

Great Neck Library
Policy and By-Laws Committee
Wednesday, May 1, 2019
Main Library

Board Members:

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

Library Professionals:

Nicholas Camastro (NC)
Tracy Van Dyne (TV)

Call to Order

The regular meeting of the Great Neck Library's Policy and By-Laws Committee was called to order by MH on May 1st at 6:10 PM at the Main Library. The minutes from the March 13th meeting were accepted.

Action Items

Tracy Van Dyne

1. Provide costs associated with increasing number of interloans per patrons from 10 to 15. – **Done. No costs associated with increase. Fees are based on total number of books interloaned.**
2. Send Nominating Committee Policies document (prepared by and submitted by the Nominating Committee) to Peter for review. - **Done. Counsel recommended against adopting policy.**
3. Add discussion of procurement policy thresholds to next Finance Committee meeting agenda. - **Done.**
4. Prepare suggested verbiage for MWBE policy for committee review. - **Done. See attached**
5. Review diversity policies of the Queens Library, San Francisco Public Library, etc. for discussion at next meeting. - **Done. See attached.**
6. Bring updated Circulation Policy to next meeting. - **Done.**

Nicholas Camastro

1. Provide number of ILLs requested and filled from 2016 through year to date. - **Done. See attached.**

Revise Section #700-50: Interloan

Add “... *and feepaying patrons.*”. Replace “*10 outstanding interloan requests per patron.*” with “... *15 outstanding interloan requests per patron.*” and ADD “*All late items reserved through LILINK or WorldShare will incur a cost of \$.50 per day.*” Place on next board agenda.

Revise Section #700-10 Categories of Borrowers

Delete bullets “*b. TEMPORARY RESIDENTS*” and “*iv. Students*”. Place on next board agenda.

Revise Section #700-15 Expiration

Remove “... *and student...*” Place on next board agenda.

Revise Section #700-20 Borrowing Privileges

Remove columns title "*TEMPORARY RESIDENT*" and "*NON RESIDENT STUDENT (Non Nassau)*". Replace "...up to ten (10)" with "...up to fifteen (15)". Replace "*LILINK*" with "*INTERLOANS*". Place on next board agenda.

Revise Section #700-40 Loan Periods and Limitations

Delete bullets "*vii. Multimedia materials...*" and "*x. Playaway Views...*". Remove "... and pamphlets...", "...not", "... pamphlets and...", "... or pamphlets..." and "... or from one pamphlet file." Place on next board agenda.

Revise Section #700-45 Overdue Notices, Fines-changes proposed

Delete all references of "*Hooked on Phonics...*" and "*Playaway Views*". Remove "... and 28 day slides.", "... or slides...". Replace "*OCLC*" and "*LILINK*" with "*INTERLOANS*". Remove "*Uncatalogued Material*" and "*Uncatalogued material includes pamphlets, popular periodicals and browsing paperbacks. These items have generic entries in the database that indicate only: Pamphlet, Periodical or Paperback.*" Place on next board agenda.

Remove Section #700-64 Playaway View Agreement

Remove entire section from Policy Manual. Place on next board agenda.

Revise Section #700-65 Audio Material

Replace "*twelve*" with "*12*". Remove "*(cassettes and CD's)*". Place on next board agenda.

Remove Section #700-85 Archaeological Slide Collection

Remove entire section from Policy Manual. Place on next board agenda.

Discussion: Nominating Committee Policy

TV reported that library counsel recommended not changing the existing Nominating Committee operating procedure. RM noted that Counsel advised against it because it requested the removal of Administration. The committee agreed and asked for this information to be relayed to the Nominating Committee.

Discussion: Diversity Policy

The committee reviewed the Diversity Policies/Statements of several libraries. After discussion, they unanimously noted their preference of Santa Clara City Library's Diversity and Inclusion Statement. TV was asked to prepare the policy for Great Neck Library using it as a guideline. MH asked that a section specific to language be included in the write up. The committee agreed and requested that the first read of the policy be added to the June board agenda.

Discussion: Policy #800-75 STEM Lab Policy

TV inquired if the committee wanted to amend the existing policy to include verbiage requiring identification for use of lab. She noted that identification is not required to use any of the library's other computers. After discussion, the committee agreed to leave the policy unchanged but recommended that TV meet with staff regarding the practices for use of STEM lab.

Discussion: MWBE Policy

TV reported that no library in Nassau or Suffolk has a MWBE (Minority and Women-Owned Business) Policy currently in place. NC noted that, although GNL does not have a written policy, they actively afford equal opportunities to all, specifically in their hiring practices. RM asked if not having a policy on this will affect the libraries chances of obtaining grants. TV said that it will not. The committee agreed that it is not necessary to have a policy on this.

Meeting adjourned at 7:00 pm.

Submitted by Gina Chase

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Tracy Van Dyne

1. Notify Nominating Committee regarding committee's decision on their recommended policy change.
2. Place all updated and removed Circulation Policies on next board agenda for first read.
3. Amend Policy #700-50 Interloans - Increase number of interloans per patrons from 10 to 15.
4. Prepare Diversity Policy for committee review. To be placed on June board agenda for first read.