

**Great Neck Library**  
**Policy and Bylaws Committee**  
Tuesday, March 3, 2020  
Main Library

**Board Members:**

Liman Mimi Hu, Chair (MH)  
Weihua Yan (WY)  
Josie Pizer (JP) absent with prior notice  
Barry Smith (BS)

**Library Professionals:**

Tracy Van Dyne (TV)  
Nicholas Camastro (NC)

**Call to Order**

The regular meeting of the Great Neck Library's Policy and Bylaws Committee was called to order by MH at 7:02 PM.

**General Outline of Future Policy Meetings**

MH provided an outline of how she would like the meetings to run. She said that at the next meeting she would like the committee to discuss and reach a consensus on general ideas and changes. In between meetings, she would like committee members and staff to work independently on writing and revising the language of assigned policy sections. MH stated that at the follow up meeting the suggested revisions from the assigned sections will be reviewed, discussed and finalized. She clarified that at each future policy meeting, the first half of the meeting will be dedicated to going over the policies assigned at the previous meeting and that the second half will be utilized to review possible bylaw changes. MH acknowledged that while the committee is actively working on the policy overhaul, they must address the current policy changes that need to be moved forward.

**Current Policy Discussion**

**Remove Sections: 300-15/Responsibilities of Assistant Director and 300-20/Responsibilities of Business Manager**

TV stated that the request to remove the aforementioned sections from the policy manual began as a result of an updated reorganization chart which was approved by the previous Personnel Committee. Some of the organizational changes include, shifting the management of the Facilities and IT departments from the Assistant Director to the Business Manager. Management of the Reference and Children's departments will also be moved from the Director to the Assistant Director. TV continued that the removal of these job descriptions from policy will give the new director the ability to adjust job responsibilities as he/she sees fit for library operations.

MH said that per the bylaws all job responsibilities should be decided by the Director not the Board. She added that the Trustee manual states that the role of the Director is as CEO of the library and that the only contact the Board has with library staff is through the director. MH acknowledged the concerns of certain board members regarding the removal of these job descriptions from the policy manual but supports this action. WY and BS concurred that it should be moved forward to the Board for a first read. TV noted that the job descriptions will not be destroyed rather become an internal document that will be available for review upon formal request. MH added that the committee should also look into adding a personnel section to the policy manual.

WY questioned why Section 200-20 of the manual says that appointing the Business Manager is a responsibility of the Board of Trustees. TV referenced Article VII(H) of the bylaws where it states, “*The Board shall appoint the Director of the Library... the Director shall hire all employees...*”. After discussion, the committee agreed to remove the line “*appointing the Business Manager*” from Section 200-20.

**Revise Section: 200-10/Conduct of Meetings**

Revise: Bullet B, Sub-Bullet i. to read “*Members of the Public may comment on the published agenda for up to three minutes at the beginning of the meeting. In addition, Members of the Public may comment on any new topic for up to three minutes at the end of the meeting during open time. There will be no public comments during the Board discussions or votes.*”

Revise: Bullet iii, Sub-Bullet b. to read “*Open Time: Public Comment(s) for the Published Agenda for up to three minutes.*”

Revise: Bullet iii, Sub-Bullet j. to read “*Open Time: Members of the Public may speak on New Topics for up to three minutes.*”

Revise: Bullet iv to read “*The meeting order for special meetings at the discretion of the President.*”

TV shared that per the recommendation of Rebekkah Smith Aldrich and Peter Fishbein, Library Counsel, public comments of up to three minutes should only be allowed at the start and end of a board meeting. After a lengthy discussion with several recommended edits, the committee agreed with the suggested revisions to this policy and asked TV to move it forward to the Board for a first read.

**Revise Section: 700-45/Overdue Notices, Fines**

Add:” *Collection Agency – Accounts go to collections when lost, missing or damaged items billed to the patron’s account are three (3) months past the due date of the item. The minimum charge to be remitted to collection is \$15.00. We do not send a patron’s account if only fines are owed. The exceptions are Interlibrary Loan and Direct Access charges from other libraries paid for by the Great Neck Library or bounced checks including bank fees owed by patrons to the Great Neck Library. We do not send accounts belonging to patrons of other Nassau County Libraries. These delinquencies are paid for by the home libraries.*”

MH questioned if this should be discussed since the committee is still considering amnesty programs for overdue charges. TV responded that patron accounts sent to collection are for lost items, not for late fees. After a lengthy discussion with several recommended edits, the committee agreed with the suggested revisions to this policy and asked TV to move it forward to the Board for a first read.

**Revise Section: 700-50/Interloan**

Due to time restraints MH tabled discussion on this policy to the next committee meeting.

**Discussion: Library Card Age for Children and Amnesty Programs**

Due to time restraints MH tabled discussion on these topics to the next committee meeting.

**Policy Overhaul Discussion**

MH addressed Rebekkah Smith Aldrich’s recommended changes to the bylaws. She acknowledged that any changes to this document would require a vote by all members. MH highlighted Ms. Aldrich’s suggestion to change the Nominating Committee’s status of an independently acting committee to that of a

standing board committee (Section 200-40) like the Finance and Personnel Committees. Doing this would empower the Board President to appoint nominating committee members rather than for them to be elected. It would also require the Nominating Committee to provide progress reports to the Board.

MH recognized that making this change to the bylaws would be significant and, therefore, needs an in-depth discussion. WY noted the purpose of the Nominating Committee is to find trustee candidates and that if it is overseen by the Board that would create a conflict. He said that rather than change the committee's status what should be decided is if this committee serves a purpose or not. NC stated that the Nominating Committee should always act independent from the Board to ensure there is no undue influence especially if a Trustee is running for re-election. BS suggested that due to the sensitivity of this matter, discussion on it should be deferred and that the Policy Committee's focus should remain on the manual overhaul. He believes that before making any major changes to the library's bylaws the history as to why they exist should be investigated. MH agreed but thinks it is important to give it some thought.

Meeting adjourned at 8:12 pm.

Submitted by Gina Chase

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**Action Items**

**Mimi Hu**

1. Work with Library Administration and email committee with an assigned section of Policy Manual to review prior to the next committee meeting.

**Tracy Van Dyne**

1. Place removal of Section #300-15: Responsibilities of Assistant Director on the next BoT agenda for first read.
2. Place removal of Section #300-20: Responsibilities of Business Manager on the next BoT agenda for first read.
3. Place revision of Section #200-20: Responsibilities of Trustees on the next BoT agenda for first read.
4. Place revision of Section #200-10: Operations of the Board of Trustees on the next BoT agenda for first read.
5. Place revision of Section #700-45: Overdue Notices, Fines on the next BoT agenda for first read.