

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MONDAY, JUNE 17, 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, June 17, 2019, at the Lakeville Branch Library, 475 Great Neck Road, Great Neck, NY 11021 [Agenda attached]

The following Trustees were present constituting a quorum:

Rebecca Miller – President
Weihua Yan – Vice President
Barry Smith – Secretary
Josie Pizer – Treasurer
Chelsea Sassouni – Assistant Treasurer
Liman Mimi Hu – Assistant Treasurer
Scott Sontag – Trustee

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

EXECUTIVE SESSION

Upon motion by Trustee Pizer, seconded by Trustee Sassouni 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 Smith, 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 7:34 p.m.

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the May 13, 2019, Board meeting as presented.

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

MOTION CARRIED UNANIMOUSLY

Executive Session

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

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

VOTE: Yes – 6 (Miller, Yan, Smith, 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. June 17, 2019, Treasurer's Report;
- b. Warrant dated June 3, 2019 through June 9, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$137,977.98
- c. Payroll Warrants for pay dates May 9, and May 23rd, 2019, which have been reviewed by the Treasurer, (in the amounts of \$156,595.69 and \$149,649.98 respectively) for a total of \$306,245.67.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of May 1 through May 31, 2019 as presented, which has been reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Smith reported that the committee is making progress towards the planned renovations of the Parkville and Station branches. He stated that they are committed to assuring quality of work and to minimizing the inconvenience to the patrons. Mr. Smith noted that there are three RFPs on tonight's agenda pertaining to the branch renovations for approval.

Trustee Sontag arrived at 7:42 PM

Long Range Planning Committee

Trustee Sassouni reported that the committee met on May 15th. She stated the updated mission statement is now sitting with staff who will be populating the core principals with measurable goals.

Director Search Committee

Trustee Sassouni reported that the committee has met twice and that its next meeting is scheduled for mid-July. She noted that there is a resolution on tonight's agenda for approval of a revised RFP for a search firm for a new Library Director.

Grants

Acting Director Tracy Van Dyne reported that the \$100,000 for the RFID grant and \$20,000 for the Hotel/Motel grant have been received. Adam Hinz and Steven Kashkin are finalizing the paperwork to receive our STEM grant reimbursement.

Acting Director's Report

Acting Director Tracy Van Dyne reported that staff will be receiving active shooter training on July 10th and that she is working on setting up separate trainings for each branch location and Levels. She shared that the Media Department will soon be offering Binge Boxes, which are thematic groups of DVDs. Some of the themes include: *Don't Go into the Water*, *'80s Imagination Movies* and *Somethin' Sappy*. Ms. Van Dyne stated that a couple of members of the Main Building Committee toured our Winter Brothers Recycling Facility in Bayshore and we hope to share a video of the tour on the library website. Ms. Van Dyne announced that she is currently scheduling workshops for the upcoming staff development day and is happy with the response she has received from staff with topic ideas.

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

MAIN:

- Our STEM Lab staff continue to train and develop new programs for our staff and patrons.
- The Museum of Modern Art will be closed for renovations from June 17 – October 20, 2019. This has been relayed to the staff as well as placed on social media and the website. The museum has extended our pass for an extra 4 months to compensate.
- The staff will have an Active Shooter training and walkthrough at their July 10th staff meeting. I will speak with the POP officer to also run separate trainings for Levels and the three branches so that they are more personalized.
- I have begun scheduling our annual staff development day to be held on November 11, 2019. I was very happy to see the response to my request for workshop topics as well as the variety.
- Adam and Chris will represent the Library at the Great Neck Street Fair on Sunday, June 16th. Please be sure to stop by our table!

- The Media Department will soon have a new product for our patrons – Binge Boxes! Binge Boxes are thematic groups of DVDs created by Midwest. Some themes are Christmas Gone Wrong, ‘80’s Imagination Movies, Don’t Go into the Water (appropriate for the summer!) and Somethin’ Sappy. Keep an eye out for these new additions!
- Charlie Wohlgemuth, Marianna Wohlgemuth and Alice Merwin, members of our Main Committee, toured the Winter Brothers Recycling Facility in BayShore on June 6th. They were given the opportunity to learn how the recycling process is done and the history of recycling. (Photos below.)
- We have received our DASNY grant monies for the RFID system in the amount of \$100,000.
- We have received our Hotel/Motel Grant monies for audio equipment for Levels in the amount of \$20,000.
- Adam and Steve are working on the finishing touches with Comptroller in order to receive our STEM grant monies.
- 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.
- Art hanging systems have been installed in the two multipurpose rooms. The Children’s Department have been given first dibs on showing off our youngest patron’s talents.
- 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.
- Interviews for a part time clerk, temporary part time shelvers are currently being done.
- I have been approached by Min Liu from LILRC regarding hosting a tour of the Great Neck Library in July. I am working on a schedule with Min in order to accommodate this request.
- 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 in May:

Ordering from Baker & Taylor – training by Arifa Shuja	June 6 th	Children’s Librarians	Children’s Department
Director’s Manual Workshop at NLS	June 3 rd	Tracy Van Dyne	Administration
Library Juice Academy – Intro to Cataloging	May 31 st	Jennifer Ransom Lisa Crandall	Reference
Construction Aid at NLS	May 29 th	Tracy Van Dyne	Administration
Conflict Resolution Skills for the Workplace (LILRC)	May 24 th	Alana Mutum	Branch Head
Youth Services Preview Book Giveaway	May 24 th	Egita Guillaume	Children’s Department
NLS Outreach Round Table	May 17 th	Donna Litke	Programming & Publicity
Accessibility and Online Multimedia Content (NYLA)	May 16 th	Pamela Levin Donna Litke Nick Camastro Adam Hinz Chris Van Winkler	Media; Circulation; Programming/Publicity; STEM; YA
Long Island Library Conference	May 9 th	Gabriel Kane; Wanda Lei, Judy Snow; Jennifer Marroquin; Donna Litke, Lisa Crandall; Egita Guillaume; Christy Orquera; Arifa Shuja; Tracy Van Dyne	Circulation; Children’s; Administration; Technical Services; Programming/Publicity; Reference; Local History
Emergency Planning and De-Escalation (LILRC)	May 7 th	Alana Mutum	Branch Head

TECHNICAL SERVICES:

- Interviews for the Technical Services Manager position are ongoing.

- 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 are awaiting our second test box to arrive from Baker & Taylor. After the inspection of this box, we will be on our way to officially beginning our Shelf-Ready process.
- 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.
- Multilingual ordering has been boosted for all languages and locations in order to accommodate the different surrounding 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 will be attending Summer Reading Club training on June 13. We are using a new website this year for logging.
- 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. Station will introduce Children's Librarian, Lisa Stowe's bearded dragon to their Summer programming.
- 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. I have also been working on obtaining a work permit from the Town of Hempstead that needs to be furnished with the landlord work letter.
- 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. We have received a letter from the town regarding renewing our Public Assembly permit. Charlie and I are working on obtaining all necessary information.
- Lakeville Painting update: I have completed an RFP for review of the Branch Committee in order to have Lakeville's shelving, collections, furniture, etc. moved and stored so that painting and carpet cleaning can be done.

OLD BUSINESS

(a) Motion to Take from the Table the Acceptance of 2019-2020 Holiday Closings & Sunday Hours

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the motion relating to the September 2019 to August 2020 Schedule of Holiday Closings & Sunday Hours as presented.

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

MOTION CARRIED UNANIMOUSLY

(b) Acceptance of 2019-2020 Holiday Closings & Sunday Hours

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

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

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

MOTION CARRIED UNANIMOUSLY

(c) Motion to Take from the Table the Approval of the 2019 Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the February 26, 2019 motion relating to the 2019 Budget transfers.

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

Abstain – 1 (Pizer)

MOTION CARRIED

(d) Approve 2019 Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the transfer of \$57,000.00 into the Automated Library Fund; and the transfer of \$900,000.00 (\$50,000 + \$850,000) to the Bond Retirement Fund from the General Fund.

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

Abstain – 1 (Pizer)

MOTION CARRIED

(e) Policy Manual Changes-

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

NEW BUSINESS

(a) Announce Donations

President Miller acknowledged the following donations and asked for thank you letters to be issued.

- i. Memory of Dora Weisbrot
- ii. Estate of Joyce Bernstein
- iii. Ching Lin

(b) Approve Purchase of Three (3) RFID Pads for the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of three (3) RFID Pads for the Main Library in the amount of \$4,688.94 from Bilbliothecca; such funds to be taken from the Automated Library Fund.

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

(c) Approve Purchase of an AED Unit for the Gallery Area at the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of an AED Unit for the gallery area at the Main Library in the amount of \$1,369.00 from Cardio Partners; such funds to be taken from the Library Supplies Line in the General Fund.

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

(d) Approve RFP for Moving and Storage Company for Lakeville Branch Painting

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

RESOLVED, that the Great Neck Library Board of Trustees approve the RFP for a moving and storage company for the painting of the Lakeville Branch.

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

Public Comment: J. Clausen

(e) Approve RFP for Furniture and Finish Procurement, Installation and Related Services for the Parkville Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees approve the RFP for Furniture and Finish Procurement, Installation and Related Services for the Parkville Branch Renovation, pending legal review.

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

Public Comment: J. Clausen

(f) Approve RFP for Furniture and Finish Procurement, Installation and Related Services for the Station Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees approve the RFP for Furniture and Finish Procurement, Installation and Related Services for the Station Branch Renovation, pending legal review.

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

(g) Extend Stipend for Web Maintenance

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

RESOLVED, that the Great Neck Library Board of Trustees extend the resolution dated December 18, 2018, for the annual stipend of \$15,000.00 for Cindy Simeiti for the purpose of web site design and maintenance for the sooner of an additional six (6) months or until the position is filled.

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

(h) Approve Revised RFP for Search Firm for New Director

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

RESOLVED, that the Great Neck Library Board of Trustees approve the revised RFP for a Search Firm for a new Library Director and empower the Director Search Committee to winnow the responding field to three eligible vendors for the Board to interview.

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

(i) 2019 Year End Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the year-end line-item changes to the 2019 Operating Budget as detailed in the 2019 Budget Transfer Worksheet, a copy of which is to be appended to the minutes of the meeting, as well as to the copies of the 2019 Budget maintained on file for the public at all branches.

VOTE: Yes – 6 (Miller, Yan, Smith, Sassouni, Hu, Sontag)
No – 1 (Pizer)
MOTION CARRIED

(j) Approve of Closure of Bank Accounts

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the closure of the four (4) bank accounts with Chase Bank and subsequently transfer those funds to HSBC.

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

CORRESPONDENCE

D. Zielenziger letter – Patron was in attendance and spoke on his letter regarding:

1. Safety concerns in the Main Library parking lot
2. Installation of additional handrails on Main Library building entrance staircase
3. Kudos to librarian Christy Orquera on her work with the local history collection and
4. Digitizing and indexing of records in local history room

OPEN TIME

M. Taied – Need for extended Sunday hours year-round.
N. Penner – Interloans and Holds

DATES OF NEXT MEETINGS

July 23, 2019 - Special Board Meeting – Station Branch

ADJOURNMENT

The meeting was adjourned at 8:42 p.m. on motion by Trustee Smith and seconded by Trustee Sontag.

Respectfully submitted,

Barry Smith
Secretary, Board of Trustees