
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, MARCH 19, 2019 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, March 19, 2019, at the Station Branch, 26 Great Neck Road, Great Neck, NY 11021 [Agenda attached]

The following Trustees were present constituting a quorum:

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

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

Absent with Prior Notice: Liman Mimi Hu – Assistant Treasurer

EXECUTIVE SESSION

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

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

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)
MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Yan, seconded by Trustee Sontag it was,

RESOLVED, to exit executive session.

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)
MOTION CARRIED UNANIMOUSLY

No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Miller at 7:40 p.m.

MINUTES

Revised Executive Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the revised Minutes of the February 13, 2019 Executive Session as presented

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)

MOTION CARRIED UNANIMOUSLY

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the February 26, 2019 Board meeting as presented.

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)

MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Trustee Pizer, seconded by Trustee Sassouni 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. March 19, 2019, Treasurer's Report;
- b. Warrant dated March 4, 2019 through March 10, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$130,401.14.
- c. Payroll Warrants for pay dates February 14th and February 28th, 2019, which have been reviewed by the Treasurer, (in the amounts of \$159,158.14 and \$153,670.57 respectively) for a total of \$312,828.71.

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of February 1 through February 28, 2019 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Smith announced that the committee met on February 28th. He said their focus remains on the renovation projects at Station and Parkville. Dr. Smith shared that Lakeville has received its new furniture which has been set up for the enjoyment of all.

Policy and By Laws Committee

President Miller reported that the committee met and has a lot going on. They hope to meet again in April.

Long Range Planning Committee

Trustee Sassouni reported that the committee met on March 4th and is working on a renewed long-range plan which aims to include all stakeholders. She added that reputation goals will also be addressed.

Grants

Acting Director Tracy Van Dyne reported that the paperwork has been submitted for the RFID grant.

Acting Director's Report

Acting Director Tracy Van Dyne announced that the STEM lab opened on March 12th and it was well attended. She reported that OCLC WorldShare has gone live which allows staff to place reserves on items that are not available through LILINK. Ms. Van Dyne stated that the Children's Department is hard at work revamping their summer reading club to get as many kids signed up as possible. She said she is working with Technical Services staff in reviewing the test list received from Baker & Taylor for shelf ready items. Ms. Van Dyne highlighted the success of Youth Services' Teen Hackathon, which was held in early March.

Text of Tracy Van Dyne's, Acting Director, written report dated March 2019 is below:

Main:

- The grand opening of our STEM Lab on March 12, was a great success! Thank you to the public, staff, and Trustees who attended and especially to Legislator Ellen Birnbaum who made this project possible. As well programming for our patrons, Adam and Chris will be arranging tours and training for our staff to ensure that everyone is familiar with our offerings and can assist in promotion.
- Staff have been requesting more workshop and conference attendance. Attending training helps to ensure a better customer service experience as well as keeping staff updated on the newest trends. Upcoming conferences are Computers & Libraries, Innovative, and the Long Island Library Conference as well as smaller ones held at the Nassau Library System.
- Garry is continuing to work on the most current order of computers to get them out to their designated locations.
- Steve and I have been working with Denise in order to complete the last portion to receive our DASNY grant money for our RFID system.
- I am currently working on completing our Annual State Report. I have been collaborating with staff in order to obtain necessary information.
- OCLC WorldShare has officially gone live! WorldShare allows staff to place reserves on items that can only be obtained from off Long Island and not through LILINK. Thank you to Nick, Suzanne, Diane and Hai in our Reserves department.
- I have been working with Nick in order to begin updating our Circulation and Reserves Manuals.
- We have hired a part time STEM Librarian who will assist Chris with running the STEM Lab as well as providing more programming opportunities. This staff member will allow us to run more tech programs as well as keep the hours of the STEM Lab open longer with the correct coverage.
- The Children's Department is diligently working on revamping our Summer Reading Club in order to make it accessible for more patrons to have the opportunity to join.
- I continue to hold bimonthly meetings with the Maintenance staff to ensure that the building is running as it should.
- We continue to work towards a resolution regarding the HVAC system.

- Staff Training in February:

Epilog Laser Cutter by Vic Cicchino	February	Adam Hinz Chris Van Wickler	Youth Services Emerging Tech
Sierra Reports by Wanda Lei	February	Irene Winkler	Branch Head
Sphero Robot Training by Chris Van Wickler	February	Egita Guillaume	Children’s

Technical Services:

- 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 the department running more smoothly.
- I submit all collection orders from each department and upload the order records.
- As of the January BoT meeting, the staff are now allowed to weed as per library policy. I have spoken with Department Heads regarding how to proceed. All items up for deletion must go through the department heads before going to Technical Services. 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.
- Arifa and I have been having weekly phone calls with Baker & Taylor and Ingram in order to ready ourselves for the move to Shelf-Ready items. There is a lot of detail that goes in to this project and we’re aiming for as smooth of a transition as possible. We will receive our first test order list from Baker and Taylor on March 15.
- The art collection is just about completely cataloged. Thank you to the Technical Services staff for all the hours that you have put in to this project.
- Departments have been fulfilling patron requests and ordering items for our foreign language collections. Numerous items are being added to Main as well as the branches who will be receiving some brand-new collections that they have never had before. We are working on making sure that each building has what it needs to fit our communities.

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. 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. They are encouraging their staff to look into future training that they may be interested in for our 2019 Staff Development Day.
- The Branch Heads recently met with the department heads in order to work on the next round of library programming for April - June. June also begins our summer reading programming and Parkville is very excited to learn that they will be hatching chicks this year along with our staff at Main. Three of our Children’s Librarians recently completed Chick Training out at the Suffolk Cooperative Extension in Yaphank.
- The Branch Heads and I have met with Donna in order to begin a plan for more Outreach through the branches and on a larger scale for the library itself. This will be an ongoing process.
- Branch Heads will be meeting with Nick soon to learn how to run reports for our Self-Check Out statistics.
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches.
- Now that the Lakeville furniture has been put out for our patrons to enjoy, our next step will be to discuss painting and carpet cleaning to showcase our new furniture. I will meet with Alana and Charlie to put together a plan to bring to the next Branch Committee on Wednesday, March 20th.

OLD BUSINESS

(a) Motion to Take from the Table Policy Manual Change-Remove Section 300-40 Organizational Chart

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the motion relating to the removal of Section 300-40 (Organizational Chart) from the Board Policy Manual.

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)

MOTION CARRIED UNANIMOUSLY

(b) Policy Manual Change-Remove Section 300-40 Organizational Chart - Third Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees remove Section 300-40 (Organizational Chart) from the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

(a) Approve Revised Technical Services Manager Job Posting & Description

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

RESOLVED, that the Great Neck Library Board of Trustees approve the revised Technical Services Manager Job Posting & Description previously approved at the February 26, 2019 Board Meeting. [copy attached]

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)

MOTION CARRIED UNANIMOUSLY

(b) Renewal of Administrative Assistant's Contract

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

RESOLVED, that the Great Neck Library Board of Trustees renew Gina Chase's contract for a three (3) year period as Administrative Assistant with a salary of \$55,000.00. With annual reviews and increases to be determined by the Board of Trustees.

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)

MOTION CARRIED UNANIMOUSLY

(c) Approve Furniture Cost Estimator for the Station Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of The Whalen Berez Group, LLC as the furniture cost estimator for the Station Branch renovation in the amount of \$1,850.00; such funds to be taken from the Branch and Special Services Fund.

VOTE: Yes – 4 (Miller, Smith, Pizer, Sassouni)
Opposed – 2 (Yan, Sontag)

MOTION CARRIED

Board Comment: Trustee Yan recommended the Board not take on too many projects and focus instead on the search for a new Director. Trustee Sontag concurred. Trustees Pizer and Smith stated the importance of continuing to move forward with this project. President Miller noted that this, along with two other resolutions on tonight's agenda, is the next step of a plan that has been ongoing for a long time. She added that the estimator will provide clarification in regards to the cost of the project.

Public Comment: B. Mehlman

(d) Approve Construction Cost Estimator and Design Review of MEPF Systems for Station Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of FPM Group as the construction cost estimator and design reviewer for MEPF systems for the Station Branch renovation in the amount of \$7,500.00; such funds to be taken from the Branch and Special Services Fund.

VOTE: Yes – 4 (Miller, Smith, Pizer, Sassouni)
Opposed – 2 (Yan, Sontag)

MOTION CARRIED

(e) Amend Contract for MDA Design Group for Station Branch Item to develop RFP

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

RESOLVED, that the Great Neck Library Board of Trustees amend the contract with MDA Designgroup International, to write an RFP to procure furniture, fixtures, rugs and equipment; for shelving and collection removal, storage and re-installation for the Station Branch Renovation. Fees will be billable at their hourly rate of \$150.00; to be charged to the Branch and Special Services Fund. Agreement to be amended by counsel.

VOTE: Yes – 4 (Miller, Smith, Pizer, Sassouni)
Opposed – 2 (Yan, Sontag)

MOTION CARRIED

(f) Renewal of Water Treatment Contract (All-Inclusive) for the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the renewal of an all-inclusive contract with The Metro Group, Inc. for water treatment services for the cooling tower and the heating and cooling water systems at the Main Library, in the amount of \$15,095.00; such funds to be taken from the Service Contracts expense line in the General Fund.

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)
MOTION CARRIED UNANIMOUSLY

(g) Budget Surplus Transfers

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

MOVED, that the Great Neck Library Board of Trustees authorize the transfer of \$200,000 into the Branch and Special Services Fund; \$200,000 into the Main Building and Special Services Fund; and \$700,000 to the Bond Retirement Fund. Such transfers are to come from the 2017/18 budget surplus in the General Fund.

VOTE: Yes – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)
MOTION CARRIED UNANIMOUSLY

(h) Policy Manual Change-New Section 500-96 Sexual Harassment Policy- First Read

President Miller announced the addition of this statement to the Board Policy Manual regarding the NYS Sexual Harassment Model Policy and Complaint Form which was adopted by the Board in 2018.

CORRESPONDENCE

None

OPEN TIME

President Miller reminded the public the call for participation on the Director Search Committee is open until March 22nd and welcomed their involvement.

B. Mehlman – Sate Report, Director Search Committee

DATES OF NEXT MEETINGS

March 26, 2019 - 2nd Budget Workshop – Main Library

ADJOURNMENT

The meeting was adjourned at 8:12 p.m. on motion by Trustee Smith and seconded by Trustee Sontag.

Respectfully submitted,

Dr. Barry Smith
Secretary, Board of Trustees