

Great Neck Library
Policy and By-Laws Committee
Wednesday, November 13, 2019
Main Library

Board Members:

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

Library Professionals:

Nicholas Camastro (NC)
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. Confirm if Assistant Director and Business Manager job descriptions need to remain in Policy. **DONE. They do not need to remain in policy. TV noted that their removal was also recommended by Rebekkah Smith Aldrich (RSA). MH suggested to table this discussion as part of the general policy overhaul per RSA's recommendations.**
2. Place revised Policy #800-50: Bulletin Boards on next board agenda for first read. **DONE. Item is on November 19th BoT agenda.**
3. Edit Policy #700-45: Overdue Notices, Fines and Policy #700-50: Interloans and bring back to next policy meeting for review. **DONE. See attached. MH stated that perhaps moving these policies forward should wait until a complete review of RSA's recommendations. TV said that if RSA's recommendations are accepted, they will have to go through three reads to be made into policy.**
4. Research amnesty programs offered by other libraries to absolve overdue fines. **DONE. See attached.**
5. Provide clarity on registration requirements for children's programs. **DONE. Detailed information has been posted on the website, included in the newsletter, sent via email blast and noted on EventKeeper.**
6. Revise Policy #200-10: Conduct of Meetings and bring back to next policy meeting for review. **DONE. See attached.**
7. Investigate ALA policy and policies of other libraries regarding age limits for children's library cards. **DONE. ALA does not set policy on such. Each library sets their own policies. MH asked what other library's policies are on this. TV responded that most offer either two cards (Children's - up to 17 years of age and Adults 18 years of age and above) or three cards (Children's, Young Adult and Adult). She added that we offer three cards (Children's - up to 5th grade, Young Adult - 6th grade to 12th grade and Adult). NC clarified that the Children's and YA cards come with several parental restrictions on them. He noted that a previous Board lowered the age for Children's cards by one year. The committee discussed the need for restricting children's access to video games and video contents. MH asked for staff to research why this was done and to report back to the Committee.**

8. Confirm that patrons are able to tag the library on Facebook. **DONE. Patrons are able to tag the library on posts. MH said this was not done and offered to show it to TV on her phone at the conclusion of the meeting.**

Remove Sections #300-15: Responsibilities of the Assistant Director and #300-20: Responsibilities of the Business Manager

TV reiterated that these job descriptions do not have to be included in Policy. Their removal is supported by Library Counsel and recommended by RSA. She stated that they will be added to the November 19th BoT agenda for a first read. MH noted that RSA's feedback is a comprehensive one and would like the committee to have a general discussion on how they are going to move forward with her, and Counsel's, recommendations. She noted that RSA's suggestions include the removal not only of these sections but of several others. MH requested that they hold off on removing this section until the Committee has an opportunity to discuss it more in depth at its next meeting.

Revise Section #700-45: Overdue Notices, Fines

Add "Collection Agency – Accounts go to collections when lost, missing or damaged items billed to the account are three (3) months past due. The minimum charge to be sent is \$15.00. We do not send an account if only fines are owed. 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. These delinquencies are paid for by the home libraries."

The committee discussed the recommended edits and made minor changes to improve readability. NC explained that the library waits until an item is three months overdue before sending it to the collection agency. He added that several notices are sent to the patrons advising them an item is overdue before the account is sent to collection. Once it is sent to the agency, it is assumed that the item is lost. NC noted that if the item is found and returned the patron will only be responsible for the overdue charges plus the \$10 collection agency fee. RM clarified that what is billed to the account is not of the billing but of the original past due date. She suggested revising to read, "... three (3) months past due the original due date." The committee agreed with the modifications to the section and requested it be added to the next BoT agenda for a first read.

Revise Section #700-50: Interloans

Add "...through the following processes: Patrons are responsible for any damage or loss to borrowed item and for any cost(s) incurred as determined by the lending library and as per the Resource Sharing Code (RSC) and New York State Law 90.3. a. Nassau Library System Inter-Library Loan (ILL)." and "b. LILINK The loan period is determined by the lending library. Material can only be renewed once 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 for late items are \$.50 per day which is set by LILINK. Loan periods are determined by the lending library. In general: 3 weeks for print material and 2 weeks or 7 days for medial. c. OCLC WorldShare The loan period is 14 days with a one time renewal for 7 days. Material must be checked out to the cardholder requesting the item and also checked out at the requested pick up location. Fines for late items are \$.50 per day." and Remove "The patron is held responsible for lost material and any fees charged by the lending library." and "All late items reserved through LILINK or WorldShare will incur a cost of \$.50 per day."

MH asked TV to send policy revisions to the committee prior to the meeting so that they have time to review. The committee discussed the recommended edits and made minor changes to improve readability. SS wondered why there is a need to include such detail on a LILINK policy in the library's policy manual

instead of just referencing it. MH believed it is important to spell it out for our patrons who refer to our policy manual for direction. She feels it will help regulate their behavior. SS and BS cautioned that if LILINK changes their policy then we will have to change our policy as well. RM recommended attaching the existing LILINK policy to our manual. NC stated that the attachment is voluminous. After a lengthy discussion, the committee agreed to add “Governed by ... “beneath the Nassau Library System, LILINK and OCLC sections and to reference the Resource Sharing Code or New York State Law 90.3. MH commented that if we were to include the regulations, we need to be specific here.

Discussion: Rebekkah Smith Aldrich suggestions for the Policy Manual

The committee reviewed the suggestions made by RSA for our policy manual. MH reported that Counsel also looked over the recommendations. RM said that the next step should be for library administration to bring back to the next policy meeting actual changes based on RSA’s notes. MH disagreed and stated that these changes should be made by the Trustees on the committee. RM noted that it is the committee’s job to move the policy forward but added that the professionals are the operational people who have to put this into action. MH stated that she agrees with all of RSA’s changes and asked for the committee’s input. She said that several of RSA’s recommendations, including the removal of administrative job descriptions, are straightforward but feels that many others need in depth discussion by the committee before presenting them to the Board. BS echoed RM’s sentiment that the professionals should prepare draft language based on RSA’s recommendations for the committee’s review. RM said in order to progress this work, the committee must have a holistic discussion on all the recommended changes. MH said that what she intended to do was to create a table breaking down the parts that were going to be worked on and when. The committee agreed to set up a timeline for these changes and discuss it at their next meeting.

Meeting adjourned at 7:00 pm.

Submitted by Gina Chase

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Action Items

Mimi Hu

1. Discuss, clarify and set rules for policy committee meetings: a) When a proposal is advanced to the Board; b) All policy revision proposals must be ready for review prior to the meeting.
2. Set up time table and task force for RSA's recommended changes. MH will send out a proposal prior to the meeting.
3. Schedule next committee meeting for 90-minute duration.

Tracy Van Dyne

1. Identify why age limit on Children's library card was lowered by a previous Board.
2. Place revised Policy #700-45: Overdue Notices, Fines on next BoT agenda for first read.
3. Place revised Policy #700-50: Interloans on next BoT agenda for first read.