
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 21, 2020, AT 6:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, April 21, 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 6:32 p.m.

MINUTES

Budget Workshops

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

MOVED, that the Great Neck Library Board of Trustees approve the March 23, 2020 and April 2, 2020 Budget Workshop Meetings as presented. The March 23, 2020 minutes will be amended to correct Trustee Miller's title from President to Treasurer.

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

MOTION CARRIED UNANIMOUSLY

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the March 24, 2020 Board meeting as presented.

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

MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Trustee Miller, 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 21, 2020, Treasurer's Report;
- b. Warrant dated April 1 through April 5, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$87,901.73.
- c. Payroll Warrants for pay dates March 12th, and March 26th, 2020, which have been reviewed by the Treasurer, (in the amounts of \$158,698.49 and \$147,392.57 respectively,) for a total of \$306,091.06.

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

MOTION CARRIED UNANIMOUSLY

President Yan reported that Steven Kashkin, Business Manager, has been authorized to make online payments of certain bills after they have been approved by the Finance Committee. Trustee Hu recommended having a check and balances system to keep the Board aware of the spending. Trustee Miller announced that this was discussed at length at the Finance Committee meeting and that there will certainly be a process in place to keep internal controls. Trustee Hu said that a policy is necessary before this is initiated. Mr. Kashkin stated that he suggested the creation of an excel spreadsheet that details the bills being paid. The spreadsheet will be sent to Finance Committee members for review and approval prior to any bills being paid. President Yan clarified that the same approval process for paying bills is in place. The only thing that is changing is the method that the payment is being made. The Board agreed to make and pass a motion on this matter during the New Business section of this agenda.

PAYROLL CHANGES

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 Payroll Change report of March 1 through March 31, 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 reported that the committee met last night. The contract language issue between BBS and MDA for the Parkville Branch renovations was discussed. Trustee Smith announced that BBS is not willing to include language in the contract granting MDA ownership of the intellectual property. The Branch Committee recommends that the contract be revised to grant all aspects of the renovation, including engineering, to MDA. Trustee Smith shared that all the television monitors for all locations

to display programming have been ordered and will be installed once the library reopens. Acting Director Van Dyne said that they found a software that will allow Cindy Simeti to update all the programming information for all the locations simultaneously without the need for thumb drives. Trustee Smith commended Tracy, the Branch Heads and all the staff for the virtual programming they have been creating and making available to the community.

Director Search Committee

Trustee Sassouni reported that the committee is ready to move forward to second round interviews but the pandemic has stalled the process since they want these interviews to be in person. She has contacted the selected candidates and the interviews will be scheduled as soon as they are able.

Main Building Committee

Trustee Sontag announced that the committee will be meeting tomorrow. Acting Director Van Dyne reported that Greg Marett, Bayview Landscaping, is still waiting on the permit. The process has slowed due to closures during the pandemic. She reported that John Aluotto of Renaissance Web Solutions will be joining tomorrow's meeting to present his progress on the library website.

Acting Director's Report

Acting Director Van Dyne reported that there are many new initiatives which have started. She shared that Adam Hinz and Chris Van Wickler have been using the library's 3D printer to create PPE (personal protective equipment) for essential personnel. Ms. Van Dyne announced that library staff with crocheting skills have begun making mask extenders which will make wearing face masks more comfortable. She stated that digital library cards are now available for people who do not currently have a card. The form to obtain these are up on the library's website. Ms. Van Dyne reported that telephone assistance is now available to patrons for Reference and Children's calls. She added that library staff will begin calling patrons to check in on them and let them know of all the resources that the library has to offer during the building closure. Ms. Van Dyne thanked Donna Litke and Cindy Simeti, for all the work they have been doing in publicity.

Text of Tracy Van Dyne's, Acting Director, written report dated April 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 on March 14th. The library will be closed until further notice. Administration and the Board of Trustees will continue to closely monitor the recommendations from the CDC, the New York State and Nassau County Health Departments, our school district and the government. 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 until May 30 as to not interrupt access to our e-services;
 - Patron holds will not expire while the library is closed;
 - Book drops in all locations have been closed for the safety of all;

- Camille, our Head of Media, has been working with all departments on increasing 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. We have been putting together items to be sent to the Island Now, Great Neck Record and PATV. 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. The book drops will also be sanitized before reopening.;
- Staff work diligently from home to create programming, tutorials, resources materials and anything else that they can think of to make life a little bit easier and put a smile on our public's face. Daily posts from our staff to our Facebook and website of programs, demos, book clubs, cooking classes, recipes, e-resources through the library, resources for teachers and parents homeschooling, new items in our collection, STEM Lab tutorials, tutorials on how to use our e-resources, Census information and so much more. In an effort to consolidate our programs for ease of use, we have created a Great Neck YouTube Channel that will be going live very soon. All programs will be housed there to make searching easier for past programs. A link to the site will always be available on the website, facebook, in email blasts as well as any publicity that goes out to the papers.;
- Answer emails from our concerned patrons;
- Administration continues to work at home taking care of bookkeeping, committee meetings, payroll, assisting our staff and community during this time.;
- 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
 - Google Voice for Reference and Children's phone calls.
- We continue to hold our own online meetings be it Administration, Department Heads, Department Heads with their own staff, meetings about programming or anything else that we need to discuss.
- In our ongoing efforts to support the community during this difficult time, the Great Neck Library has used their skills to 3D print and laser cut PPE (personal protective equipment) from home. Our first batch of 20 printed Face Shields were recently dropped off and our work now continues. All future donations will be given to the Nassau County Office of Emergency Management which is serving as a point of distribution for needed supplies to both our medical professionals at local hospitals and to our first-responders in EMS, Fire and PD.
- Staff who crochet and knit will begin a project to make wearing face masks a little less uncomfortable for our first responders. They are working on contacting hospitals to see who will accept the donations.
- The library is also working on a Microhistories project run by Justin Crossfox. *We are living through a historic global event. Help us document how the Great Neck Community is coping with these times. The Great Neck Library would like to introduce our MicroHistories project. Members of the Great Neck Library community will be able to document short videos (around 30 seconds) of what their daily lives are now like. The Library will edit together multiple videos, to create a video document of our community during this crisis. The videos will be shared through the Library's website and social media. If you would like to participate, please send a 30 second*

video clip to: videos@greatnecklibrary.org. In the body of the email please include your first and last name. You will receive a form authorizing the Library to use the video. You must respond YES for us to use your video. Please do not include any footage of children under the age of 18 years old. If you have any questions please email: jcrossfox@greatnecklibrary.org.

- I have been working with Cindy on reorganizing our website for better use during this time. Stay in contact with your librarians by using *Ask a Librarian*. Right now you can email with your reference questions but very soon you will be able to call in and speak to a librarian for assistance.
- Hiring has been put on hold during this time as we cannot provide a start date for them. Once we are opened we will discuss when filling vacant positions is feasible.
- The Board has approved Renaissance Media Solutions to work on designing a new website for the Great Neck Library system. Cindy and I have been working with John Alutto, owner, on the beginning stages. This will be the topic of discussion at our next Main Committee meeting on April 22.
- We have had 2 budget workshops via WebEx. We have put our adoption on hold for now as due to executive order the school district has to put their own budget election on hold until after June 1. Once the Great Neck Schools have established a new election date we will be able to move forward.
- I am now on the newly established Coordinated Library Reopening Committee via the Nassau Library Directors. This committee has been established to follow best practices when we are given the go ahead to open again. Items under discussion are cleaning, staff and patron safety, legal issues, PPE items, etc...
- During this time, staff training has taken an upswing. Training helps to ensure a better customer service experience as well as keeping staff updated on the newest trends.
- Staff Training and Presentations in March and early April:

Virtual Meetup: A Crash Course on Open	April 9	Tracy Van Dyne	Admin
Running Programs in Zoom	April 9	Tracy Van Dyne	Admin
Mental Health and Public Libraries	9-Apr	Justin Crossfox	Branch Head
LIL Librarians Discussion	April 8	Tracy Van Dyne	Admin
COVID19: How Libraries are Responding	April 8	Tracy Van Dyne	Admin
Nassau Director's Meeting	April 8	Tracy Van Dyne	Admin
Creativebug Webinar	8-Apr	Justin Crossfox, Kathryn Baumgartner, Irina Zaiants, Tracy Van Dyne	Various
Online Reference Basics	7-Apr	Irina Zaiants	Reference
ACRL: Managing Remote Workers	7-Apr	Justin Crossfox	Branch Head
Accessibility Features in Gale Resources	7-Apr	Justin Crossfox	Branch Head
NCLA PR Division Meeting	April 7	Tracy Van Dyne	Admin
Let's Talk - Close Doors, Open Facebook: Public	7-Apr	Kathryn Baumgartner	Children's

Libraries Respond to COVID-19			
Strategic Planning: Mission, Vision, Values	April 6	Tracy Van Dyne	Admin
A Brief Overview of GSuite & What You Have Access to Your Gmail	April 3	Tracy Van Dyne	Admin
Why and How to Promote Your Online Services During the Quarantine	2-Apr	Kathryn Baumgartner	Children's
COVID-19 Compliance Consideration for Employers (Marshall & Sterling)	2-Apr	Holly Coscetta	Administration
LI Librarians Meeting	April 1	Tracy Van Dyne	Admin
Nassau Director's Meeting	April 1	Tracy Van Dyne	Admin
Eliminating Late Fines is a Win-Win for your Library and Community (Web Junction)	1-Apr	Hai Tan	Circulation
Extreme Customer Service Every Time (Web Junction)	1-Apr	Hai Tan	Circulation
Is This Real? A Crash Course in Verifying Online Content (Web Junction)	1-Apr	Irina Zaionts	Reference
Doing it for the Library and Doing it for Yourself: Providing Library Services for Youth from Your Couch (SJU)	31-Mar	Kathryn Baumgartner	Children's
Programming During a Pandemic (NLS)	31-Mar	Donna Litke; Tracy Van Dyne	Programming, Admin
LILRC Webinar conducted by Tony Iovino	31-Mar	Kathryn Baumgartner	Children's
Getting Started with Zoom Meetings	30-Mar	Courtney Greenblatt	Reference / YA
Flipgrid - Getting Started"	28-Mar	Courtney Greenblatt	Reference / YA
8 Tips for Making Online Videos	28-Mar	Courtney Greenblatt	Reference / YA
How to Produce Online Tutorials	March 27	Tracy Van Dyne	Admin
SHRM - Families First Coronavirus Response Act - Making Sense of the Paid Leave Mandates	27-Mar	Holly Coscetta	Administration
LILRC Virtual Meetup: How to Produce Online Tutorials	27-Mar	Courtney Greenblatt	Reference / YA
Serving Patrons in a Crisis	March 26	Tracy Van Dyne	Admin

Why & How to Promote Your Online Services During Corona	March 26	Tracy Van Dyne	Admin
Coming Soon: Ingram	March 26	Tracy Van Dyne	Admin
Young Adult Librarians Meeting (NLS)	26-Mar	Courtney Greenblatt	Reference / YA
LI Librarians Meetup	March 25	Tracy Van Dyne	Admin
Nassau Directors Meeting	March 25	Tracy Van Dyne	Admin
Virtual Meetup: How to Conduct Online Library Programming and Stay Connected with Your Community (LIIRC)	20-Mar	Courtney Greenblatt Jennifer Ransom, Irina Zaionts, Judy Snow, Gina Chase	Various
LI Librarians Meetup	March 18	Tracy Van Dyne	Admin
Nassau Directors Meeting	March 18	Tracy Van Dyne	Admin
BeanStack Conference Call	March 10	Tracy Van Dyne, Adam Hinz, Cindy Simeti, Deidre Goode, Margie Chodosch	Admin, Programming, Childrens, YA, Reference
BeanStack Training	March 6	Tracy Van Dyne, Cindy Simeti, Deidre Goode	Admin, Programming, Childrens
SHRM - The Coronavirus: Legal and Workplace Implications	4-Mar	Holly Coscetta	Administration

Technical Services:

- 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 biweekly Branch Head meetings.
- Branch Heads continue to hold staff meetings with their branch staff.

OLD BUSINESS

(a) Policy Manual Changes

- i. Remove Section 300-15/Responsibilities of Assistant Director- 2nd Read
- ii. Remove Section 300-20/Responsibilities of Business Manager- 2nd Read
- iii. Revise Section 700-45/Overdue Notices, Fines- 2nd Read

- iv. Revise Section 200-10/Conducts of Meetings-2nd Read
- v. Revise Section 200-20/Responsibilities of Trustees-2nd Read

Board Comment: After a thorough discussion the board agreed to table Section 200-10/Conducts of Meetings (2nd Read) and Section 200-20/Responsibilities of Trustees (2nd Read) until the next board meeting for further discussion.

Public Comment: M. DiCamillo

Trustee Sontag left the meeting at 8:00 p.m.

NEW BUSINESS

(b) Temporary Payment of Utilities via Online Payment

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

RESOLVED, that the Great Neck Library Board of Trustees approve the temporary payment of utilities via online payment with prior approval from a Finance Committee member in written form (email). This motion is temporary and will expire once the Governor releases NY Pause order.

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Trustee Hu discussed two emails that were sent directly to her from library patrons. The first was in regard to not being able to renew ILL items that are currently checked out and the second was on the possibility of using the Main Library's parking lot for a mask giveaway.

OPEN TIME

None

DATES OF NEXT MEETINGS

May 19, 2020 Regular Board Meeting– Main Library

ADJOURNMENT

The meeting was adjourned at 8:22 pm on a motion by Trustee Sassouni and seconded by Trustee Miller.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees