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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, MARCH 24, 2020, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, March 24, 2020, via WebEx [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 7:00 p.m.

## **MINUTES**

### **Executive Session**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the February 24, 2020, Executive Session as presented.

**VOTE:** Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

**MOTION CARRIED UNANIMOUSLY**

### **Regular Board Minutes**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the February 25, 2020, Board meeting as presented.

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

Abstain – 1 (Pizer)

**MOTION CARRIED**

## **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. March 24, 2020, Treasurer's Report;
- b. Warrant dated March 9 through March 15, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$189,851.17.
- c. Payroll Warrants for pay dates February 13, and February 27, 2020, which have been reviewed by the Treasurer, (in the amounts of \$163,382.29 and \$151,716.64 respectively,) for a total of \$351,098.93.

**VOTE:** Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, 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 February 1 through February 29, 2020 as presented, which has been reviewed by the Finance Committee.

**VOTE:** Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Branch Committee**

Trustee Smith announced that no meeting was held in March due to the pandemic but that he is currently working on getting one scheduled for April.

### **Director Search Committee**

Trustee Sassouni reported that the committee has conducted one in person interview and one video conference interview. She has created a form for feedback on the candidates which is currently circulating among the committee members. Trustee Sassouni said that two more web interviews will be taking place tomorrow.

### **Long Range Planning Committee**

Trustee Sassouni reported that she is pulling all the survey responses into one document. Once complete, she will be sending it out to the committee. Since they will not be able to meet until May as much work as possible will be done independently.

### Main Building Committee

Trustee Sontag announced that the committee's recommendation for the library's website redesign is on tonight's agenda for approval.

### Policy and By-Laws Committee

Trustee Hu reported that the committee will continue to work on the policy overhaul but that their attention will first be focused on current policies that must be pushed through. Ms. Hu announced that due to the library closure all future meetings have been cancelled. Trustee Miller asked her to reconsider as policy is important and work must continue through the closure. Trustee Hu agreed but feels she must be considerate to everyone's time during this crisis.

### Acting Director's Report

Acting Director Van Dyne stated that much of the information that is on her report has changed due to the current situation with the Coronavirus pandemic. She announced that the decision has been made to close the library until further notice following the Governor's orders. Ms. Van Dyne shared that she is, and will continue to be in constant communication with all the other library directors as they all closely monitor the situation. Acting Director Van Dyne thanked all the library staff who have been doing a wonderful job providing resources to patrons during the closure.

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

#### Main:

- Due to the severity of the coronavirus pandemic, the Great Neck Library Administration and Board of Trustees decided to close their doors from March 14 - March 31. The Library will continue to closely monitor the recommendations from the CDC, the New York State and Nassau County Health Departments, our school district and our NYS representatives and we will reevaluate the situation as it gets closer to the end of the month. This was done for the safety of both our community and our staff. During this closure we have:
  - Waived all late fees for overdue items while the library is closed
  - Waived all late fees for hardcopy museum passes while the library is closed
  - Renewed all expired library cards as to not interrupt access to our e-services
  - Patron holds will not expire while the library is closed
  - Book drops in all locations continue to be open (Main, Station, Parkville and Great Neck House)
  - Have ramped up ordering for our OverDrive/Libby e-book/audio book collection (Ordering is continued to be done while the library is closed)
  - Update the community through our website, Facebook, Instagram, Twitter and e-mail blasts. Patrons who are not already signed up for e-mail blasts may do so from the website
  - Continue to have necessary committee and Board meetings through WebEx services (all meetings are posted on the website, Facebook and through e-blasts)
  - Sanitize the building with the services of a professional cleaner
  - Post daily on our Facebook online programs, demos, book clubs, e-resources through the library, resources for teachers and parents homeschooling, new items for our collection, STEM Lab tutorials, tutorials on how to use our e-resources, Census information and much more.
  - Answer emails from our concerned patrons
  - From home, staff are working on creating online programming, book clubs, book lists for our e-resources, tutorials, and anything else that they can think of to make it easier for our patrons during this difficult time. *I would like to thank each and every one of them for everything they have done in this first week and I know will continue to do while this is going on.*

- Administration, IT and Maintenance have been in on an as needed basis to take care of book drops, payroll, upcoming meeting information and providing our department heads and managers with laptops so they could continue their work from home.
- We are continuing to look in to implementing other services while we are closed such as::
  - Digital Library Cards for those without library cards to be able to access our services while we are closed
- Before the library physically closed we were taking the following precautions:
  - A weekly sanitization being done by a professional cleaning company
  - Increasing the frequency of cleaning, with emphasis placed on tabletops, phones, doorknobs, handles, keyboards, mice, elevator buttons, and banisters.
  - All Children’s toys are being sanitized daily
  - Keeping the temperature in the building cooler
  - Providing hand sanitizer throughout all buildings
  - Providing additional tissue boxes throughout all buildings
- 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 7,183. 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!
  - Ian Bloomfield, Part-Time On-Call Librarian
  - Graciela Martinez, Part-Time Clerk, Main
  - Lory Hsing, Part-Time Shelver, Main
- We are currently interviewing or have posted for the following positions:
  - Part-Time Children’s Librarian, Main
  - Full-Time Senior II Librarian for Children’s
  - Full-Time Clerk, Main
  - Full-Time Clerk, Station
- We will be posting for the following position when the library reopens::
  - Part-Time Children’s Librarian, Station
- The Main Committee has agreed on a website design company to move forward with our website project. This company will be brought forth at the March Trustee WebEx meeting. I am hoping that even with the library closed we can begin moving forward with this project.
- 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.
- 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.
- 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 February and early March:

<u>Chris Van Wickler - Excel 101</u>	<u>March 11th</u>	<u>Mina Pathak, Sandy Garrison, Judy Axler, Debbie Feldman, Jennifer Ransom, Irina Zaiants, Arifa Shuja, Marie Terranova, Rose Huang, Margie Chodosch, Lisa Crandall, Debbie Tierney, Tong Li, Doreen Winkhart, Judy Snow, Rosa Mejia</u>	<u>All</u>
<u>NLS – Media Division Services Board Meeting</u>	<u>March 10<sup>th</sup></u>	<u>Camille DiPietro</u>	<u>Media</u>

<u>NLS – Behavior Management for Early Literacy Programs</u>	<u>March 9<sup>th</sup></u>	<u>Judy Axler</u>	<u>Children’s</u>
<u>LILRC – How to Publish in LIS</u>	<u>March 6<sup>th</sup></u>	<u>Christy Orquera</u>	<u>Reference/Local History Room</u>
<u>Adam Hinz - Computer Basics</u>	<u>March 4<sup>th</sup></u>	<u>Doreen Winkhart, Lisa Wu Stowe, Debbie Tierney, Farah Shamuil, Graciela Martinez, Arifa Shuja, Marie Terranova, Tong Li, Judy Axler</u>	<u>All</u>
<u>Library Advocacy Day</u>	<u>February 25<sup>th</sup></u>	<u>Kat Baumgartner</u>	<u>Children’s</u>

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.
- While the library is closed we are hoping to have James begin his Innovative training. He was registered to attend the Innovative Conference in April but unfortunately due to the coronavirus, the conference was cancelled.
- While we are closed James has been able to work at home cleaning up items in the catalog as well as being the one who extended patron expiration dates on expired cards.

Branches:

- 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**

**(a) Policy Manual Changes**

**i. Untable Policies #300-15, #300-20, #700-45**

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

**RESOLVED**, that the Great Neck Library Board of Trustees take from the table Policies #300-15/Responsibilities of Assistant Director, #300-20/Responsibilities of Business Manager, and #700-45/Overdue Notices, Fines.

**VOTE:** Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

**MOTION CARRIED UNANIMOUSLY**

**ii. Remove Section 300-15/Responsibilities of Assistant Director – 1<sup>st</sup> Read**

**iii. Remove Section 33-20/Responsibilities of Business Manager – 1<sup>st</sup> Read**

- iv. Revise Section 700-45/Overdue Notices, Fines – 1<sup>st</sup> Read**
- v. Revise Section 200-10/Conducts of Meetings – 1<sup>st</sup> Read**
- vi. Revise Section 200-20/Responsibilities of Trustees – 1<sup>st</sup> Read**

*Board Comment: Trustee Pizer asked where the removed job descriptions will reside. President Yan stated that they will become an internal document available via FOIL request.*

## **NEW BUSINESS**

### **(b) Acceptance of LILRC Technology and Innovation Grant**

**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 Long Island Library Resources Council (LILRC) Technology and Innovation Grant in the amount \$2,999.00.

**VOTE:** Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)  
*MOTION CARRIED UNANIMOUSLY*

### **(c) Award RFP for Website Redesign**

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

**RESOLVED**, that the Great Neck Library Board of Trustees award the RFP for Website Redesign to Renaissance Web Solutions, per the attached quotation, in an amount not to exceed \$8,000.00; to be charged to the Main Building & Special Services Fund.

**VOTE:** Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)  
*MOTION CARRIED UNANIMOUSLY*

### **(d) 2020 Engagement Letter to Auditor**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the President to execute the letter of engagement with Cullen & Danowski, LLP, as dated February 11, 2020, for performance of an audit of the Library's financial statements, as well as preparation of the Library's Federal Form 990, for the fiscal year ended June 30, 2020 at a cost not to exceed \$15,900.00 to be charged to the Audit Fees expense line in the General Fund.

**VOTE:** Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)  
*MOTION CARRIED UNANIMOUSLY*

### **(e) Acceptance of New Cleaning Company for the Main Library and Branches**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept JAN PRO Cleaning Corp. based upon their quotation dated February 18, 2020, to clean the Main Library and the Branches, in the monthly combined amount of \$7,595.00, funds to be charged to the Cleaning Service expense line per Location of the General Fund. Contract pending legal review.

**VOTE:** Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

*MOTION CARRIED UNANIMOUSLY*

### **(e) NLS Discussion**

The board discussed the benefits of returning to the status of “Member in Good Standing” with the Nassau Library System (NLS). Acting Director Van Dyne explained that the current amount to join is \$56,461. She explained that this calculation is based on a formula created by NLS which contains 4 key factors (population, materials expenditures, cardholders and net circulation). The benefits of full membership include access to many more databases and e-magazines for our patrons. Ms. Van Dyne continued that our patrons would also have significantly reduced wait time for interloan materials, as deliveries will be made by NLS on a daily basis. Currently, library maintenance staff is picking up material from NLS three times a week. Ms. Van Dyne added that full membership also gives the library access to many non-monetary items, including assistance with the annual state report and ADA compliance. Staff will also receive discounts on trainings and continuing education. President Yan asked the Trustees to consider this matter which will be further discussed at another meeting.

### **CORRESPONDENCE**

None

### **OPEN TIME**

None

### **DATES OF NEXT MEETINGS**

April 2, 2020 - 2<sup>nd</sup> Budget Workshop (via WebEx)

April 6, 2020 - Budget Hearing & Adoption (via WebEx)

April 21, 2020 - Regular Board Meeting (via WebEx)

### **ADJOURNMENT**

The meeting was adjourned at 9:07 pm on a motion by Trustee Sassouni and seconded by Trustee Smith.

Respectfully submitted,

Scott Sontag  
Secretary, Board of Trustees