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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, FEBRUARY 25, 2020 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, February 25, 2020, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

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

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

Absent with Prior Notice: Rebecca Miller– Treasurer  
Josie Pizer – Assistant Treasurer

## **CALL TO ORDER**

The meeting was called to order by President Yan at 7:31 p.m.

## **MINUTES**

### **Regular Board Minutes**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the January 22, 2020, Board meeting as presented.

**VOTE:** Yes – 5 (Yan, Hu, Sontag, Sassouni, Smith)

*MOTION CARRIED UNANIMOUSLY*

## **TREASURER'S REPORT**

**Upon motion by Trustee Sassouni, seconded by Trustee Hu 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. February 25, 2020, Treasurer's Report;
- b. Warrant dated February 6 through February 9, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$182,052.56.

- c. Payroll Warrants for pay dates January 2<sup>nd</sup>, January 16<sup>th</sup>, and January 30<sup>th</sup>, 2020, which have been reviewed by the Treasurer, (in the amounts of \$152,231.61, \$145,428.31 and \$163,794.60 respectively,) for a total of \$461,454.52.

**VOTE:** Yes – 5 (Yan, Hu, Sontag, Sassouni, Smith)

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Payroll Change report of January 1 through January 31, 2020 as presented, which has been reviewed by the Finance Committee.

**VOTE:** Yes – 5 (Yan, Hu, Sontag, Sassouni, Smith)

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Director Search Committee**

Trustee Sassouni reported that the committee met on February 10<sup>th</sup>. She announced that first round interviews are being scheduled with multiple candidates. Trustee Sassouni stated that the interviews will be conducted by the committee and that all trustees have been invited to attend.

### **Long Range Planning Committee**

Trustee Sassouni reported that the committee met after a long break. They have been working toward filling in the details of the library's mission and goals through feedback from the staff and trustees. Trustee Sassouni said that the committee wants to build a long-range plan that represents all stakeholders. President Yan encouraged all trustees to complete the survey that was sent to them regarding their thoughts on a long-range plan as their input is vital. Trustee Smith recommended looking into what other libraries are doing in addition to staff and Trustee participation. Trustee Sassouni announced that the next committee meeting is scheduled for March 11<sup>th</sup>.

### **Policy and By-Laws Committee**

Trustee Hu reported that the committee started their discussion on the policy overhaul. They came to the consensus that the best way to tackle this arduous task is by walking through the entire policy manual section by section. Trustee Hu stated that she will be sending out the first section for review to the committee members very soon. This will be discussed at the next committee meeting.

### **Branch Committee**

Trustee Smith shared that we are still awaiting the approved building permit from the Town for the Station Branch renovations. He anticipates that Station renovations should start in the fall. Trustee Smith added that staff continues to work on the placement of monitors with library program information at all library locations.

## **Main Building Committee**

President Yan announced that the next committee meeting is on March 4<sup>th</sup>. Three vendors will be making presentations on the website redesign project.

## **Acting Director's Report**

Acting Director Van Dyne announced that Library Journal has designated Great Neck Library a 4-Star library based on the following statistics: total circulation, circulation of electronic materials, library visits, program attendance, and public computer use. She reported that Jaime Poland has joined the library as its new part-time STEM Librarian. Acting Director Van Dyne said that Jaime has hit the ground running leading programs and will be assisting with programs at the branches. She shared that she has begun working with Steven Kashkin, Business Manager, and the Department Heads on next year's budget. The first budget meeting is scheduled for March 11<sup>th</sup>. Acting Director Van Dyne stated that she recently attended a Census workshop and is working on ways the library can assist patrons who need to complete the survey. She said that the public computers at all library locations will be set up with a link to the Census site and that a Census volunteer will be onsite at Main, Station and Parkville during certain times to respond to patron inquiries. Acting Director Van Dyne added that the Census Bureau will begin sending out postcards with user ids in mid-March, which is when she expects the library to be at its busiest. Trustee Hu asked if the library will be doing presentations, workshops, and publicity regarding the Census. Acting Director Van Dyne responded that she is working with Donna Litke and will definitely be getting the word out to the community through various channels. She shared that the library has been awarded \$2,999 from a LILRC Technology and Innovation Grant and that Adam Hinz and Christopher Van Wickler have already begun ordering new gadgets for the STEM lab. Acting Director Van Dyne reported that James Pagano, Technical Services Manager, has taken over the ordering and will be receiving Innovative training very soon.

With the ongoing concerns regarding the Coronavirus the committee discussed if the library is prepared in the event that any confirmed cases are reported in the area. President Yan suggested following the school district's actions, as we do for weather related closings. The committee also agreed that placing stand up hand sanitizer units at the entrance of all library locations is a good idea.

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

### **MAIN:**

- CONGRATULATIONS TO THE GREAT NECK LIBRARY! The Library has been named a 2019 4-Star library from Library Journal. Five existing measures that determine the *LJ* Index: total circulation, circulation of electronic materials, library visits, program attendance, public internet computer use, and Wi-Fi statistics. More can be read about it here: [https://www.libraryjournal.com/?detailStory=ljx191202\\_StarLibraries](https://www.libraryjournal.com/?detailStory=ljx191202_StarLibraries)
- The OFFSITE STORAGE clean-up project is still on-going. Our shelveers continue to go through lists of items that are still marked OFFSITE STORAGE in our catalog. We have gone from 27,009 items listed as OFFSITE to 7,776. Once this project is complete, they will take on another large project that involves searching for items that were incorrectly labeled STORAGE. This has been a very large task and I would like to thank everyone who has assisted.
- Welcome to our newest hires!
  - Jaime Poland, Part-Time STEM Librarian
- We are currently interviewing or have posted for the following positions:
  - Part-Time Children's Librarian
  - Part-Time Circulation Clerk
  - Part-Time ON-CALL Librarian
- We will be posting for the following positions at the end of February:
  - Full-Time Clerk

- Full-Time Senior II Librarian for Children’s
- We have received 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.
- Steve and I are beginning to work with each department on their budget wishes or updates for the next budget year. The first budget workshop is being held on Wednesday, March 11 at the Station branch.
- I would like to congratulate Karen Trager who was awarded this month’s Staff Appreciation award. Karen is a shelver at the Main building. She always goes above and beyond to assist our patrons and her colleagues. She is also one of the shelvers who has been assisting with the OFFSITE Storage project.
- I recently attended a Census 2020 workshop held at the Nassau Library System (NLS). The NLS staff went through the timeline of events as well as the ways that people will be able to access the census. Between all four buildings, the library has 60 public access computers that are available for patron use. Donna has been working with a census volunteer on scheduling times for her to come in to assist our patrons who may have questions. Once the Census Bureau has released the link to the site, we will have this saved to the desktop of each computer for easy access. Directions will also be available in multiple languages for those who need it. Publicity will also be posted regarding the census and that our patrons will be able to access it at all branches.
- The Policy & Bylaws Committee is currently working on creating a strategy to tackle updating the entire GNL Trustee Policy Manual. This is a very large and lengthy task.
- 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. UPDATE: The GNL has been awarded \$2990 towards the purchase of our new STEM Lab items.
- 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 January and early February:

Diversity and Discrimination	February	All Staff	All Departments
Workplace Bullying and Violence	February	All Staff	All Departments
NCLA Library Staff of Color Presents: NYLA, Civil Service & You	February 4 <sup>th</sup>	Egita Johnson	Branch Head
NCLA Pop Culture Committee	January	Cindy Simeti	Programming & Publicity

TECHNICAL SERVICES:

- Steve and I continue to work with all departments on keeping track of their collection budgets.
- Our new Technical Services Manager, James, has been working with his staff on new ways to begin streamlining their department and how they can work with the other departments and branches.
- I have trained James on the ordering procedures and he has now taken that over from me. I will act as his backup when he is out.
- James will soon be taking Administrative training through Innovative in order to become our Innovative professional in the building. We have not had this type of person since Janet Fine retired. He will also be attending the Innovative Conference this April.

BRANCHES:

- All branches have now received new patron and staff computers.
- 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**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the submittal of the 990-tax return for the fiscal year beginning July 1, 2018 – June 30, 2019. Cullen & Danowski to submit the form to the Internal Revenue Service (IRS). Once submitted, the form is to be posted on the library's website.

**VOTE:** Yes – 5 (Yan, Hu, Sontag, Sassouni, Smith)

*MOTION CARRIED UNANIMOUSLY*

## **CORRESPONDENCE**

None

## **OPEN TIME**

None

## **DATES OF NEXT MEETINGS**

March 11, 2020 Budget Workshop – Station Branch

March 23, 2020 Budget Workshop – Main Library

March 24, 2020 Regular Board Meeting – Station Branch

## **ADJOURNMENT**

The meeting was adjourned at 8:01 pm on a motion by Trustee Sassouni and seconded by Trustee Smith.

Respectfully submitted,

Scott Sontag  
Secretary, Board of Trustees