

**Great Neck Library**  
**Policy and By-Laws Committee**  
Wednesday, March 13, 2019  
Main Library

**Board Members:**

Liman Mimi Hu, Chair (MH)  
Rebecca Miller (RM)  
Scott Sontag (SS)  
Barry Smith (BS) (absent with notice)

**Library Professionals:**

Denise Corcoran (DC) (absent with notice)  
Tracy Van Dyne (TV)  
Steven Kashkin (SK)  
Nicholas Camastro (NC)

**Call to Order**

The regular meeting of the Great Neck Library's Policy and By-Laws Committee was called to order by MH on March 13th at 6:05 PM at the Main Library. The minutes from the November 8th meeting were accepted.

**Action Items**

**Denise Corcoran**

1. Section 500-10 – Mission Statement – place on the next board agenda. – **Done. Approved at 1.15.19 Board Meeting.**
2. New Section – STEM Lab – place on the next board agenda - **Done. Approved at 1.15.19 Board Meeting.**

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

NC recommended the addition of “... *and feepaying patrons.*” and “*All late items reserved through LILINK or WorldShare will incur a cost of \$.50 per day.*” to the existing policy. He noted this is necessary because fees for interloans differ from the fee for GNL material. NC added that such policy is already in practice but should be formally included in the manual.

The committee discussed the possibility of increasing the number of permitted interloan requests per patron from 10 to 15. RM inquired if doing this will result in an additional cost for the library. She asked TV to bring the costs involved with this to the next meeting. MH requested staff provide the number of ILLs requested and filled from 2016 through year to date.

**NEW Policy #500-96 Sexual Harassment**

TV announced that this policy has been added as mandated by New York State.

**Discussion: Section #400-70 Procurement Policy**

The committee reviewed the existing procurement policy and discussed the possibility of raising the dollar amount requirements needed to obtain goods and services for the library. After a lengthy conversation the committee agreed to have this item placed on the next Finance Committee agenda for discussion.

**Discussion: Nominating Committee Policy**

The committee reviewed the document created and provided by the Nominating Committee which recommended the addition of Nominating Committee procedures to be added to the existing policy. RM requested the document be sent to library counsel for review.

**Discussion: MWBE Policy**

TV announced that DASNY has recommended the library adopt a Minority and/or Women-Owned Business Enterprise (MWBE) policy. The committee acknowledged policies of this sort are being adopted by many businesses. RM requested TV bring back sample verbiage for this policy to the next meeting.

**Discussion: Diversity Policy**

TV reported that the library currently does not have a policy on diversity. The committee agreed that it is important to have. MH requested TV research what policies libraries like Queens have on this. RM suggested also reviewing San Francisco Public Library's policy.

**New Business - Circulation Policy**

TV announced that she has been meeting with NC to update Circulation Policies that are posted in the BoT manual. The committee asked that requested changes be brought to the next meeting for review.

Meeting adjourned at 6:55 pm.

Submitted by Gina Chase

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**Action Items**

**Tracy Van Dyne**

1. Provide costs associated with increasing number of interloans per patrons from 10 to 15.
2. Send Nominating Committee Policies document (prepared by and submitted by the Nominating Committee) to Peter for review.
3. Add discussion of procurement policy thresholds to next Finance Committee meeting agenda.
4. Prepare suggested verbiage for MWBE policy for committee review.
5. Review diversity policies of the Queens Library, San Francisco Public Library, etc. for discussion at next meeting.
6. Bring updated Circulation Policy to next meeting.

**Nicholas Camastro**

1. Provide number of ILLs requested and filled from 2016 through year to date.