

Great Neck Library
Policy and By-Laws Committee
Monday, October 7, 2019
Main Library

Board Members:

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

Library Professionals:

Nicholas Camastro (NC) absent with prior notice
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 at 6:04 PM.

Action Items

Tracy Van Dyne

1. Place all updated and removed Circulation Policies on next board agenda for first read – **Done. Items were approved at the 9.18.19 BoT meeting. Updates have been made to policy manual.**
2. Amend Policy #700-50 Interloans – increase number of interloans per patrons from 10 to 15 - **Done. Item was approved at the 9.18.19 BoT meeting.**
3. Prepare diversity policy for committee review to be placed on June BoT agenda for first read - **Done. Item was approved at the 9.18.19 BoT meeting.**

Recyclable Bags

TV reported that the recyclable bags were sold to patrons at the August book sale for \$5. They were able to fill the bags with as many books that fit. TV asked if the bags should now be made available for purchase at the circulation desks. The committee discussed the possibility of making the bags available to patrons by accepting voluntary donations. After a brief deliberation, the committee agreed that the decision should be made by library administration.

Revise Section #300-15: Responsibilities of the Assistant Director

RM questioned if revisions to job descriptions belongs at Policy. TV stated that 3 administrative positions (Director, Assistant Director and Business Manager) are in the policy manual. The committee requested that TV confirm if these positions need to remain in policy.

Revise Section #300-20: Responsibilities of the Business Manager

As with the Assistant Director position, the committee requested TV confirm if changes to this job description need to be approved in policy.

Revise Section #800-50: Bulletin Boards

Remove “*Careers and Jobs, Personals,...*” and “*...and Miscellaneous.*” and “*Notices regarding personal services, such as babysitting, tutoring, typing, etc., may be posted.*” and “*...the Audio Visual Room, Children’s Room and the...*”. Place on next board agenda.

Revise Section #700-45: Overdue Notices, Fines

Add “*Collection Agency – Accounts go to collections when items billed to the account are three (3) months past due. The total amount due on the account including bills, fines and manual charges is forwarded to the collection agency for processing. The minimum charge to be sent is \$15.00 in bills. We do not send an account if only fines are owed. There must be at least one billed item on the account. The exceptions are Interlibrary Loan and Direct Access charges from other libraries paid for by the Great Neck Library or bounced checks including bank fees owed by patrons to the Great Neck Library. We do not send accounts belonging to patrons of other Nassau County Libraries except under exceptional circumstances. Usually these delinquencies are paid for by the home libraries.*” and “*Programming Payments – The Circulation Department is responsible for the collection of monies for library programs. Pricing is determined by the Programming & Publicity Department. Circulation staff will register the patron and issue a written receipt at the time of registration.*”

After a lengthy discussion with several recommended edits, the committee decided this policy was not ready to move forward to the Board. They asked TV to update the document and to bring it back to the next policy meeting for review. The committee also requested TV research amnesty programs of other library’s, such as the Los Angeles Public Library, that absolve patron fines. TV shared a memo that was created by Nicholas Camastro and Pam Levin proposing the acceptance of canned food donations as a way to eliminate overdue fines. She noted that it had been presented to the previous Director but didn’t know if it had come to the Policy Committee.

MH announced that many patrons have had issues getting into children’s programs because they registered for the event using their library card as opposed to a children’s library card. She asked TV to please investigate and provide clarity on the registration requirements to the committee and the patrons.

Revise Section #700-50: Interloans

Add “*LILINK: The loan period is determined by the lending library. Material can only be renewed 1x as long as it is not billed to the patron’s account. Material must be checked out to the card requesting the item and also checked out at the requested pick up location. Fines are \$.50 per day which is set by LILINK. Loan periods are determined by the lending library. In general: three (3) weeks for print material and two (2) weeks or seven (7) days for media.*” and “*Patrons are responsible for any damage or loss to borrowed items and for any cost(s) incurred as determined by the lending library.*” and “*OCLC: The loan period is fourteen (14) days with a one-time renewal for seven (7) days. Material must be checked out to the card requesting the item and also checked out at the requested pick up location. Fines are \$.50 per day.*”

After a lengthy discussion with several recommended edits, the committee decided this policy was not ready to move forward to the Board. They asked TV to update the document and to bring it back to the next policy meeting for review.

Discussion: Policy #200-10: Operations of the Board of Trustees – Conduct of Meetings

TV shared that several recommendations were made regarding the BoT meeting process following the recent BoT training. RM noted that open time for public members and the running of executive sessions were two areas discussed. The committee asked TV to revise the existing policy and to bring it back to the next committee meeting for review.

Discussion: Library Card Ages for Children

TV stated that the age restriction on children's library cards prevent teens from checking out material that may be appropriate for them. She asked the committee to consider revising the policy to increase the age limit to check out more advanced material to 16. RM asked her to investigate the ALA policy on this, as well as the policies of other libraries.

Open Time

MH announced that some patrons are not able to tag the library on Facebook. She stated the importance of this as social media is a way for residents to share their comments and concerns on library matters. TV said she was unaware of any as other patrons have been tagging us but agreed to look into it.

Meeting adjourned at 7:00 pm.

Submitted by Gina Chase

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Tracy Van Dyne

1. Confirm if Assistant Director and Business Manager job descriptions need to remain in Policy.
2. Place revised Policy #800-50: Bulletin Boards on next board agenda for first read.
3. Edit Policy #700-45: Overdue Notices, Fines and Policy #700-50: Interloans and bring back to next policy meeting for review.
4. Research amnesty programs offered by other libraries to absolve overdue fines.
5. Provide clarity on registration requirements for children's programs.
6. Revise Policy #200-10: Conduct of Meetings and bring back to next policy meeting for review.
7. Investigate ALA policy and policies of other libraries regarding age limits for children's library cards.
8. Confirm that patrons are able to tag the library on Facebook.