
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, NOVEMBER 19, 2019 AT 7:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, November 19, 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
Josie Pizer – Treasurer
Liman Mimi Hu – Assistant Treasurer
Scott Sontag – Trustee

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

Absent with Prior Notice: Barry Smith – Secretary
Chelsea Sassouni – Assistant Treasurer

CALL TO ORDER

The meeting was called to order by President Miller at 7:08 p.m.

EXECUTIVE SESSION

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

RESOLVED, that the Great Neck Library Board of Trustees enter into Executive Session for a discussion on Legal Matters.

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

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

RESOLVED, that the Great Neck Library Board of Trustees exit Executive Session.

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

President Miller announced that she will be taking a few agenda items out of order for this meeting.

NEW BUSINESS

(a) Retirement of Pamela Levin-Senior II Media Librarian

On behalf of the Board, President Miller thanked Ms. Levin for her 31 years of service to the Great Neck Library. She presented Ms. Levin with a bouquet of roses and a Certificate of Appreciation which read as follows: *In appreciation of your diligent and dedicated service to the Great Neck Library, your leadership role in the community, your integrity, and your professional manner.*

PRESENTATION OF JUNE 2019 AUDITED STATEMENTS BY CULLEN & DANOWSKI, LLP

Jill Sanders from Cullen & Danowski, LLP distributed copies and discussed the annual audit report. She noted that library was issued an “unmodified opinion”, the best opinion it can receive. Ms. Sanders stated that the books were in order and no deficiencies in internal controls existed.

President Miller thanked Steven Kashkin and his team for all their hard work.

SECRETARY’S REPORT ON ELECTION RESULTS

Vice President Yan reported the October 28, 2019 election results.

BOARD OF TRUSTEES

**Four-year term ending January 2024 to fill seat currently held by Scott Sontag
Scott Sontag (Nominating Committee Candidate) 96 votes**

NOMINATING COMMITTEE

**Three-year term ending January 2023 to fill seat currently held by Patrick McDonnell
Steve M. Jacob (Nominating Committee Candidate) 99 votes**

Total Ballots Cast = 106

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the October 22, 2019, Board meeting as presented.

VOTE: Yes – 4 (Miller, Yan, Hu, Sontag)

Abstain – 1 (Pizer)

MOTION CARRIED

TREASURER’S REPORT

Upon motion by Trustee Pizer, seconded by Trustee Sontag 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 19, 2019, Treasurer's Report;
- b. Warrant dated November 4 through November 10, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$735,102.01.
- c. Payroll Warrants for pay dates October 10th, and October 24th, 2019, which have been reviewed by the Treasurer, (in the amounts of \$151,741.38 and \$153,607.83 respectively,) for a total of \$305,349.21.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

Upon motion by Trustee Pizer, seconded by Trustee Hu 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, 2019 as presented, which has been reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Acting Director Van Dyne shared that the Lakeville painting and carpet cleaning is complete and the branch will be reopening tomorrow at 1:00 p.m. She acknowledged the wonderful art work of Laura Sweeney, from Levels, who painted a quote on the dropdown ceiling of the branch along with a small mural in the bathroom. Ms. Van Dyne announced that the building permit application for the Station Branch has been submitted to the Town and they are awaiting approval. She reported that some issues have arisen regarding the contract with the school architect for the Parkville Branch renovations. Ms. Van Dyne stated that she will go into more detail on this at the next Branch Committee meeting.

Director Search Committee

President Miller reported that the committee met and that progress was made on creating a process for the advertisement to go out for the next Library Director. She noted that there is an item on tonight's agenda for approval on this. Ms. Miller shared that what is going to occur is that the job posting will go out then applications will be received by the Chair and reviewed by the whole committee. Subsequently, first round interviews will be recommended and conducted by the committee but Board members are welcome to attend. Ms. Miller stated that the application process will be closed at the end of January.

Main Building Committee

Trustee Sontag reported that the landscaping plans have been approved by the DEC and that work will likely start in the spring. President Miller stated that once the building permit is received from the Town, they will have a more accurate timeline. Trustee Pizer asked for clarity on what the permit covers and requested a list of items that are going to be covered under the construction permit to ensure that the library is always in compliance.

Policy and By Laws Committee

Trustee Hu reported that recommendations for changes to our policy were provided by Rebekkah Smith Aldrich and reviewed by our Counsel. She stated that the committee is trying to develop a process to start adopting some of the changes. She encouraged all to attend the committee meetings as these policies affect the entire community.

Acting Director's Report

Acting Director Tracy Van Dyne reported that the STEM lab's part time librarian accepted a full-time position at another library. They are currently recruiting for her replacement. She stated that Levels is busy with rehearsals for Shrek Jr. the Musical which will take place on November 21st. Ms. Van Dyne announced that, in response to patron requests, the Children's department will now be adding weekend STEM programs throughout all four locations. She noted that Donna Litke is setting up a sustainability program that is expected to take place in the summer. Recycling trucks will come to the library for patrons to put in their scrap metal and electronics. Ms. Van Dyne shared that a stitching group has begun to meet at the Station Branch.

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

MAIN:

- The OFFSITE STORAGE clean-up project is still on-going but at a great pace. 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 15,837.
- On Thursday, October 24, we held our Pumpkin Decorating program. There were a total of 96 children in attendance with their parents and caregivers. This was a ticketed event where each child received a pumpkin to decorate with paint, stickers, markers, etc. Some came dressed for the occasion in their Halloween finest.
- The Library is 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. We have had classes requesting library card applications in Spanish before they come in for their class visits.
- The annual election was held on Monday, October 28th from 10am - 10pm at the Main building and Parkville branch.

BOARD OF TRUSTEES

Four-year term ending January 2024 to fill seat currently held by Scott Sontag

Scott J. Sontag (Nominating Committee Candidate) 96 Votes

NOMINATING COMMITTEE

Three-year term ending January 2023 to fill seat currently held by Patrick McDonnell

Steve M. Jacob (Nominating Committee Candidate) 99 Votes

Total Votes Cast = 106, Quorum Met

- 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. Greg Marett from Bayview Landscaping and Dan from Rockwell Developers have been invited to our next Main committee meeting to be held on November 13 to update us and inform us on next steps.
- 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.
- I would like to thank Ever and Bogdan who were put to the test these last two weeks as we've been short staffed in the Maintenance department. They have both stepped up regarding issues at Main (backed up plumbing, roof leaks), the move at Lakeville as well as their regular tasks. Thank you both.

- There were two issues of the drains backing up in the gallery area. Citywide Plumbing was called in both times. The issues were a mix of diapers and other items being flushed down the toilets. Diaper Genies have been added to ALL bathrooms as well as signs placed in all stalls to remind patrons not to flush anything other than toilet paper down the toilets.
- Administration and the Board of Trustees continue to work towards a resolution regarding open building issues.
- We are in negotiations for the Web Designer position.
- 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 October and early November:

NLS – Book Buzz (Adult Session)	November 4 th	Lisa Crandall Egita Johnson	Reference Branch Head
NLS – Book Buzz (YA Session)	November 4 th	Kathryn Baumgartner	Parkville Children’s
LILRC - Annual Archives Conference	November 4 th	Christy Orquera	Local History
NLS – Database Roundtable	October 30 th	Irina Zaiants	Reference
LILRC – Effective Delegation Techniques for Managers	October 25 th	Alana Mutum Egita Johnson	Branch Heads
NLS – Support Staff Roundtable	October 23 rd	Nicholas Camastro Hai Tan	Circulation

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.
- Arifa and I met with our new Customer Success Manager on Monday, November 4. Christina discussed her role going forward with the library now that we are officially in Shelf-Ready ordering.
- 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

- 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: I have received the notarized paperwork from the landlord and am now able to apply for a building permit.
- 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. We are still awaiting our Public Assembly permit from the town.
- Lakeville Painting update: As I type this report I am sitting amongst the movers and painters who are working on our Lakeville Branch. Lakeville closed on Monday, November 4 and will open again by the end of the month.

OLD BUSINESS

(a) Policy Manual Change

- i. Revise Section 800-50/Bulletin Boards-Second Read

NEW BUSINESS

(b) Approve Posting for a Senior II Media Librarian

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Full Time Senior II Media Librarian Job Posting as attached.

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

Board Comment: Trustee Pizer asked for Pamela Levin to review the proposed job posting.

(c) Presentation of June 2019 Audited Statements by Cullen & Danowski

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 audited Financial Statements and the Auditor's Report for the fiscal year ended June 30, 2019.

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

(d) Renew D& O and Flood Insurance

Upon motion by Trustee Yan, seconded by Trustee Hu 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, 2019 through November 27, 2020 with Philadelphia Insurance Company and American Bankers Insurance Company, for a total of \$9,902.00 to be charged to the Property/Liability Insurance line of the operating budget.

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

MOTION CARRIED UNANIMOUSLY

(e) Approval of Job Posting for Library Director

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Library Director Job Posting as attached.

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

MOTION CARRIED UNANIMOUSLY

(f) Policy Manual Change(s)

- i. Remove Section 300-15/Responsibilities of Assistant Director - First Read
- ii. Remove Section 300-20/Responsibilities of Business Manager - First Read
- iii. Revise Section 700-45/Overdue Notices, Fines - First Read
- iv. Revise Section 700-50/Interloan - First Read

Board Comment: Policy Manual Changes were TABLED for additional review.

CORRESPONDENCE

None

OPEN TIME

N. Penner: Emergency Evacuation Procedures, Public Access Television

DATES OF NEXT MEETINGS

December 17, 2019 Regular Board Meeting – Main Library

ADJOURNMENT

The meeting was adjourned at 9:05 p.m. on a motion by Trustee Sontag and seconded by Trustee Yan.

Respectfully submitted,

Weihua Yan
Vice President, Board of Trustees