
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES SPECIAL MEETING
MONDAY, AUGUST 26, 2019 AT 7:30 P.M.**

A special meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Monday, August 26, 2019, at the Parkville Branch Library, 10 Campbell Street, New Hyde Park, NY 11040 [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

Absent with Prior Notice: Steven Kashkin – Business Manager

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 – 6 (Miller, Yan, Smith, Pizer, Sassouni, Hu)

MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Smith, seconded by Trustee Hu it was,

RESOLVED, to exit executive session.

VOTE: Yes – 6 (Miller, Yan, Smith, 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 7:49 p.m.

SECRETARY’S REPORT OF NOMINATING COMMITTEE ENDORSED CANDIDATES

Secretary Smith read aloud:

The Nominating Committee has endorsed the candidates below to fill one seat on the Library Board of Trustees and one seat on the Nominating Committee that will be expiring January 2020.

BOARD OF TRUSTEES

Four Year Term January 2020-2024 for the seat currently held by Scott Sontag: Scott Sontag

NOMINATING COMMITTEE

Three Year Term January 2020-2023 for the seat currently held by Patrick McDonnell: Steve M. Jacob

SECRETARY’S REPORT ON INDEPENDENT PETITIONS

Secretary Smith read aloud:

No Independent Candidate Petitions have been received and the October election ballot will contain the following:

Scott Sontag for the expiring seat of Scott Sontag; Board of Trustees.

Steve M. Jacob for the expiring seat of Patrick McDonnell; Nominating Committee

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of June 1 through June 30, 2019 and July 1, 2019 through July 31, 2019 as presented, which has been reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

APPOINTMENT OF BRANCH HEAD LIBRARIAN FOR PARKVILLE

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Egita Johnson-Guillaume to the position of Branch Head Librarian of Parkville with a six-month probationary period, effective September 3, 2019, at an annual salary of \$64,500.00. [Job Description/Posting attached]

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

MOTION CARRIED UNANIMOUSLY

Public Comment: R. Gilliar

**APPROVAL OF POSTING FOR TEMPORARY PART-TIME LIBRARIAN(S)
FOR CHILDREN’S DEPARTMENT**

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 Temporary Part Time Librarian Posting for the Children’s Department as attached.

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

Public Comment: M. DiCamillo

**APPROVE REVISED JOB POSTING AND DESCRIPTION OF POSTING FOR
WEBMASTER/MARKETING DESIGNER**

Upon motion by Trustee Sassouni, seconded by Trustee Smith and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees approve the revised Job Posting and Description for the Webmaster/Marketing Designer as attached.

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

**AWARD RFP/APPOINTMENT OF FIRM FOR LIBRARY DIRECTOR AND
APPROVAL OF TRAVEL & RELOCATION EXPENSES FOR DIRECTOR
SEARCH CANDIDATES**

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 hiring of John Keister & Associates LLC to conduct a search for a Library Director in accordance with the terms outlined in their proposal dated July 1, 2019, and authorize the President to execute a contract subject to attorney review; costs not to exceed \$20,500.00. Further, the approval of aggregate costs for travel expenses not to exceed \$15,000 for selected director search candidates, traveling more than 50 miles to appear for an interview as part of the director search process and relocation expenses in an amount not to exceed \$5,000 for the selected candidate. All amounts are to be charged to the Recruiting and Training Line of the Operating Budget.

Trustee Sontag arrived at 8:03 p.m.

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

Public Comment: R.Gilliar, M. DiCamillo, N. Penner, A. Mutum

OPEN TIME

N. Penner – LILINK, Interloans, Library acquisitions

DATE OF NEXT MEETING

Wednesday, September 18, 2019 - Regular Board Meeting – Main Library

ADJOURNMENT

The meeting was adjourned at 8:35 p.m. on motion by Trustee Smith and seconded by Trustee Hu.

Respectfully submitted,

Barry Smith
Secretary, Board of Trustees