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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
MONDAY, APRIL 15, 2019 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Monday, April 15, 2019, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

Rebecca Miller – President  
Weihua Yan – Vice President  
Josie Pizer – Treasurer  
Chelsea Sassouni – Assistant Treasurer  
Liman Mimi Hu – Assistant Treasurer

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

Absent with Prior Notice: Barry Smith – Secretary  
Scott Sontag – Trustee

## **EXECUTIVE SESSION**

**Upon motion by Trustee Pizer, seconded by Trustee Yan it was,**

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

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

**Upon motion by Trustee Yan, seconded by Trustee Pizer it was,**

**RESOLVED**, to exit executive session.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

No action was taken in executive session.

## **CALL TO ORDER**

The meeting was called to order by President Miller at 8:00 p.m.

## **MINUTES**

### **Regular Board Minutes**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the March 19, 2019, Board meeting as presented.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

### **Budget Workshops**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the March 12, 2019 and March 28, 2019 Budget Workshops as presented.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

### **Budget Hearing and Adoption**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the April 2, 2019 Budget Hearing and Adoption meeting as presented.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

### **Executive Session**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the April 8, 2019 Executive Session as presented.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*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. April 15, 2019, Treasurer's Report;
- b. Warrant dated April 2, 2019 through April 7, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$149,761.73.
- c. Payroll Warrants for pay dates March 14th and March 28th, 2019, which have been reviewed by the Treasurer, (in the amounts of \$160,573.85 and \$155,710.46 respectively) for a total of \$316,284.31.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)  
*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 March 1 through March 30, 2019 as presented, which has been reviewed by the Finance Committee.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)  
*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Branch Committee**

President Miller announced that the committee met on March 20<sup>th</sup>. She stated that the planned renovations of the Parkville and Station branches continue to move forward. Ms. Miller noted that the committee is scheduled to meet again on May 9<sup>th</sup>.

### **Main Building Committee**

Trustee Yan reported that the committee met on March 27<sup>th</sup>. He shared that three proposals were received for the website update but that only one company had experience working with libraries. Mr. Yan noted that there was a large variance regarding the cost between all three companies. He stated that more work is needed before moving forward with this, including reaching out to NLS to determine if they will provide their website design services. Trustee Yan added that the library's sustainability initiative was also discussed by the committee. He said that the library is already taking steps towards being more sustainable including the elimination of plastic bags.

### **Grants**

Acting Director Tracy Van Dyne reported that she and Business Manager Steven Kashkin continue to work on finalizing the paperwork for the RFID grant. She noted that the process of submitting receipts for reimbursement of the STEM lab grant has begun. Ms. Van Dyne shared that Adam Hinz is in contact with the County regarding the status of the \$20,000 awarded to the library for the purchase of recording studio items for Levels.

### **Acting Director's Report**

Acting Director Tracy Van Dyne announced that she met with several staff members regarding the library's ADA compliancy. She said they are working on setting a meeting with Valerie Lewis, Outreach Coordinator from the Suffolk Cooperative Library to determine what services and equipment the library can use to better serve our patrons. Ms. Van Dyne shared the success of the newly opened STEM lab and noted that it is receiving a steady stream of visitors. She said that the chicks from Suffolk Cooperative Extension have arrived to Main and Parkville and that they can be viewed on our YouTube channels. Ms. Van Dyne announced that, due to high demand, Parkville is adding Spanish language books to their collection. She reported that a new roof drain has been installed at Main and that the old one was capped. Ms. Van Dyne added that the pointing of the flagstone wall at Main has also been completed.

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

Main:

- The STEM Lab continues to be a success! As well as programming for our patrons, tours and training will be arranged for our staff to ensure that everyone is familiar with our offerings and can assist in promotion. We have also had libraries reaching out for tours as they begin to create their own STEM spaces.
- We are still waiting to hear about our DASNY grant money for our RFID system but all paperwork has been submitted.
- The Annual State Report will be submitted once it has been approved by our Trustees at the April Board meeting.
- I have been working with Nick in order to begin 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 and possible updates.
- We have hired Leanne Minkoff, a part time STEM Librarian who will assist Chris with the STEM Lab as well as providing more programming opportunities and allowing for more available time for the room to stay open.
- 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.
- I have met with Nick, Pam, Adam, Chris and Donna to discuss ADA compliancy. We are planning a meeting with Valerie Lewis, Outreach Coordinator from the Suffolk Cooperative Library System. She will show us possible software and equipment that can be incorporated in to our services for our patrons.
- Staff training and workshop attendance has increased. Attending training helps to ensure a better customer service experience as well as keeping staff updated on the newest trends. Upcoming conferences are Innovative and the Long Island Library Conference as well as smaller ones held at the Nassau Library System. We are also working on ideas for our annual Staff Development Day to be held on November 11, 2019. Staff has already provided quite a number of topics they would like to see.
- Staff Training in March:

Local History Day	March 31 <sup>st</sup>	Christy Orquera	Reference
Computers in Libraries	March 31 <sup>st</sup>	Chris Van Wickler Egita Guillame	Emerging Tech Children’s Librarian
NLS Workshop – Libraries Health	March 27 <sup>th</sup>	Deidre Goode Marie Terranova	Children’s Dept Technical Services
LILRC Workshop - Raspberry Pi and the Librarian	March 15 <sup>th</sup>	Chris Van Wickler	Emerging Tech
NLS Summer Reading Workshop	March 14 <sup>th</sup>	Courtney Greenblatt	YA / Reference
LILRC Workshop - Leading Change	March 8 <sup>th</sup>	Alana Mutum	Branch Head
OverDrive Webcast – Managing Holds Without Spending a Fortune”	March 7 <sup>th</sup>	Pamela Levin	Media
Running Reports in Bibliotheca by N. Camastro	March	Justin Crossfox Alan Mutum Irene Wickler	Branch Heads

Technical Services:

- We are currently interviewing for a Technical Services Manager who we hope to have on staff by the end of May.
- 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.
- We have received our first Shelf-Ready test delivery from Baker & Taylor. I will sit down with the Technical Services Department on April 10<sup>th</sup> to go through each item and see what might need to be fixed on the vendor’s end. We will then have a meeting with the representatives and inform them of any changes that need to be made for future orders.

- 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. We are coming close to the end of our fiscal year and all orders must be received by June 30<sup>th</sup>.

Branches:

- I continue to hold 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.
- Our chicks from the Suffolk Cooperative Extension in Yaphank have arrived at Main and Parkville! Come for a visit at either location or view their development online through our YouTube site at (Parkville) <https://www.youtube.com/watch?v=jRNp9E7Zjo> or (Main) at <https://www.youtube.com/watch?v=8p3gHVZYGHA>
- The Branch Heads have met with Nick 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.
- I have met with Alana and Charlie and we will put together a painting plan to bring to the next Branch Committee meeting for the Lakeville Branch.

## **OLD BUSINESS**

### **(a) Policy Manual Change- New Section 500-96 Sexual Harassment Policy-2<sup>nd</sup> Read**

Trustee Pizer read the statement to be included in the policy manual.

## **NEW BUSINESS**

### **(a) Approval of 990 Tax Return Form**

**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 submittal of the 990 tax return for the fiscal year beginning July 1, 2017 – June 30, 2018, R.S. Abrams & Co. LLP, 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 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

### **(b) Acceptance of NYS Annual 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 New York State Great Neck Library 2018 Annual Report for Public and Association Libraries as presented.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

### **(c) Award RFP for Auditor**

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

RESOLVED, that the Great Neck Library Board of Trustees award the RFP for Auditor to the firm of Cullen & Danowski for the fiscal year ending June 30, 2019 at a cost of \$15,500.00 to be charged to the Audit Fees Expense Line in the General Fund.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

*Public Comment: J. Clausen*

#### **(d) Approve Architect Proposal for Parkville Renovations**

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

RESOLVED, that the Great Neck Library Board of Trustees approve BBS Architects for services related to the Parkville Branch Renovation; at a cost not to exceed \$20,000.00; to be charged to the Branch and Special Services Fund. Pending Legal Review.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

#### **(e) Approve Promotion to Senior Library Clerk**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the promotion of Wanda Lei to Senior Clerk at a salary of \$35,110.00, effective April 16, 2019.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

#### **(f) Appoint Chair of the Ad Hoc Book Selection Committee**

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

RESOLVED, that the Great Neck Library Board of Trustees appoint Rebecca Rosenblatt Gilliar as the Chair of the Ad Hoc Book Selection Committee.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

*Board Comment: President Miller thanked Rebecca Gilliar for her work in helping the library understand what was lost when a lot of books were discarded. She noted that the Ad Hoc Committee is an advisory committee and that the Board looks forward to the recommendations and expertise of its members. Ms. Miller added to the record a note of thanks sent to Ms. Gilliar from previous Director Denise Corcoran regarding the return of many valuable art books that are now back in the library's collection. Trustee Hu noted that the Park District was also instrumental in housing and returning the libraries discarded books. She thanked them for their help in the process.*

*Public Comment: J. Clausen*

#### **(g) Approve RFP for Search Firm for new Director**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the RFP for a search firm associated with the upcoming search for a new director.

**VOTE:** Yes – 5 (Miller, Yan, Pizer, Sassouni, Hu)

*MOTION CARRIED UNANIMOUSLY*

*Board Comment: President Miller clarified that this is not a decision to hire a search firm only an information gathering so that once the Director Search Committee is in place it can help move the process along.*

## **CORRESPONDENCE**

None

## **OPEN TIME**

None

## **DATES OF NEXT MEETINGS**

May 14, 2019 – Regular Board Meeting – Main Library

## **ADJOURNMENT**

The meeting was adjourned at 8:21 p.m. on motion by Trustee Pizer and seconded by Trustee Sassouni.

Respectfully submitted,

Weihua Yan  
Vice President, Board of Trustees