
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
WEDNESDAY, JANUARY 22, 2020 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Wednesday, January 22, 2020, at the Parkville Branch Library, 10 Campbell Street, New Hyde Park, NY 11040 [Agenda attached]

The following Trustees were present constituting a quorum:

Weihua Yan – President
Liman Mimi Hu – Vice President
Scott Sontag – Secretary
Rebecca Miller– Treasurer
Chelsea Sassouni – Assistant Treasurer
Josie Pizer – Assistant Treasurer
Barry Smith – Trustee

Also Present: Tracy Van Dyne – Acting Director
Steven Kashkin – Business Manager

CALL TO ORDER

The meeting was called to order by President Yan at 7:33 p.m. President Yan welcomed all in attendance.

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the December 17, 2019, Board meeting as presented.

VOTE: Yes – 5 (Yan, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

TREASURER’S REPORT

Upon motion by Trustee Miller, seconded by Trustee Smith 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. January 22, 2020, Treasurer’s Report;
- b. Warrant dated January 1 through January 12, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$196,536.20.
- c. Payroll Warrants for pay dates December 5th, and December 19th, 2019, which have been reviewed by the Treasurer, (in the amounts of \$149,722.61 and \$160,146.90 respectively,) for a total of \$309,869.51.

VOTE: Yes – 5 (Yan, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of December 1 through December 31, 2019 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 5 (Yan, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Smith reported that he is hopeful that the branch renovations will take off this year. He shared that they are awaiting the approved building permit from the Town for the Station Branch renovations. Trustee Smith noted that the issues with the school architect regarding the Parkville Branch renovations are being resolved. The contract is being updated with language regarding the ownership of the design, which has been agreed upon by all parties involved. He announced that the placement of monitors with library program information is being considered for all branches.

Trustee Sontag arrived at 7:45 PM

Director Search Committee

Trustee Sassouni announced that the resume drop for the Library Director position closes on Friday, January 31st. She reported that the applications are being sent directly to her. Trustee Sassouni stated that she is working with library administration on scheduling the next committee meeting.

Trustee Hu arrived at 7:53 PM

Main Building Committee

Trustee Sontag reported that Acting Director Tracy Van Dyne is reaching out to vendors regarding their availability to present on their proposals for the website redesign project. He said that this project is the priority for the committee. Trustee Sontag shared that he has been speaking to Trustee Smith, Chair of the Branch Committee, regarding the scheduling of Main and Branch committee meetings on the same

evening and rotating where they are held amongst all library locations. Trustee Miller stated that although there is nothing in the By-Laws or Policy which dictates where these meetings should be held, she believes there is a philosophical reason for having Main Committee meetings at the Main Library and Branch Committee meetings at the branches. Trustee Sontag encouraged all Trustees to attend library programs and added that the formation of a Programming Committee should be considered. Trustee Hu stated that the creation of this committee should be discussed at a Policy Committee meeting. Trustee Miller said that the Policy Committee does not need to approve this as the Board President has the power to form committees. Trustee Hu concurred but felt that a better forum for this discussion would be at a Policy Committee meeting. Trustee Smith opined that instead of creating a Programming Committee it would be better to add this topic as an agenda item for both the Main Building and Branch Committee meetings. Trustee Hu continued that programming is not the Trustees job rather that of library staff. Trustee Smith responded that although he agrees, it is up to the Trustees, as members of the community, to bring suggestions to Administration. Trustee Sontag clarified that what he would like to do is to provide a better way for the community to have more direct input on library programming. President Yan wrapped up the discussion by expressing his support for all library locations.

Policy and By-Laws Committee

Trustee Hu reported that the next committee meeting has been scheduled for Tuesday, February 4th at 6:00 PM and encouraged everyone to attend. She stressed that the Board is a publicly elected body whose job is to create appropriate policies and by-laws for the library. Trustee Miller agreed with the importance of Policy but cautioned on the attendance of all Board members at committee meetings as it is imperative to let committees do their work and not take away from their value. President Yan concurred but added that if Board members are interested in attending committee meetings they should.

Acting Director's Report

Trustee Pizer thanked Acting Director Tracy Van Dyne and Gina Chase for the structural changes made to the Staff Reports. She recommended that all Trustees review these reports thoroughly as they contain very useful information.

Acting Director Van Dyne reported that they started the new year with five new hires: James Pagano - Technical Services Manager, Camille DiPietro – Media Librarian, Judy Snow – Full Time Children's Librarian, Kori Tuitt – Part Time Parkville Shelver, and Mij Johnson – Part Time Reference Librarian. Acting Director Van Dyne noted that the permanent book sale shelf at Main has been so popular that she is in the process of ordering a second one. She shared that the names and contact information of the appropriate staff to contact for program suggestions has been added to the website and will be in all newsletters and email blasts going forward. Acting Director Van Dyne stated that all of the branches have new public computers. She announced that the STEM Lab has established partnerships with Saddle Rock Elementary and Kol Yaakov Yeshiva of Great Neck for class visits at the lab. Trustee Sontag gave kudos to Christopher Van Wickler, STEM Librarian, and Adam Hinz, Youth Services Coordinator, on the amazing work they are doing with the lab. Acting Director Van Dyne reported that it is budget time again and that Steven Kashkin, Business Manager, will be working with the department heads on it. President Yan suggested a campaign to broadcast the library's social media presence so that more patrons are aware of the library's wonderful programming.

Text of Tracy Van Dyne’s, Acting Director, written report dated January 2020 is below:

MAIN:

- Welcome to the 2020 Board of Trustees. The new composition is as follows:
 - **President:** Weihua Yan
 - **Vice-President:** Mimi Hu
 - **Secretary:** Scott Sontag
 - **Treasurer:** Rebecca Miller
 - **Asst. Treasurer:** Chelsea Sassouni
 - **Asst. Treasurer:** Josie Pizer
 - **Trustee:** Barry Smith
- Although our Trustees have not changed, their positions have, so welcome to all of our new committee Chairs. We are currently working together on scheduling our next set of meeting dates.
- The OFFSITE STORAGE clean-up project is still on-going. The shelvees are going through lists of items that are still marked OFFSITE STORAGE in our catalog. This project will be a huge help in cleaning up our online catalog. We have gone from 27,009 items listed as OFFSITE to 9,049. Once this project is complete, they will take on another large project that involves searching for items that were incorrectly labeled STORAGE.
- Welcome to our newest hires!
 - James Pagano: Technical Services Manager. James comes to us from the Uniondale Library.
 - Camille Di Pietro: Senior II Media Librarian. Camille comes to us from the Long Beach Library.
 - Judy Snow: Full Time Children’s Librarian. Judy has worked for the Great Neck Library for the past 18 years and we are very excited to have her talents full time!
 - Kori Tuit: Part-Time Shelver at Parkville
 - Mij Johnson: Part-Time Reference Librarian
- We are currently interviewing or have posted for the following positions:
 - Part-Time Children’s Librarian
 - Part-Time Circulation Clerk
 - Part-Time STEM Librarian
 - Part-Time ON-CALL Librarian
- We have received our approval from the DEC as the next step in our landscaping project. This approval has been added to the work permit application for the Town of North Hempstead.
- Nick and I continue to work on updating our Circulation and Reserves manuals. Any circulation policies that are also in the Trustee manual are being brought to the Policy Committee for review.
- We now have a permanent book sale shelf in the main lobby. The shelf is kept up by one of our Reference clerks, Yasumi.
- **Have a Program Suggestion?** Please contact the correct staff:
 - Adults:** Donna Litke (dlitke@greatnecklibrary.org)
 - Children’s:** Deidre Goode (dgoode@greatnecklibrary.org)
 - Films:** Camille DiPietro (cdipietro@greatnecklibrary.org)
 - Levels:** Jamie LaGasse (jlagasse@greatnecklibrary.org)
 - STEM Lab:** Christopher Van Wickler (cvanwickler@greatnecklibrary.org)
 - Young Adults:** Courtney Greenblatt (cgreenblatt@greatnecklibrary.org)
 - Lakeville:** Alana Mutum (amutum@greatnecklibrary.org)
 - Parkville:** Egita Johnson (ejohnson@greatnecklibrary.org)
 - Station:** Justin Crossfox (jcrossfox@greatnecklibrary.org)
- Administration and the Board of Trustees continue to work towards a resolution regarding open building issues.
- The STEM Lab has sent in a LILRC Technology and Innovation grant application in the hopes of receiving monies to obtain a Magic Leap One headset and Structural Mark II 3D scanner. These items are to be used towards teaching

patrons and librarians about Mixed Reality (MR). Mixed Reality enables people to interact with digital information that is over-layed onto the real world.

- Staff training is ongoing. Training helps to ensure a better customer service experience as well as keeping staff updated on the newest trends.
- Staff Training and Presentations in December:

<u>LILRC – Veteran’s Oral History Roundtable</u>	<u>December 19th</u>	<u>Christy Orquera</u>	<u>Reference / Local History</u>
<u>Empire State Library Network – Census Preparation Training</u>	<u>December 17th</u>	<u>Margery Chodosch</u>	<u>Reference</u>

TECHNICAL SERVICES:

- Steve and I continue to work with all departments on keeping track of their collection budgets.
- We have hired our highly anticipated Technical Services Manager! Welcome to James Pagano.
- I continue to hold monthly staff meetings with the Technical Services staff. We discuss any issues, concerns, updates, and changes that are being made to assist in keeping the department running smoothly. James will begin to take over the meetings beginning in February.
- I currently submit all collection orders from each department and upload the order records but this will eventually become the responsibility of the new TS Manager.
- Departments have been fulfilling patron requests and ordering items for our foreign language collections. We are working on making sure that each building has what it needs to fit our communities.
- All departments and branches are weeding our collections for condition and timeliness. Non-fiction items are continuously being updated with newer versions. Items that are in good condition are placed on our future book sale shelf in the bookroom.
- Multilingual ordering has been boosted for all languages and locations in order to accommodate the different surrounding communities.

BRANCHES:

- The Station Branch now has new public computers in place. Parkville will receive their new computers the week of January 20th.
- I continue to hold monthly Branch Head meetings. Topics regarding better publicity, increasing circulation statistics, programming and maintenance are discussed. The branches are always working to better assist their patrons.
- Branch Heads continue to schedule monthly staff meetings with their branch staff.
- Station Branch Renovation update: Currently waiting on the work permit.
- Parkville Branch Renovation update: I am in communication with the school superintendent and Elisabeth Martin from MDA in order to move forward with our project. We are still awaiting our Public Assembly permit from the town.

OLD BUSINESS

None

NEW BUSINESS

None

CORRESPONDENCE

None

OPEN TIME

M. Wohlgemuth – Director Search Committee, Long Term Plans for 3D Printers, Costs of Yoga Classes, Book Sales

M. DiCamillo – Impact of New Hires on Library Budget

DATES OF NEXT MEETINGS

February 25, 2020 Regular Board Meeting – Main Library

ADJOURNMENT

The meeting was adjourned at 8:48 pm on a motion by Trustee Sassouni and seconded by Trustee Pizer.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees