members:**

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

**Library Professionals:**

Denise Corcoran (DC)  
Tracy Van Dyne (TV)  
Steven Kashkin (SK)  
Nicholas Camastro (absent with notice)

**Members of the Public:**

Qiping Zhang  
Jing Lu

**Call to Order**

The regular meeting of the Great Neck Library's Policy and By-Laws Committee was called to order on September 17<sup>th</sup> at 7:30pm by JM at the Main Library.

**Action Items**

Denise Corcoran

1. *For Policy #1200, accept the new wording submitted by RS with changes-- on the 5<sup>th</sup> line, change the word Director to Trustee and on the 6<sup>th</sup> line change the word consonant to align and remove the word is.* Done.
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.* Done. Legal said the following line may be added "Non-profit groups comprised of 51% or more in the Great Neck School District will not be charged a fee." RC recommended adding "insurance may be required at the discretion of the Director." The committee concurred.
3. *Contact legal counsel for correct wording to form an ad hoc committee.* Done. RS asked that committee be comprised of seven members of the public and that employees of the library not be included. RS stated that the Board will be interviewing to select the chair of the committee.
4. *#200-50 send to BoT for first read.* Done.

Joel Marcus

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

Steve 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.* Done. After the discussion the committee decided to leave the policy as is.

### **Revise Section #700-40 - Circulation**

JM announced that the periodicals circulation policy is still on hold pending RFID stats.

JM referred to the action items discussed earlier with his recommended addition to the loan time policy for items over 400 pages.

### **Revise Section #400-70; from 3 years to 1 year**

JM reiterated the committee's decision to leave the policy unchanged.

### **Revise Section #500-60; change Records Officer to Administrative Assistant**

The committee agreed to move forward with changing "Administrative Coordinator" to "Administrative Assistant".

### **Revisit Proposed Working/Section #200-50 – Committees of the Board (Attendance, Quorum)**

After discussion, the committee asked DC to review NYS Open Meetings law.

### **Revise Section #1500-40 Voting**

JM explained that requiring identification to vote is not allowed. He asked that the verbiage "..., and show a valid Great Neck Library card or driver's license or other satisfactory proof of identification." Be removed from this section. The committee agreed with the changes.

### **New Section #800-80-3 – 3D Printing Policy**

JM stated that a strong policy is needed and that he has been looking at policies from other libraries. After a lengthy discussion the committee decided to investigate this further and bring a written statement to the next meeting.

### **Discussion on Meeting Room Policy**

JM referred to the discussion on this item from earlier in the meeting.

### **Discussion on Book Suggestion Committee**

JM referred to the discussion on this item from earlier in the meeting

Meeting adjourned at 8:20pm.

Submitted by Gina Chase

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**Denise Corcoran**

1. For Section #200-50 – Committees of the Board, review NYS Open Meetings Law.

**Tracy Van Dyne**

1. For New Section #800-80-3 – 3D Printing, prepare policy statement for next meeting.