
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
WEDNESDAY, SEPTEMBER 18, 2019 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Wednesday, September 18, 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
Barry Smith – Secretary
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: Liman Mimi Hu – Assistant Treasurer

CALL TO ORDER

The meeting was called to order by President Miller at 7:33 p.m.

President Miller reminded all in attendance about the meeting process which is to speak only when called on by the Chair and to limit your comments to the allotted time of three minutes.

Ms. Miller announced that two items from New Business are being moved forward in the agenda.

Trustee Sontag arrived at 7:40 PM

NEW BUSINESS

(a) Levels – Recognition

Adam Hinz, Youth Services Coordinator, recognized the following young adults for their volunteerism at the Great Neck Library.

- **Ryan Lee** – Ryan designed a “Smart” trash can that separates garbage from recyclable materials. In October, he will be running two workshops: *Meet the Maker*, where he will discuss his design and *Learn GNL*, where he will teach teens how to code.
- **Jaehyun Kim** – Jaehyun taught classes on Latin and Latin Culture to 5th and 6th graders.
- **Shylee Ezroni, Liel Ezroni, Alam Golman and Anna Kaplan** ran the library’s chapter of *Girls Who Code*.

(g) Appointment of Circulation Department Head Clerk

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Hai-Ngee Tan to the position of Circulation Department Head Clerk with a six-month probationary period, effective September 19, 2019, at an annual salary of \$39,000.00. [Job Description/Posting attached]

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

MOTION CARRIED UNANIMOUSLY

Public Comment: N. Camastro, Circulation Manager, stated that Ms. Tan has been an invaluable member of the reserves/interloans department which helps set up OCLC and LILINK. He is confident that she will be a wonderful asset as Head Clerk.

Board Comment: R. Miller congratulated Ms. Tan and thanked her for her service.

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the June 17, 2019, Board meeting as presented.

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

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 August 13, 2019 Executive Session as presented.

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

MOTION CARRIED UNANIMOUSLY

Special Board Meeting

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

MOVED, that the Great Neck Library Board of Trustees approve Minutes of the August 26, 2019 Special Board Meeting as presented.

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

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. September 18, 2019, Treasurer's Report;
- b. Warrant dated July 2, 2019 through July 7, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$161,162.37.
- c. Warrant dated August 5, 2019 through August 11, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$171,553.05.
- d. Warrant dated September 2, 2019 through September 8, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$172,386.68.
- e. Payroll Warrants for pay dates June 6 and June 20, 2019, which have been reviewed by the Treasurer, (in the amounts of \$150,911.66 and \$149,803.45, respectively,) for a total of \$300,715.11.
- f. Payroll Warrants for pay dates July 3 and July 18, 2019, which have been reviewed by the Treasurer, (in the amounts of \$192,673.24 and \$145,060.28, respectively,) for a total of \$337,733.52.
- g. Payroll Warrants for pay dates August 1, August 15 and August 29, 2019, which have been reviewed by the Treasurer, (in the amounts of \$151,993.40, \$143,077.20 and \$158,103.02, respectively,) for a total of \$453,173.62.

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

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 August 1 through August 31, 2019 as presented, which has been reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Smith reported that the committee met on June 13th. He noted that there are two items for approval on tonight's agenda for the Lakeville Branch painting and carpet cleaning. Dr. Smith announced that the Acting Director is working on obtaining more moving company bids for committee consideration. He stated the permit approval process for the Station Branch renovations is ongoing. Dr. Smith shared that, regarding the Parkville Branch renovations, our architect continues to work with the school board's architect to finalize the project plans. He invited all to attend the next Branch Committee

meeting, scheduled for Monday, September 23rd, where Elisabeth Martin from MDA design group will be on hand to give an overview of and to go over the status of the projects.

Director Search Committee

Trustee Sassouni reported that there is an item on tonight's agenda to recanvas the RFP for a search firm for a new director as they were unable to come to an agreement with the previously chosen firm.

Main Building Committee

Trustee Yan reported that the committee met on September 11th. He stated that the library's sustainability efforts are ongoing and that a "guru" will be invited to a future meeting to further educate them on sustainability. Mr. Yan shared that, in response to the website RFP submissions, the committee will be inviting Searles Media to their next meeting to review their proposal. He said that DEC approval in regards to the landscaping is still pending.

Grants

Acting Director Tracy Van Dyne reported that they received their final STEM grant reimbursement in the amount of \$46,701.85. The money has been returned to the Automated Library Fund.

Acting Director's Report

Acting Director Tracy Van Dyne announced that a report from our Local History librarian is now included with the staff reports. She stated that the STEM lab continues to be very popular and that on August 2nd it was toured by Min Liu from LILRC along with a number of library directors. Ms. Van Dyne reported that all departments and branches completed Active Shooter Training facilitated by Officer Steve Krukowski of the Nassau County Police Department. She added that panic buttons have been installed in the library's three multi-purpose rooms and STEM lab. Ms. Van Dyne highlighted the success of the Children's Department Summer Reading Club which had over 700 participants. She shared that the first shelf ready book order was placed and is expected to arrive next week. Ms. Van Dyne extended her congratulations to Egita Johnson, the newly appointed branch head at the Parkville Branch Library.

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

Main:

- Our STEM Lab staff continues to plan wonderful programs that bring in new patrons, young and old. On August 2, Min Liu from LILRC scheduled a tour for library Directors to experience the Lab and see what projects were being worked on at the time. Each Director left with a little trinket made in the Lab.
- **A reminder:** 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.
- All departments and branches have completed Active Shooter Training and walkthroughs with Office Steve Krukowski from the Nassau Police Department. Officer Krukowski has been asked to present at our annual Staff Development Day in November.
- The August staff meeting welcomed Matthew Dwyer, the Director of the Nassau County Office for the Physically Challenged. Matt spoke about and answered staff questions pertaining to "service" animals as opposed to "emotional support" animals, correct language to use, disability labels, etc.

- The book sale held on August 29th-31st raised \$571. I am looking to place a permanent book sale shelf near the circulation desk. This has been a request of many of our patrons. Thank you to all who attended and especially the staff members who assisted throughout each day.
- Nick Camastro and I will do our annual patron purge this month in order to clean out old accounts that have not been renewed in the past 5 years. This assists in keeping our patron lists current for the upcoming elections.
- 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. Besides CPR/AED, team building, stress relief, and active shooter topics, a topic that I am looking to add will instruct our librarians in the correct way to determine false information from truth. This will greatly assist them while they in turn assist our community.
- We have received our STEM Lab grant monies in the amount of \$46,701.85.
- 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.
- Telstar installed panic buttons in all three program/multipurpose rooms and the STEM Lab.
- I have been attending 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.
- We are currently in negotiations for the Head Clerk position and hope to have person in their position as soon as possible.
- We are looking to hire two temporary part time librarians for the Children’s Department.
- The posting for Web Designer just closed and we will begin interviews soon.
- In July, the parking lot was restriped and a fire lane was added.
- The Children’s Department had a wonderful Summer Reading Club turnout this year with over 700 participants.
- 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 July – September:

Pop Culture A to Z, Trends for Libraries – NLS	June 18 th	Jamie Lagasse Laura Sweeney	Levels Department
Criticism and Discipline Skills for Managers - Fred Pryor Seminars	July 17 th	All Supervisors	Supervisors
NCLA Website Committee Meeting	July 29 th	Cindy Simeti	Programming & Publicity
Overview NOVELNY: Databases, Business Insights	August 6 th	Irina Zaionts	Reference
Creating Engaging Programs for Older Adults – Kate Schneider, Bristol Senior Living	August 8 th	Donna Litke	Programming & Publicity
LILRC – Digitization & Metadata Basics	August 16 th	Christy Orquera	Reference/Local History
Overview NOVELNY: Academic OneFile	August 19 th	Irina Zaionts	Reference
B&T Shelf Ready Training given by A.Shuja & T.Van Dyne	August 21 st	Deidre Goode, Egita Johnson, Judy Axler, Judy Snow, Sandy Garrison	Children’s Department
B&T Shelf Ready Training given by A.Shuja & T.Van Dyne	August 7 th	Margie Chodosch, Deidre Goode, Lisa Crandall, Christy Orquera, Irina Zaionts	Reference, Children’s, Local History

Technical Services:

- It is a new fiscal year so we are working with the departments on keeping track of their collection budgets.
- 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.
- Our next B&T order will begin our Shelf-Ready experience. We are all looking forward to this project beginning.
- 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.

Branches:

- I would like to congratulate Egita Johnson, our new Parkville Branch Head. She began her position on September 2.
- 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.
- 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. The Town had come in to inspect the Parkville branch in order to renew our Public Assembly permit. Everything was approved with the exception of the new fire alarm the school put in over the summer and only completed the last week of the summer. Because this is a new system, we are obtaining the information from the school district in order to update our application, Lakeville Painting update: The painting and carpet cleaning companies have been decided on and are awaiting our go ahead. Due to lack of enough responses I was asked to post the RFP again and this will be discussed at the September Branch Committee meeting at the end of the month.

OLD BUSINESS

(a) Policy Manual Change-3rd Read & Vote

a. Revise Section 700-10/Categories of Borrowers - Third Read and Vote

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 changes to Section 700-10 (Categories of Borrowers) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

b. Revise Section 700-15/Expiration - Third Read and Vote

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

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to Section 700-15 (Expiration) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

c. Revise Section 700-20/Borrowing Privileges - Third Read and Vote

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

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to Section 700-20 (Borrowing Privileges) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

d. Revise Section 700-40/Loan Periods and Limitations - Third Read and Vote

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

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to Section 700-40 (Loan Periods and Limitations) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

e. Revise Section 700-45/Overdue Notices and Fines - Third Read and Vote

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 changes to Section 700-45 (Overdue Notices and Fines) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

f. Revise Section 700-50/Interloan - Third Read and Vote

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 changes to Section 700-50 (Interloan) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

g. Remove Section 700-64/Playaway View Agreement, Policy & Regulations - Third Read and Vote

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

RESOLVED, that the Great Neck Library Board of Trustees remove Section 700-64 (Playaway View Agreement, Policy & Regulations) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

h. Revise Section 700-65/Audio Materials - Third Read and Vote

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

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to Section 700-65 (Audio Materials) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

i. Remove Section 700-85/Archaeological Slide Collection -Third Read and Vote

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

RESOLVED, that the Great Neck Library Board of Trustees remove Section 700-85 (Archaeological Slide Collection) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

j. New Section 500-32/Diversity and Inclusion - Third Read and Vote

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

RESOLVED, that the Great Neck Library Board of Trustees adopt Section 500-32 (Diversity and Inclusion) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

(b) Open and Close Polls - Board Volunteers Needed

Trustee Sassouni volunteered to open the polls and Trustee Smith volunteered to close the polls at the Parkville branch on October 28th.

Trustee Miller volunteered to open the polls and Trustee Yan volunteered to close the polls at the Main Library on October 28th.

(c) Property Liability Insurance Renewal

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

RESOLVED, that the Great Neck Library Board of Trustees renew its property/liability insurance Commercial Package, Automobile and Umbrella policies for the period September 1, 2019 through August 31, 2020 with Utica Insurance Companies as presented by Edwards and Company, for a total of \$82,570.00 to be charged to the Property/Liability Insurance line of the operating budget.

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

MOTION CARRIED UNANIMOUSLY

(d) Approve Painting for the Lakeville Branch

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

RESOLVED, that the Great Neck Library Board of Trustees approve the painting of the Lakeville Branch in the amount of \$2,000.00 from Frank's Painting of Long Island; such funds to be taken from the Branch and Special Services Fund.

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

(e) Approve Carpet Cleaning for the Lakeville Branch

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

RESOLVED, that the Great Neck Library Board of Trustees approve carpet cleaning in the amount of \$350.00 from All Pro Carpet Cleaning; such funds to be taken from the Branch and Special Services Fund.

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

(f) Approve Pointing of Column Tops at the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the pointing of the tops of the columns at the Main Library in the amount of \$3,700.00 by A. Tanzman; such funds to be taken from the Main Building and Special Services Fund.

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

(h) Recanvass RFP for a Search Firm for New Director

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

RESOLVED, that the Great Neck Library Board of Trustees recanvass the RFP approved on June 17, 2019 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 – 6 (Miller, Yan, Smith, Pizer, Sassouni, Sontag)
MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

D. Zielenziger letter – Patron was in attendance and spoke on his concerns regarding safety in the Main Library parking lot.

DATES OF NEXT MEETINGS

October 22, 2019 Regular Board Meeting – Parkville Branch

October 28, 2019 Annual Meeting/Election – Main Library and Parkville Branch

ADJOURNMENT

The meeting was adjourned at 8:17 p.m. on motion by Trustee Pizer and seconded by Trustee Sontag.

Respectfully submitted,

Barry Smith
Secretary, Board of Trustees