
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, OCTOBER 23, 2018 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, October 23, 2018, at the Parkville Branch Library, 10 Campbell Street, New Hyde Park, NY 11040 [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President
Rebecca Miller – Vice President
Weihua Yan – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Barry Smith – Assistant Treasurer
Chelsea Sassouni - Trustee

Also Present: Denise Corcoran - Director
Tracy Van Dyne – Assistant Director
Steven Kashkin – Business Manager

EXECUTIVE SESSION

Upon motion by Trustee Pizer, seconded by Trustee Smith it was,

RESOLVED, to enter into executive session for a discussion on legal matters.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Marcus, seconded by Trustee Smith it was,

RESOLVED, to exit executive session.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Schaufeld at 8:15 p.m.

Board of Trustees Statement

President Schaufeld read the following aloud:

“On behalf of myself, individually and as President of the Great Neck Library Board of Trustees, and on behalf of the Board of Trustees of the Great Neck Library, we denounce the reprehensible conduct that has occurred in connection with the upcoming Library Election. The Library is the cultural center of the community and is open to all. We are aware of and condemn such behavior which abridges our civil liberties.”

MINUTES

Regular Board Meeting

Upon motion by Trustee Yan, seconded by Trustee Sassouni and after discussion, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the September 12, 2018 Regular Board meeting as presented.

VOTE: Yes – 6 (Schaufeld, Yan, Pizer, Marcus, Smith, Sassouni)

Abstained – 1 (Miller)

MOTION CARRIED

Special Board Meetings

Upon motion by Trustee Yan, seconded by Trustee Sassouni and after discussion, it was,

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the October 2, 2018 Special Board meeting as presented.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

TREASURER’S REPORT

Upon motion by Trustee Pizer, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the following financial reports which have been reviewed by the Finance Committee:

- a. October 23, 2018, Treasurer’s Report;
- b. Warrant dated October 8, 2018 through October 14, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$247,882.91.
- c. Payroll Warrants for pay dates September 13 and September 27, 2018, which have been reviewed by the Treasurer, (in the amounts of \$142,838.15 and \$150,904.84, respectively,) for a total of \$293,742.99.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

Upon motion by Trustee Pizer, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of September 1 through September 30, 2018 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Schaufeld reported that the committee will be meeting on November 5th.

Main Building Committee

Trustee Miller reported that the committee met on September 24th and the topics of discussion were the landscaping project, parking lot, and the STEM lab.

Policy and By Laws Committee

Trustee Marcus reported that the committee met on September 17th and discussed the 3D printer policy. He added that the committee is next scheduled to meet on November 8th.

Fundraising Committee

Trustee Yan reported that the committee will be meeting in November.

Long Range Planning Committee

Trustee Marcus reported that the committee met on October 18th and drafted a mission statement and goals, which will be presented to the Policy and Bylaws Committee. He added that both the Long-Range Planning Committee and Policy Committee will be meeting in November.

Technology Committee

Trustee Yan reported that the committee will be meeting in November.

Grants

Director Corcoran noted the 50k grant which was awarded by the County for the creation of a STEM lab in the library.

Ms. Corcoran also reminded the board of the Nassau County Hotel/Motel Tax Grant award which will be used to purchase audio visual equipment for the Levels Teen Center.

Director's Report

Director Denise Corcoran reported that the administration staff has been busy preparing for the upcoming election which included attending a training conducted by the Board of Elections on proper election procedures. Ms. Corcoran shared that Levels has started the process of converting VHS tapes to digital format with the help of teen volunteers. She added that the Children's Department is having its 1,000

books before Kindergarten program to encourage parents to read with their children as they prepare for school.

Text of Denise Corcoran’s, Director, written report dated October 2018 is below:

ADMINISTRATION & TRAINING

- Administrative staff has been preparing for the Board of Trustee and Nominating Committee elections.
- With the support of Legislator Birnbaum, Great Neck Library will be receiving a \$50,000 grant to open a STEM lab at Main.
- We have started to formulate a 3D Printer Policy in preparation of our upcoming STEM lab.
- November 1st will mark the start of our virtual museum passes. Many passes will be available to print on demand which will allow more patrons to use them.
- As of September 16th, the Main Library and Parkville Branch Library resumed Sunday hours.
- Docuware migration is still in progress.
- We continue to interview candidates to fill current vacancies.
- We are currently testing a new software for the Krayon Kiosk I-pads which will enable staff to collect statistics as well as enable permissions and monitor use.
- The book sale planned on Thursday, September 13th and Friday, September 14th went well.
- I continue to meet monthly with the Dept. Head’s president and the Staff Association president to ensure open lines of communication and good working collaboration.
- I have met and or had phone conversations with our patrons to resolve issues and hear suggestions for better service.

Staff Longevity Milestones

I would like to recognize and congratulate our staff for reaching the following longevity milestones:

- ★ Nick Camastro - 35 years in October
- ★ Garry Horodyski-15 years in October

Staff Trainings and Workshops

Board of Elections Training	October 18 th	Denise Corcoran, Tracy Van Dyne, Steven Kashkin, Adam Hinz, Holly Coscetta, Gina Chase	Administration
LILRC Annual Archives Conference	October 12 th	Christy Orquera	Reference
NCLA Meeting Committee – “Verbal Judo” with Don Longo	September 24 th	Alana Mutum Courtney Greenblatt	Branch Head Reference
Maker Fair – Hall of Science, 3D Printing and other Emerging Technologies	September 22 nd	Adam Hinz Jamie Lagasse	Youth Services
LILRC – “It’s All Relative Genealogy”	September 18 th	Christy Orquera	Reference
NCLA Pop Culture Committee	September 13 th	Cindy Simeti	Programming & Publicity
Entering Periodicals for Circulation	September 13 th	Jamie Eckartz Yasumi Shizuka	Reference

COMMUNITY & OUTREACH

- On Thursday, September 20th, I visited the Syosset Public Library.
- On Wednesday, September 26th, I attended the MLD meeting at NLS. I was able to learn valuable information about new programs for Nassau libraries. The Nassau County Police Department presented information about the RAVE app.
- On Friday, September 28th, I attended the 33rd Annual Breakfast with your New York State Legislators event hosted by the Long Island Library Resources Council and the Nassau County Library Association.

MAIN LIBRARY

- We continue to work to resolve HVAC-punch list items.
- Staff work areas have been re-designated for better work flow.
- Worked with architects and planners to gather information needed for landscaping projects.

BRANCHES

- On September 4th, the Branch heads rotated locations.
- Magazines are being processed at the branches to expedite availability to patrons.
- We are continuing our work with our space planner for the Parkville and Station renovations.

Assistant Director's Report

Assistant Director Tracy Van Dyne announced that on November 1st, the library will begin offering virtual museum passes. This will allow more patrons the opportunity to use the passes instead of having to wait for paper passes to be returned. She added that intake forms have been completed for “Shelf Ready” items through Baker & Taylor and Ingram. Having these items will assist Technical Services staff greatly and benefit patrons due to the quicker turnaround time.

Text of Tracy Van Dyne's, Assistant Director, written report dated October 2018 is below:

Main:

- Beginning November 1st, the library will begin offering virtual/Print on Demand museum passes. The following passes will be offered for Print on Demand: American Airpower Museum; Children's Museum of the Arts; Cold Spring Harbor Fire House; Cold Spring Harbor Fish Hatchery; Frick Collection; Garvies Point; Holocaust Memorial; Intrepid Sea, Air & Space; Jewish Museum; Museum of Modern Art; Nassau County Firefighters; Nassau County Museum of Art, NY City Transit Museum (beginning February 2019); Old Bethpage Village; Old Westbury Gardens; Paley Center for Media; Vanderbilt Museum. Plymouth Rocket who owns our museum pass reservation system is always trying to work on getting all of the museums to join this virtual system so we will hopefully be adding more as they join. This system will allow more patrons the opportunity to use our passes instead of having to wait for a Pick Up/Return pass to come back.
- The information for the Virtual/Print on Demand museum passes is being updated on the website, Event keeper, all bookmarks and brochures. Staff is being trained in all departments and branches.
- Our first book sale since returning back to Main was held on Thursday, September 13 and Friday, September 14. This sale was for Travel Books with encyclopedia and stamp book sets available for Silent Auction from September 7-14. We are looking into holding another book sale in the near future with more of the collection represented.
- I have been having bimonthly staff meetings with the Maintenance staff to keep up on what is going on in the building and what large programs/events may be coming up that will need coverage.
- The library has opened for Sundays beginning September 16.
- Along with Denise and Adam, I have begun a rough 3D Printer Policy that will be taken to the Policy Committee to bring before the Board. This is only the beginning of our future STEM lab equipment policies.

Technical Services:

- I have been holding monthly staff meetings with the Technical Services staff. We discuss any issues, concerns, updates and changes that are being made to assist in the department running more smoothly.
- I submit all orders from each department and upload the order records.
- I am continuing to go through each deletion request. I have requested that many of the items be reordered if they are considered to be in unacceptable shape but are frequently used by the community. Items considered for deletion are those that are beyond repair, have unidentifiable markings or stains or are obsolete in their information.
- We have completed intake forms to begin receiving “Shelf Ready” items two of our largest book vendors, Baker & Taylor and Ingram. We are now waiting to hear back with any specifics and different quotes from these vendors. This will assist the Technical Services staff greatly with the heavy load of items that are now coming in as well as filling our patron’s requests in a timely manner.
- The TS Department, Branch Heads and Department Heads met to go over updated processing, both catalog and physical, for our collection. I am working with the departments to streamline
- Two of our clerks who work for the Reference department have been trained in how to process magazines for the Main building. They will remove outdated magazines as per library policy and make sure that new ones are added as well as labeled and tagged. This allows for the magazines to be updated and put on the floor in a timely manner.

Branches:

- I continue to hold weekly Branch visits as well as monthly Branch Head meetings. Currently the main topic on everyone’s mind is of course the upcoming renovations for Parkville and Station.
- The Branch Heads began their rotations on September 4, 2018. The Branch Heads can be located as follows:
 - Justin Crossfox - [Parkville](#)
 - Alana Mutum – [Lakeville](#)
 - Irene Winkler - [Station](#)
- The Branch Heads have been trained to process their own magazines allowing for timeliness. It will no longer be necessary to send them to Main to be added in to the system and tagged.
- I am beginning to meet with the Branch Heads, Young Adult, Adult and Children’s departments to begin working on programs for the Winter newsletter.
- Branch Heads continue to schedule monthly staff meetings with their branch staff as to keep everyone updated.
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches. MDA is currently working on updated construction documents to be able to move on to the next phase of our renovations.
- Quotes for new furniture for the Lakeville branch are under discussion. We are looking to replace the tables, chairs, computer chairs, Circulation desk chairs and to add some additional storage seating in the Children’s area as well as repaint the walls.
- The elevator at the Station branch has been out of order for going on its second week. We have been in daily contact with the landlord regarding this. Pieces need to be fabricated before the elevator can be put back online. We understand the hardship this is causing for our patrons. The Station staff has been wonderful in assisting patrons up the stairs, carrying strollers, bringing items down to patrons who cannot make it up the stairs.

OLD BUSINESS

(a) Policy Manual Change – 3rd Read & Vote

Upon motion by Trustee Marcus, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Board of Trustees of the Great Neck Library accept the changes to Section 1200 (Gifts) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

(a) Snow Removal Contract

Upon motion by Trustee Miller, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the renewal of the snow removal contract for the season November 1, 2018 through April 30, 2019 with EPG Construction Corp at a base price of \$9,998, plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulation over eight (8) inches, to be charged to the Snow Removal budget line.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(b) Approval of RFID Annual Service Agreement

Upon motion by Trustee Yan, seconded by Trustee Miller and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the annual support and maintenance contract with Bibliotheca for the RFID machines at all locations. The agreement is for one (1) year at a cost of \$9,934.61. Costs for the first year are to be charged to the Automated Library Fund with subsequent year costs to be charged to the Service Contracts line in the General Fund.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(c) Approve Location of STEM Lab in the Reference Area of the Main

Upon motion by Trustee Sassouni, seconded by Trustee Miller and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the location of a STEM Lab in the Reference Area of the Main Library.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(d) Appointment of Emerging Technologies Librarian

Upon motion by Trustee Smith, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Christopher Van Wickler to the position of Full-Time Emerging Technologies Librarian with a six-month probationary period, effective November 13, 2018, at an annual salary of \$53,260.00

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(e) Appointment of Head of Reference

Upon motion by Trustee Miller, seconded by Trustee Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Margery Chodosch to the position of Full-Time Head of Reference with a six-month probationary period, effective October 24, 2018, at an annual salary of \$91,000.00

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

Public Comment: M. DiCamillo

(f) Return of Art Books

Upon motion by Trustee Sassouni, seconded by Trustee Yan and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the return of Art Books.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(g) Approve Copier Lease for the Main Library - Administration Area

Upon motion by Trustee Smith, seconded by Trustee Marcus and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the Business Manager to enter into an agreement with Konica Minolta for a 60-month lease of one (1) new Konica Minolta Bizhub C759 at a monthly lease cost of \$708.58 which includes the lease payment and all supplies and maintenance. This copier will replace the machine which is located at the Main building in the Administration area. The lease costs are to be charged to the Office Equipment Rent and Repair line of the operating budget.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(h) Approve Revised Posting for Head of Circulation

Upon motion by Trustee Yan, seconded by Trustee Pizer and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the revised Posting for the Head of Circulation as attached.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(i) Policy Manual Changes

- a. Revise Section 700-40/Loan Periods & Limitations – First Read
- b. Revise Section 500-60/Access to Records – First Read
- c. Revise Section 200-50/Committees Meetings of the Board – First Read

- d. Revise Section 1500-40/Voting – First Read
- e. Revise Section 800-10/Use of Meeting Rooms – First Read
- f. Revise Section 300-30/Responsibilities of Department Heads – First Read
- g. New Section 900-75/Ad Hoc Advisory Committee to Acquire Materials – First Read
- h. New Section 500-38 Staff Training and Development-First Read

Public Comment: M. DiCamillo

(j) Policy Manual Change

- a. New Section 800-80-3D Print Policy--First Read

(k) Acceptance of Donation of Smart TV

Upon motion by Trustee Smith and seconded by Trustee Miller, and after discussion, it was subsequently TABLED,

MOVED, that the Great Neck Library Board of Trustees accept the gift of a Smart TV from ATTYWON and that an acknowledgment and thank you letter be issued to ATTYWON.

Board Comment: Motion was TABLED for additional investigation.

Public Comments: M. DiCamillo, D. Zielenziger

CORRESPONDENCE

Letter from the Great Neck Historical Society – Leila Mattson was in attendance and spoke about boxes of real estate records she would like added to the library’s local history collection.

OPEN TIME

D. Zielenziger – Board President’s Statement on Library Website, Emerging Technologies Librarian
M. DiCamillo – Emerging Technologies Librarian

DATES OF NEXT MEETINGS

November 13, 2018 – Regular Board Meeting– Main Library
December 18, 2018 – Regular Board Meeting - Main Library

ADJOURNMENT

The meeting was adjourned at 9:20 p.m. on motion by Trustee Marcus and seconded by Trustee Pizer.

Respectfully submitted,

Weihua Yan
Secretary, Board of Trustees