

Great Neck Library
Policy and By-Laws Committee
Monday, October 15, 2018
Main Library

Board Members:

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

Library Professionals:

Denise Corcoran (DC)
Tracy Van Dyne (TV)
Steven Kashkin (SK)
Nicholas Camastro (NC)
Adam Hinz (invited guest)

Call to Order

The regular meeting of the Great Neck Library's Policy and By-Laws Committee was called to order on October 15 at 7:30pm by JM at the Main Library. Prior Meeting Minutes were accepted.

Action Items

Denise Corcoran

1. *For Section #200-50 – Committees of the Board, review NYS Open Meetings Law-*
DC reported that she has looked into the wording with Open Meetings Law and we are in good order. “As Members of the Public” is to be added to the other revisions and this item will be added to the Board Agenda for the October meeting.

Tracy Van Dyne

1. *For New Section #800-80-3 – 3D Printing, prepare policy statement for next meeting.*
DC, TV & AH presented a draft for the committee’s review.

Items discussed:

Cost-Per AH size does not indicate how long it will take to print and weight will not reflect complexity. Per TV most libraries base cost on time to print. DC asked if \$.50 will cover filament, electricity, wear and tear of printer, etc. Per AH, one roll of filament = 300 chess pieces and one chess piece takes approximately one hour to print. AH was asked to crunch numbers and resubmit suggested costs.

Payment & Submission-NC asked about payment and receipt prior to print and JM asked if print times were reservable. Submitting print job was also discussed and it was consensus that all print jobs were to be submitted in person and paid for at the Main Library. It was noted that the 3D printer is available to all Nassau County Residents with priority given to Great Neck residents. Hours of use, GN resident priority, submission, payment etc. are to be included in this policy.

Acknowledgement & Disclaimer-RS suggested including the Half Hollow Hills Library disclaimer and CS stated that a line for parent’s signature be added as well as an “Administrative Use” area for Library Staff to complete. RS stated that signed forms (non GN resident) should be kept on file in a binder. DC asked NC to flag Sierra to indicate that patrons have signed the 3D Printer Policy Agreement.

Use Limits-Use limits were discussed, possibly limiting a maximum of 4 hours printing time per day.
Pick Up-Add a line stating that patrons will be notified via email when their project is ready for pick-up.

DC noted that this Policy is for individual print jobs and not Program print jobs.

AH will make all necessary edits that were reviewed and use \$.50 per ½ hour as cost in the 2nd DRAFT; this revision will then be emailed to committee members for their review and be placed on Board Agenda for October.

STEM Lab Policy

Description of services a STEM Lab would provide were discussed; Virtual Reality, Laser Cutters, 3D Scanner, Circuitry Kits, Robotics Kits, etc.

DC requested a blanket policy on who can use, parental permission, loitering, etc. This item was tabled for the November committee meeting. JM & RS will DRAFT.

New Section #500-38; Staff Training & Development

Add word “necessary” and place on October BoT Agenda

Revise Section #300-30; Responsibilities of Department Heads

The committee agreed to add Branch Heads and other discussed revisions. This item is to be placed on October Board Agenda.

Meeting adjourned at 9 pm.

Submitted by Holly Coscetta

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Action Items

Denise Corcoran

1. Section #200-50 – Committees of the Board, “As Members of the Public” is to be added to the other revisions and item added to the Board Agenda for the October meeting.
2. Section 500-38-revisions made and placed on BoT Agenda
3. Section 300-30-revisions made and placed on BoT Agenda

Adam Hinz

1. #800-80- – 3D Printing policy -crunch numbers for cost.
2. Make all discussed edits to 3D Printer Policy and send to HC so it may be distributed to Committee Members via email. This item may be added to October BoT Agenda.

Nick Camastro

1. Flag Sierra to indicate that patrons have signed the 3D Printer Policy Agreement.

Robert Schaufeld & Joel Marcus

1. DRAFT STEM Lab Policy- blanket policy on who can use, parental permission, loitering, etc.