
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MONDAY, MAY 13, 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 Monday, May 13, 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
Scott Sontag – Trustee

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

Absent with Prior Notice: Barry Smith – Secretary
Liman Mimi Hu – Assistant Treasurer

CALL TO ORDER

The meeting was called to order by President Miller at 7:34 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 April 15, 2019, Board meeting as presented.

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

MOTION CARRIED UNANIMOUSLY

TREASURER’S REPORT

Upon motion by Trustee Pizer, seconded by Trustee Yan 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. May 13, 2019, Treasurer’s Report;

- b. Warrant dated May 2, 2019 through May 5, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$151,850.65
- c. Payroll Warrants for pay dates April 11th and April 25th, 2019, which have been reviewed by the Treasurer, (in the amounts of \$155,065.71 and \$148,558.92 respectively) for a total of \$303,624.63.

VOTE: Yes – 5 (Miller, Yan, 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 April 1 through April 30, 2019 as presented, which has been reviewed by the Finance Committee.

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

REPORTS

Branch Committee

President Miller reported that the committee met on May 9th. She stated that the planned renovations of the Parkville and Station branches continue to move forward and that an RFP for moving and storage related to the Lakeville Branch painting project is on tonight's agenda for approval.

Main Building Committee

President Miller reported that the committee met on May 1st. She stated that the topics discussed included the RFP for the website and the continuation of the library's sustainability initiatives. Ms. Miller added that administration staff is currently working on scheduling a presentation with Library Market, on their website hosting services.

Policy & By Laws Committee

President Miller reported that the committee met on May 1st. She noted that several circulation policies and a new diversity policy are on tonight's agenda for a first read.

Grants

Acting Director Tracy Van Dyne reported that the \$20,000 Hotel/Motel grant from the County has been received. The money will be used to purchase recording equipment for Levels. She added that \$100,000 for the RFID grant is scheduled to be sent to the library at the end of this week.

Acting Director's Report

Acting Director Tracy Van Dyne reported that new roof drain is working well and that no leaks were reported despite yesterday's heavy rains. She shared that the STEM lab continues to be well attended. Ms. Van Dyne announced that she is currently in negotiations with a candidate for the Technical Services Manager position and hopes to have an update for the board soon. She noted that a second test box for

shelf ready items has been ordered from Baker and Taylor. This box should address all the changes requested by her and TS staff. She stated that the branch renovation projects continue to move forward.

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

Main:

- It’s wonderful to see how popular our STEM Lab has become! Our STEM Lab staff continue to train and develop new programs for our staff and patrons. The Oceanside Children’s Department is coming to visit our STEM Lab on Friday, May 3. We are looking forward to showing them what we can do.
- We are currently awaiting a response in regards to our DASNY grant money for our RFID system. All paperwork has been submitted.
- The Annual State Report had been submitted through the Nassau Library System.
- 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.
- Administration and the Board of Trustees continue to work towards a resolution regarding open building issues.
- The leaking roof drain has been capped and a new drain installed. This work has been a success and we have not had any other leak issues.
- The pointing on the outside wall near the entrance has been completed.
- I have begun attending the monthly Director’s meetings at the Nassau Library System to keep abreast of what is going on in the county and state regarding our libraries.
- The Policy & Bylaws Committee is working on creating a Diversity and Inclusion statement to add to our library policy manual. This statement will cover all aspects of the library: the community, staff, and our vendors.
- Staff training is ongoing. Training helps to ensure a better customer service experience as well as keeping staff updated on the newest trends. We are 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 as well as present themselves.
- Staff Training in April:

NCLA Executive Board Meeting	May 12 th	Alana Mutum	Branch Head
Support Staff East Meets West	April 29 th	Nicholas Camastro	Circulation
Author Event – Anna Quindlen: Nanaville	April 22 nd	Donna Litke	Programming
NLS – The Marvelous Middle Schooler	April 18 th	Kathryn Baumgartner	Children’s
LILRC Open House	April 18 th	Christy Orquera	Reference
NLS – Mother Goose on the Loose	April 8 th	Judy Snow	Children’s
Baker & Taylor Training w. Arifa Shuja	April 26 th	Judy Snow	Children’s
Baker & Taylor Training w/ Arifa Shuja	April 29 th	Judy Axler & Sandy Garrison	Children’s

Technical Services:

- Interviews for the Technical Services Manager position end this week.
- 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.
- After receiving our first Shelf-Ready “Test” Order from B&T, the Technical Services Department and I had a lengthy discussion with our representatives on what changes need to be made. B&T revised their notes and a new test box will be sent out shortly. Arifa and I have had contact with Ingram and will be receiving instructions regarding a test order soon.
- Departments have been fulfilling patron requests and ordering items for our foreign language collections. 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 30th.

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. 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 have met with the Department Heads in order to develop and book summer programming. STEM kits will be going from branch to branch this summer which will be a welcome addition to our programming.
- Our chicks from the Suffolk Cooperative Extension in Yaphank have come and gone. The process of egg to chick was very popular with our patrons and we were all sad to see our chicks leave on the 2nd.
- Station Branch Renovation update: we are currently working with the landlord and MDA, our architect, on creating a work letter in order to move forward.
- Parkville Branch Renovation update: the BBS contract (the school architect) is currently back and forth between themselves and library counsel for editing. Once this is complete, we can move on to the next steps.

OLD BUSINESS

**(a) Policy Manual Change- New Section 500-96 Sexual Harassment Policy-
3rd Read & Vote**

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

RESOLVED, that the Great Neck Library Board of Trustees adopt Section 500-96 (Sexual Harassment Policy) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

(a) Holiday Closings & Sunday Hours

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

MOVED, that the Great Neck Library Board of Trustees accept the September 2019 to August 2020 Schedule of Holiday Closings and Sunday Hours as presented.

Board Comment: Motion was TABLED for additional investigation regarding selected days off and possible special programming on certain holidays.

(b) Approve Posting for Circulation Department Head Clerk

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 posting for a Department Head Clerk for the Circulation Department (copy attached).

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

MOTION CARRIED UNANIMOUSLY

(c) Appoint Director Search Committee Members

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

RESOLVED, that the Great Neck Library Board of Trustees appoint the following Members to the Director Search Committee:

Three Members of the Board of Trustees: Rebecca Miller, Chelsea Sassouni, Weihua Yan

Two staff members: Barbara Buckley, Nicholas Camastro

Two members of the public: Rachel Dicker, Marietta DiCamillo

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

MOTION CARRIED UNANIMOUSLY

(d) Appoint Director Search Committee Chair

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

RESOLVED, that the Great Neck Library Board of Trustees appoint Chelsea Sassouni to serve as Chair of the Director Search Committee.

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

MOTION CARRIED UNANIMOUSLY

(e) Records Destruction per Retention Policy – Business Manager’s Office

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of the following records from the Business Manager’s Office in accordance with the Record Retention Schedule 400-30:

- Cash Disbursements (invoices and check copies) – calendar year 2012 (3.47)
- Cash Receipts (deposit slip copies and backup) – calendar year 2012 (3.44)
- Employee Timesheets – calendar year 2012 (4.5)

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

MOTION CARRIED UNANIMOUSLY

(f) 2019 Engagement Letter for Auditor

Upon motion by Trustee Pizer, seconded by Trustee Sassouni 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 May 2, 2019, for the 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, 2019 at a cost not to exceed \$15,500.00 to be charged to the Audit Fees expense line in the General Fund.

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

MOTION CARRIED UNANIMOUSLY

(g) Proceed with RFP for Moving and Storage Company for Lakeville Branch Painting

Upon motion by Trustee Sassouni and seconded by Trustee Pizer, and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for a moving and storage company for the Lakeville Branch painting project.

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

(h) Policy Manual Changes-

President Miller read the following policy changes.

- i. Revise Section 700-10/Categories of Borrowers-First Read
- ii. Revise Section 700-15/Expiration-First Read
- iii. Revise Section 700-20/Borrowing Privileges – First Read
- iv. Revise Section 700-40/Loan Periods and Limitations – First Read
- v. Revise Section 700-45/Overdue Notices, Fines – First Read
- vi. Revise Section 700-50/Interloan – First Read
- vii. Remove Section 700-64/Playaway View Agreement, Policy and Regulations – First Read
- viii. Revise 700-65/Audio Materials – First Read
- ix. Remove Section 700-85/Archaeological Slide Collection-First Read
- x. New Section 500-32/Diversity and Inclusion- First Read

CORRESPONDENCE

None

OPEN TIME

None

DATES OF NEXT MEETINGS

June 17, 2019 (Monday) - Regular Board Meeting – Lakeville Branch Library

ADJOURNMENT

The meeting was adjourned at 8:20 p.m. on motion by Trustee Sontag and seconded by Trustee Pizer.

Respectfully submitted,

Weihua Yan
Vice President, Board of Trustees