
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, NOVEMBER 13, 2018 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, November 13, 2018, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President
Rebecca Miller – Vice President
Weihua Yan – Secretary
Josie Pizer – Treasurer
Joel Marcus – Assistant Treasurer
Barry Smith – Assistant Treasurer
Chelsea Sassouni - Trustee

Also Present: Denise Corcoran - Director
Tracy Van Dyne – Assistant Director
Steven Kashkin – Business Manager

EXECUTIVE SESSION

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

RESOLVED, to enter into executive session for a discussion on personnel matters.

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

Upon motion by Trustee Pizer, seconded by Trustee Yan it was,

RESOLVED, to exit executive session.

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

No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Schaufeld at 8:05 p.m.

Secretary's Report on Election Results

Secretary Weihua Yan Reported the October 29, 2018 election results.

BOARD OF TRUSTEES

Four-year term ending January 2023 to fill seat currently held by Robert Schaufeld

Liman Mimi Hu (Nominating Committee Candidate) 1389 votes

Qiping Zhang (Write in Candidate)	761 votes
Scott Sontag (Write in Candidate)	1 vote
Amy Langert (Write in Candidate)	1 vote
Joseph Esrail (Write in Candidate)	1 vote
Chelsea Sassouni (Write in Candidate)	1 vote

Four-year term ending January 2023 to fill seat currently held by Joel Marcus

Chelsea Sassouni (Independent Candidate) 1195 votes

David Zielenziger (Nominating Committee Candidate)	681 votes
Qiping Zhang (Write in Candidate)	16 votes
Dennis Duan (Write in Candidate)	1 vote

Two-year term ending January 2021 to fill remaining term of Douglas Hwee

Josie Pizer (Nominating Committee Candidate) 1117 votes

Qiping Zhang (Write in Candidate)	22 votes
Rosemarie Rocco (Write in Candidate)	1 vote
Gee-Kang Hwee (Write in Candidate)	1 vote
Mehran Hakimian (Write in Candidate)	4 votes
Robert Schaufeld (Write in Candidate)	2 votes
Doug Hwee (Write in Candidate)	2 votes
Michael Fuller (Write in Candidate)	1 vote
Todd Langert (Write in Candidate)	1 vote
Rebecca Gilliar (Write in Candidate)	1 vote
Scott Korman (Write in Candidate)	1 vote
Liman Mimi Hu (Write in Candidate)	1 vote

One-year term ending January 2020 to fill remaining term of Francine Ferrante Krupski

Scott Sontag (Nominating Committee Candidate) 1011 votes

Robert Schaufeld (Independent Candidate)	559 votes
Qiping Zhang (Write in Candidate)	17 votes
Morris Hodkin (Write in Candidate)	1 vote
Nancy Levitin (Write in Candidate)	1 vote
Mehran Hakimian (Write in Candidate)	2 votes
Zoreh Alagheband (Write in Candidate)	1 vote

NOMINATING COMMITTEE

Three-year term ending January 2022 to fill seat currently held by Howard Esterces

Francine Ferrante Krupski (Nominating Committee Candidate) 1098 votes

Qiping Zhang (Write in Candidate)	11 votes
Mehran Hakimian (Write in Candidate)	9 votes
Jiqiang Guo (Write in Candidate)	1 vote
Nick Nabavian (Write in Candidate)	1 vote

Three-year term ending January 2022 to fill seat currently held by Donald Panetta

William Gens (Nominating Committee Candidate)	1032 votes
Qiping Zhang (Write in Candidate)	9 votes
Patricia Chen (Write in Candidate)	1 vote
Mehran Hakimian (Write in Candidate)	9 votes

Two-year term ending January 2021 to fill remaining term of Samuel Gottlieb

Siu Long (Alex) Au (Nominating Committee Candidate)	1094 votes
Qiping Zhang (Write in Candidate)	19 votes
Maria Condello (Write in Candidate)	1 vote
Mehran Hakimian (Write in Candidate)	8 votes
Michael Shwarts (Write in Candidate)	1 vote
Chelsea Sassouni (Write in Candidate)	1 vote

Total Ballots Cast = 2,369

MINUTES

Regular Board Meeting

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the October 23, 2018 Regular Board meeting as presented.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

TREASURER’S REPORT

Upon motion by Trustee Pizer, seconded by Trustee Marcus 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. November 13, 2018, Treasurer’s Report;
- b. Warrant dated November 2, 2018 through November 4, 2018 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$73,572.92.
- c. Payroll Warrants for pay dates October 11 and October 25, 2018, which have been reviewed by the Treasurer, (in the amounts of \$155,470.45 and \$150,118.43, respectively,) for a total of \$305,588.88.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of October 1 through October 31, 2018 as presented, which has been reviewed by the Finance Committee.

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

REPORTS

Branch Committee

Trustee Schaufeld reported that the committee met on November 5th. He said it was a very productive meeting and that resolutions approving the purchase of furniture for Lakeville is on tonight's agenda.

Main Building Committee

Trustee Miller reported that the committee will be meeting in December.

Policy and By Laws Committee

Trustee Marcus reported that the committee met on November 8th. He noted that a STEM lab policy is on tonight's agenda for a first read.

Fundraising Committee

Trustee Yan reported that the committee will be meeting on a future date.

Long Range Planning Committee

Trustee Marcus reported that the committee met on November 8th. He noted that the first read of the revised Mission Statement is on tonight's agenda. The statement was moved forward by the Policy and By Laws Committee.

Technology Committee

Trustee Yan reported that the committee will be meeting on November 20th.

Grants

Director Corcoran reported that the IMA has been received for the STEM lab grant and that it is moving forward.

Director's Report

Director Denise Corcoran commended staff on their professionalism during the annual election. She announced that the library participated in The Great Give Back, a community service initiative, through the programs *Teen Craft-for-a-Cause* and *Sticks-in-the-Stacks*. Ms. Corcoran shared that the Local History room is now open to patrons on Tuesdays and Wednesdays from 1pm – 3pm, Thursdays from 10am – 1pm and by appointment. She noted that shelving for the Main Library has been received and installed. She is very excited about sharing more of the collection with our patrons. Ms. Corcoran stated that she is working with staff on balancing the collection at all four of our locations and that she is collaborating with the Queens Library on foreign language titles. Ms. Corcoran announced that she met with Rebecca Gilliar and Jason Marra, Superintendent for the Great Neck Park District, to coordinate the return of the library's art books. She reported that the new Emerging Technologies Librarian started and that he is eager to get to work on the STEM lab and many other things.

Text of Denise Corcoran's, Director, written report dated November 2018 is below:

ADMINISTRATION & TRAINING

- The Library’s annual election was held on October 29, 2018. Ballots cast totaled 2,369. The Library staff is commended for their professionalism during the election process.
- The Great Neck Library participated in The Great Give Back which is a community service initiative with a mission to provide a day of opportunities for the patrons of Long Island libraries to participate in meaningful, service-oriented experiences. Our service initiatives were *Teen Craft- for- a- Cause* and *Sticks- in- the- Stacks*.
- The Local History Room will be open to patrons on Tuesdays 1pm-3pm, Wednesdays 1pm-3pm, Thursdays 10am-1 pm, and by appointment. In January, we plan to add additional hours including one night each week.
- We have been preparing the space which will house our new STEM Lab. In order to accomplish this task, some staff work areas had to be relocated.
- A new app has been installed on the staff computers of the Children’s department which allows staff to set time limits on I-Pad use.
- Print on Demand museum passes from participating museums are now available online to all of our patrons. For museums not participating in the program, traditional passes will still be available at Main and Parkville.
- Effective November 1, 2018 the Library discontinued distribution of plastic bags at Circulation in accordance with our commitment towards sustainability.
- Preparations have been made to accept the return of books from Rebecca Gilliar which have been stored at Great Neck House.
- Additional shelving has been installed at the Main Library.
- We have completed submission of information to our largest book vendors, Baker & Taylor and Ingram, in order for them to provide proposals and pricing for “shelf-ready” book processing.
- Docuware migration is still in progress.
- We continue to interview candidates to fill current vacancies.
- I continue to meet monthly with the Dept. Head’s president and the Staff Association president to ensure open lines of communication and good working collaboration.
- I have met and or had phone conversations with our patrons to resolve issues and hear suggestions for better service.

Staff Longevity Milestones

I would like to recognize and congratulate our staff for reaching the following longevity milestones:

- ★ Mimi Rabizadeh - 5 years in November
- ★ Barbara Buckley - 5 years in November
- ★ Jill Lee – 5 years in November

Staff Trainings and Workshops

LILRC 23 rd Annual Archives Conference	October 12 th	Christy Orquera	Reference
NLS Managing for Customer Service	October 16 th	Margery Chodosch	Reference
Sierra Training by Nicholas Camastro	October	Children’s Staff	Children’s
Diversity and Discrimination for Employees	October	Denise Corcoran Tracy Van Dyne Steven Kashkin Adam Hinz Holly Coscetta Gina Chase	Administration

Workplace Bullying and Violence: Training for Employees	October	Denise Corcoran Tracy Van Dyne Steven Kashkin Adam Hinz Holly Coscetta	Administration
Digital Museum Pass Training by Wanda Lei	October 24 th	Branch Staff Reference Staff Circulation Staff	Branch Heads Reference Staff Circulation Staff
Screen Time Management Solutions by Krayon Kiosk	October	Children’s Staff	Children’s

COMMUNITY & OUTREACH

- On Monday, October 29th – Annual Election

MAIN LIBRARY

- New signage noting right of way has been installed in the parking lot. Right of way arrows have been repainted in response to safety concerns.
- We continue to work to resolve HVAC-punch list items.
- Staff work areas have been re-designated for better work flow.
- I worked with architects and planners to gather information needed for landscaping projects.
- Staff worked to prepare for installation of new shelving. The computer area was consolidated without the loss of any patron use computers.
- A retractable belt barrier has been installed at the bottom of the staircase near the vending machines. A sign will be affixed to alert patrons using Levels during evening programming that the Library area is closed.

BRANCHES

- Quotes have been received for new furniture for the Lakeville Branch and recommendations made for Board resolution.
- We are continuing our work with MDA designgroup on the Parkville and Station renovations.
- Inspection is scheduled for mid-November to obtain Parkville’s Public Assembly permit.

Assistant Director’s Report

Assistant Director Tracy Van Dyne reported that virtual museum passes are now available and that staff has been trained on how to process them. She shared that the Children’s Department now has an app that will provide them control over the amount of time patrons are on the I-Pads. This will allow parents to determine how long they want to allow their child to be on the devices. Ms. Van Dyne announced that the first quote for “Shelf Ready” books has been received from Baker and Taylor. She said that she will be reviewing it with Denise Corcoran since it is a very specific and detailed quote. Ms. Van Dyne stated that she has been working with Technical Services and the branches to ensure that each location has what it needs to meet the needs of the community.

Text of Tracy Van Dyne’s, Assistant Director, written report dated November 2018 is below:

Main:

- On November 1st, the library began offering Print on Demand museum passes. The following passes are currently being offered as Print on Demand: American Airpower Museum; Children’s Museum of the Arts; Cold Spring Harbor Fire House; Cold Spring Harbor Fish Hatchery; Frick Collection; Garvies Point; Holocaust Memorial; Intrepid Sea, Air & Space; Jewish Museum; Museum of Modern Art; Nassau County Firefighters; Nassau County Museum of Art, NY City Transit Museum (beginning February 2019); Old Bethpage Village; Old Westbury Gardens; Paley Center for

Media; Vanderbilt Museum. This system will allow more patrons the opportunity to use our passes instead of having to wait for a Pick Up/Return pass to come back.

- The information for the Print on Demand museum passes has been updated on the website, in Event keeper, and on all bookmarks and brochures. Staff has been trained in all departments and branches in order to assist our patrons. Additional training is always available if needed.
- I have been holding bimonthly meetings with the Maintenance staff to keep up on what is going on in the building and what large programs/events may be coming up that will need coverage.
- The Children's Department now has a new app on their Reference computers that will enable them to control their patron iPads. It works similar to Cassie in that patrons can be logged on and off for certain time frames. This will allow parents to control how long their child is on an iPad. Currently, the Main building is using this but the branches will have it added on Thursday, November 8th. Staff is being trained by Rob Mascarelli from Krayon Kiosk on the use of the app.
- On October 26, with the assistance of the Children's staff I introduced a Pumpkin Decorating program to our holiday programming. Fifty costumed little ones attended and a good time was had by all. Thank you again to everyone who assisted in decorating and during the program itself. It couldn't have happened without you!
- New shelving for the library will begin arriving on Friday, November 8th. I have been working with Maintenance and Garry Horodyski from IT on preparing all locations before the company comes to begin installation.
- In anticipation of our new STEM Lab, I have been working with Maintenance and Garry Horodyski from IT on moving staff members to their new locations throughout the building. Thank you to everyone for their patience.
- A very large THANK YOU to all of our staff who worked on Election Day. It was a very busy day but everyone was wonderful and professional. They assisted in making the day work more smoothly.
- Welcome to our new hires and congratulations to Margie Chodosch who became our official Head of Reference after being Interim for many years.

Technical Services:

- I have been holding 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 orders from each department and upload the order records.
- I am continuing to go through each deletion request. I have requested that many of the items be reordered if they are considered to be in unacceptable shape but are frequently used by the community. Items considered for deletion are those that are beyond repair, have unidentifiable markings or stains or are obsolete in their information.
- We have completed intake forms to begin receiving "Shelf Ready" items two of our largest book vendors, Baker & Taylor and Ingram. We are now waiting to hear back with any specifics and different quotes from these vendors. This will assist the Technical Services staff greatly with the heavy load of items that are now coming in as well as filling our patron's requests in a timely manner.
- Departments have been fulfilling patron requests and ordering items for our foreign language collections. Numerous items are being added to Main as well as the branches who will be receiving some brand-new collections that they have never had before. We are working on making sure that each building has what it needs to fit our communities.

Branches:

- I continue to hold weekly Branch visits as well as monthly Branch Head meetings. Currently the main topic on everyone's mind is of course the upcoming renovations for Parkville and Station. 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 as to keep everyone updated.
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches. MDA is currently working on updated construction documents to be able to move on to the next phase of our renovations.
- Quotes for new furniture for the Lakeville branch are under discussion. We are looking to replace the tables, chairs, computer chairs, Circulation desk chairs and to add some additional storage seating in the Children's area as well as repaint the walls.

OLD BUSINESS

(a) Policy Manual Changes

- a. Revise Section 700-40/Loan Periods & Limitations – Second Read
- b. Revise Section 500-60/Access to Records – Second Read
- c. Revise Section 200-50/Committees Meetings of the Board – Second Read
- d. Revise Section 1500-40/Voting – Second Read
- e. Revise Section 800-10/Use of Meeting Rooms – Second Read
- f. Revise Section 300-30/Responsibilities of Department Heads – Second Read
- g. New Section 900-75/Ad Hoc Advisory Committee to Acquire Materials – Second Read
- h. New Section 500-38 Staff Training and Development-Second Read
- i. New Section 800-80 3D Print Policy-Second Read (DC to address w/Legal)

NEW BUSINESS

(a) Presentation of June 2018 Audited Statements by R.S. Abrams & Co., LLP

Upon motion by Trustee Marcus, seconded by Trustee Miller and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the audited Financial Statements and the Auditor's Report for the fiscal year ended June 30, 2018.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee Marcus thanked Steven Kashkin for his hard work on completing the audit. Mr. Kashkin extended his gratitude to Jill Lee who works tirelessly to keep the Business Office running and in order.

(b) Approve Library Director Salary

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

RESOLVED, that the Great Neck Library Board of Trustees approve Denise Corcoran's salary as Library Director for the period of February 1, 2019 through January 31, 2020 in the amount of \$157,500.00 and allow the carry-over of any unused vacation time until January 31, 2019.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(c) Award Additional Monies to the Library Director

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

RESOLVED, that the Great Neck Library Board of Trustees award Denise Corcoran \$7500.00 for her tireless efforts, exemplary skills and extraordinary management ability which enabled us to successfully move forward. Monies to be charged to the General Fund.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(d) Proceed with an RFP for the Station and Parkville Branch Renovations

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

RESOLVED, that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for General Contractors for the Station and Parkville Branch renovations.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(e) Approve Purchase of Chairs for the Lakeville Branch

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 purchase of Twenty (20) Casper Stacking Chairs without casters and eight (8) Casper Stacking Chairs with casters, in the amount of \$6,744.00 including shipping from Smart Furniture for the Lakeville Branch; such funds to be taken from the Branch & Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(f) Approve Purchase of Furniture for the Lakeville Branch

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of Two (2) Jonti Read-a-Round Circles, One (1) Palette Lounge Square Chair, Four (4) Mid Back Mesh Task Chairs, One (1) Kite 750 Series Mobile Rectangular Table and Four (4) Kite 750 Series Mobile Square Tables with shipping , in an amount not to exceed \$6,900.00 for the Lakeville Branch from Demco; such funds to be taken from the Branch & Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(g) Approve the RAVE Application

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

RESOLVED, that the Great Neck Library Board of Trustees approve the use of the RAVE Panic Button Incident Response Application, as offered by the Nassau County Police Department to all Nassau County Public Schools and Libraries, with no cost incurred to the Library

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(h) Ratify Adoption of NYS Sexual Harassment Policy & Distribute to Staff

As mandated by the state of New York, The Great Neck Library will adopt the New York State model policy and complaint form for Sexual Harassment, appendix to the Policy Manual, and distribute to staff.

(i) Renew D& O and Flood Insurance

Upon motion by Trustee Marcus, seconded by Trustee Miller and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees renew its Directors & Officers & Employment Practices Liability, and Flood policies for the period November 28, 2018 through November 27, 2019 with Philadelphia Insurance Company and American Bankers Insurance Company, for a total of \$9,363.00 to be charged to the Property/Liability Insurance line of the operating budget.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(j) Approve Pre-Construction Survey and Asbestos Analysis for the Parkville Branch

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of J.C. Broderick and Associates, Inc. to perform the following; Pre-construction survey, sampling and analysis of suspect asbestos, Lead and PCB containing materials associated with the GNL Parkville location at a fee not to exceed \$3,475 pending legal review; such funds to be taken from the Branch and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(k) Authorize Light Inspection Repairs for the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of Roland's Electric Inc. to install and repair emergency lights at the GNL Main building at a fee of \$1,325; such funds to be taken from the Main Building and Special Services Fund.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(l) Approve Re-Flagging of Wetland Boundary for the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of Land Use Ecological Services, Inc. to re-delineate the wetland boundary by reflagging the area at a fee of \$500; such funds to be taken from the Landscaping Fund.

VOTE: Yes – 7 (Schaufeld, Miller, Yan, Pizer, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(m) Policy Manual Changes

- a. Revise Section 500-10/Mission Statement – First Read
- b. New Section 800-75/STEM Lab Policy

Board Comment: Trustee Schaufeld requested that suggested changes to either one of these policies be sent directly to Trustee Marcus.

CORRESPONDENCE

None

OPEN TIME

N. Penner – Public at Board Meetings, Election Information on Website, Security at Library, Errors in Cataloguing, Phones in Media.

DATES OF NEXT MEETINGS

December 18, 2018 – Regular Board Meeting - Main Library

ADJOURNMENT

The meeting was adjourned at 9:04 p.m. on motion by Trustee Marcus and seconded by Trustee Pizer.

Respectfully submitted,

Weihua Yan
Secretary, Board of Trustees