
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, OCTOBER 22, 2019 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, October 22, 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
Chelsea Sassouni – Assistant Treasurer
Liman Mimi Hu – Assistant Treasurer
Scott Sontag – Trustee

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

Absent with Prior Notice: Josie Pizer – Treasurer

CALL TO ORDER

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

EXECUTIVE SESSION

Upon motion by Trustee Sassouni, seconded by Trustee Yan and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees enter into Executive Session for a discussion on Personnel Matters.

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

Trustee Smith arrived at 7:50 p.m.

Upon motion by Trustee Sontag, seconded by Trustee Sassouni and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees exit Executive Session.

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

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 September 18, 2019, Board meeting as presented.

VOTE: Yes – 6 (Miller, Yan, Smith, Sassouni, Hu, 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 September 12, 2019 Executive Session as presented.

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

MOTION CARRIED UNANIMOUSLY

TREASURER'S REPORT

Upon motion by Trustee Sassouni, seconded by Trustee Hu 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. October 22, 2019, Treasurer's Report;
- b. Warrant dated October 8, 2019 through October 13, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$200,186.23.
- c. Payroll Warrants for pay dates September 12th, and September 26th, 2019, which have been reviewed by the Treasurer, (in the amounts of \$146,577.21 and \$149,936.16 respectively,) for a total of \$296,513.37.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

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

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Smith acknowledged Lakeville Branch's nomination for Best Public Library on Long Island and encouraged everyone to vote. He noted there are is an item for approval on tonight's agenda for moving and storage in preparation for Lakeville's painting and carpet cleaning. Dr. Smith shared that the Lakeville Branch is expected to close in early November and possibly reopen the week of Thanksgiving. He added that the public is aware of the upcoming closure but that additional notices will be sent out. Dr. Smith said that the work permit for Station is nearly complete. He stated that there are two resolutions on tonight's agenda to approve a construction cost estimator for both the Station and Parkville Branches. Dr. Smith shared that the Parkville Branch design contract is being finalized. He anticipates that Lakeville will be the first project completed followed by Station then Parkville.

Main Building Committee

Trustee Yan reported that the committee met on October 7th. He shared that a principal from Searles Media was on hand to speak on their proposal regarding the website redesign. Mr. Yan announced that the committee ultimately decided to reopen the RFP process in hopes of getting responses from more qualified vendors. He stated that DEC has approved the application for the landscaping project and they are now awaiting the permit. Mr. Yan shared that the committee is also discussing the safety of the library's parking lot in response to community concern. He said that the library staff is looking into improved signage for the lot.

Policy and By Laws Committee

Trustee Hu reported that several Circulation policies were approved at the last board meeting along with a new diversity policy. She shared that the committee began discussing the creation of amnesty programs to possibly absolve patron fines. Ms. Hu stated that whether or not the inclusion of job descriptions should be included in policy was also discussed.

Acting Director's Report

Acting Director Tracy Van Dyne announced that we are now offering library cards in English, Farsi, Chinese and Spanish with Hebrew, Arabic and Korean being finalized. She said that the library's newsletter is now audible. Ms. Van Dyne reported that Meet the Candidates Night was held on Thursday, October 3rd and reminded everyone that the library election is on Monday, October 28th from 10am-10pm at Main and Parkville. She stated that the DEC approved the application for the landscaping project. The approval will be sent to the Town of North Hempstead. Ms. Van Dyne stated that Staff Development Day is on November 11th and that some of the planned events are CPR training, provided by Trustee Smith and several of his colleagues; a health and wellness program, led by librarian, Mimi Rabizadeh; and a STEM program, led by Christopher Van Wickler and Adam Hinz.

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

MAIN:

- The STEM Lab staff have been very busy! They have been asked to present at different LI meetings on various topics. We have also had librarian groups visit from both Nassau and Suffolk counties.
- **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.

- Nick Camastro and I completed 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. A total of 2,822 patron records were purged. 363 patrons had outstanding fines. 1,630 charges were waived totaling \$2,833.25. These numbers also include fee-paying cardholders.
- We have hired 2 temporary shelvers to assist us with a large shelving project. The shelvers are going through lists of items that are still marked OFFSITE STORAGE in our catalog. This project will be a huge help in cleaning up our online catalog. So far, we have gone from 27,009 items listed as OFFSITE to 21,670.
- We are now offering library cards in the following languages: English, Farsi, Chinese and Spanish. We are working on bringing in Hebrew, Arabic and Korean as well. Cindy has worked on creating publicity to let our patrons know about this new card option. They are available at all buildings.
- The GNL newsletter is now audible! Patrons now have the option to download their newsletter and have it read to them. Instructions are located on the website, social media or you can ask a librarian.
- Meet the Candidates Night was held on Thursday, October 3rd at the Main building. The community who attended were able to meet the Trustee Candidate, Scott Sontag and Nominating Committee candidate, Steve Jacob. The election will be held on Monday, October 28th from 10am - 10pm at the Main building and Parkville branch.
- We have received our approval from the DEC as the next step in our landscaping project. This approval will be added to the work permit application for the Town of North Hempstead.
- 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.
- I would like to congratulate Hai Tan who became our new Head Clerk working with Nick Camastro at the Main building. Hai brings years of Great Neck clerical experience and always arrives to work with a positive and cheerful attitude.
- 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.
- 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 and Presentations in September:

New York Comic Con	10/3	Laura Sweeney	Levels
GNL Schools for Library Card Sign Up Month	9/27	Courtney Greenblatt Jamie LaGasse Adam Hinz	Young Adult, Levels
NYC Media Lab	9/26	Adam Hinz Chris Van Wickler	STEM Lab
LILRC Meeting	9/24	Chris Van Wickler	STEM Lab
GNL Schools for Library Card Sign Up Month	9/23	Courtney Greenblatt Jamie LaGasse Adam Hinz	Young Adult, Levels
Family & Children’s Association	9/13	Adam Hinz Courtney Greenblatt	Young Adult
Makerspace Roundtable at NLS	9/12	Adam Hinz	Youth Services Coordinator
Active Shooter Training (Station Branch)	9/11	Justin Crossfox Raisa Dreyzin Gabriel Kane Lisa Wu Stowe MIJ Johnson Maureen McKenna	Station Branch Clerical & Librarians

		Doreen Winkhart Jennifer Ransom	
Overview – Novel Databases: General OneFile; Infotrac Newstand	9/5	Irina Zaionts	Reference
Active Shooter Training (Lakeville Branch)	9/5	Mina Pathak Eugene Guerin Jennifer Ransom Nancy Henigson Julia Fuentes Farah Shamuil Jill Rowley Lisa Crandall Jaimie Eckartz Alana Mutum.	Lakeville Branch Clerical & Librarians

TECHNICAL SERVICES:

- Steve and I continue to work with all 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 keeping the department running 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:

- The Lakeville Branch has been nominated for Best Public Library through Bethpage Best of LI. To place your vote for the Lakeville Branch until December 15, go to: bestof.longislandpress.com/voting
- Congratulations to Sheila Curscio and her knitting and crocheting circle as they were featured in a St. John’s news article: Library & Information Science Alumna Knits Community Together <https://www.stjohns.edu/about/news/2019-10-10/library-information-science-alumna-knits-community-together> Sheila and her circle have knitted and crocheted amazing creations from hats, to muffs, to blankets for the homeless, adults and babies who are in the hospital and for our soldiers. Thank you, Sheila, and all those in your circle!
- 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.
- Parkville now has its own 3D printer. Staff will be trained and then be able to run programs for our patrons.
- 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 that the school put in over the summer and only just 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. - UPDATE: The missing information has been sent in to the town and we are awaiting our Public Assembly permit.
- Lakeville Painting update: The Branch Committee has recommended a moving and storage facility for the Lakeville cleaning & painting project. This item has been placed on the agenda for the October meeting. Once this has been

approved, I will contact the movers, painting and carpet cleaning to work out a timeline. We will make sure that our patrons have ample notice that Lakeville will be closed for a period of time.

NEW BUSINESS

(a) Snow Removal Contract

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 renewal of the snow removal contract for the season November 1, 2019 through April 30, 2020 with EPG Construction Corp at a base price of \$9,998, plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulation over eight (8) inches, to be charged to the Snow Removal budget line.

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

MOTION CARRIED UNANIMOUSLY

(b) Award RFP for Moving and Storage Company for Lakeville Branch Painting

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

RESOLVED, that the Great Neck Library Board of Trustees award the RFP for moving and storage so that the Lakeville Branch can be painted to National Library Relocations, per the attached quotation, in an amount not to exceed \$16,160.00; to be charged to the Branch and Special Services Fund-

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

MOTION CARRIED UNANIMOUSLY

(c) Approval of Construction Cost Estimator for the Station Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees approve New York Civil Estimating Services Inc. as Construction Cost Estimator for the Station Branch Renovation project, per the attached quotation, in an amount of \$400.00; to be charged to the Branch and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

(d) Approval of Construction Cost Estimator for the Parkville Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees approve New York Civil Estimating Services Inc. as Construction Cost Estimator for the Parkville Branch Renovation project, per the attached quotation, in an amount of \$400.00; to be charged to the Branch and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

(e) Approve Purchase of New Computers

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of 80 new computers, model Dell Optiplex 3070 to complete the replacement plan of all Window 7 computers, in the amount of \$60,654.40.00 from Dell; such funds to be taken from the Automated Library Fund.

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

MOTION CARRIED UNANIMOUSLY

(f) Approve Purchase of Computer Software

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of 80 Microsoft Office Professional Plus 2019 licenses, in the amount of \$5,785.60 from GovConnection; such funds to be taken from the Automated Library Fund.

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

MOTION CARRIED UNANIMOUSLY

(g) Approve Purchase of Receipt Printers and Barcode Scanners

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of seven (7) receipt printers and (8) eight barcode scanners in the amount of \$4,010.00 from Bayscan Technologies; such funds to be taken Computer Hardware-PCs Expense Line in the General Fund.

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

MOTION CARRIED UNANIMOUSLY

(h) Policy Manual Change(s)

- Revise Section 800-50/Bulletin Boards – First Read

Trustee Hu read aloud the proposed updated policy.

(i) Approval to Proceed with Full Time Children’s Librarian Position Prior to January 2020

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

RESOLVED, that the Great Neck Library Board of Trustees approve moving forward with the process to procure a Full-Time Children’s Librarian prior to the original budgeted start date of January 1, 2020.

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

Abstain – 1 (Sassouni)

MOTION CARRIED

(j) Approval of Publicity/Posting, Travel & Relocation Expenses for Director Search Candidates

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

RESOLVED, that the Great Neck Library Board of Trustees approve the coverage of aggregate publicity/postings expenses not to exceed \$2,500.00, travel expenses not to exceed \$15,000 for selected director search candidates to appear for an interview as part of the director search process. Further, we approve an amount not to exceed \$5,000 in relocation expenses for the selected candidate. These amounts are to be charged to the Recruiting and Training Expense line of the operating budget.

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

None

DATES OF NEXT MEETINGS

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

November 19, 2019 Regular Board Meeting – Main Library

ADJOURNMENT

The meeting was adjourned at 8:55 p.m. on motion by Trustee Sontag and seconded by Trustee Smith.

Respectfully submitted,

Barry Smith
Secretary, Board of Trustees