
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, DECEMBER 17, 2019 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 17, 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
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: Barry Smith – Secretary
Josie Pizer – Treasurer

CALL TO ORDER

The meeting was called to order by President Miller at 7:33 p.m. President Miller announced that she will be taking a few agenda items out of order for this meeting.

NEW BUSINESS

(c) Appointment of Full Time Children’s Librarian

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Judy Snow to the position of Full Time Children’s Librarian with a six-month probationary period, effective December 18, 2019, at an annual salary of \$57,000.00. [Job Description/Posting attached]

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

(d) Appointment of Senior II Media Librarian

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Camille DiPietro to the position of Senior II Media Librarian with a six-month probationary period, effective January 6, 2020, at an annual salary of \$65,000.00. [Job Description/Posting attached]

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

(e) Appointment of Technical Services Manager

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of James Pagano to the position of Technical Services Manager with a six-month probationary period, effective January 13, 2020, at an annual salary of \$73,000.00. [Job Description/Posting attached]

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

Board Comment: On behalf of the Board, President Miller congratulated Judy, Camille and James on their appointments.

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the November 19, 2019, Board meeting as presented.

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

TREASURER'S REPORT

Upon motion by Trustee Sassouni, 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. December 17, 2019, Treasurer's Report;
- b. Warrant dated December 2 through December 8, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$183,531.88.
- c. Payroll Warrants for pay dates November 7th, and November 21st, 2019, which have been reviewed by the Treasurer, (in the amounts of \$155,521.23 and \$149,928.39 respectively,) for a total of \$305,449.62.

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

PAYROLL CHANGES

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

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

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Acting Director Van Dyne reported that the Lakeville Branch reopened on November 20th after its painting and carpet cleaning was complete. She shared that she has reached out to Dr. Teresa Prendergast, Great Neck Schools' Superintendent, to discuss the library's ongoing issues with the school architect regarding the Parkville Branch renovations. She stated that they are still waiting for the approved building permit from the Town for the Station Branch renovations.

Director Search Committee

Trustee Sassouni reported that Library Director job posting has been made public and disseminated. She announced that she has started receiving applications. Ms. Sassouni stated the committee is working with counsel on the proper process for handling of the applications to ensure the confidentiality of the applicants before setting up interviews. She said the next committee meeting will be in January.

Main Building Committee

Trustee Yan reported that the committee met last night. He said that Ms. Nazanin Amirian was on hand to provide the committee with suggestions on how to move forward with the library's sustainability initiative. Mr. Yan announced that three firms will be invited to the next committee meeting to discuss their proposals for the website redesign project. He expects the committee to be prepared with a recommendation to the Board after these presentations are complete.

Policy and By-Laws Committee

Trustee Hu reported that the committee will be meeting in January and invited everyone to attend.

Acting Director's Report

Acting Director Tracy Van Dyne reported that she ordered a shelf that will be placed in the lobby of the Main Library to begin an ongoing book sale for our patrons. She shared that on November 11th the annual staff training day was held. Ms. Van Dyne thanked Trustee Smith for organizing the CPR/AED training. She also extended her appreciation to staff members Christopher Van Wickler, Adam Hinz, Arifa Shuja and Mimi Rabizadeh who ran workshops on that day. Ms. Van Dyne announced that the Lakeville Branch reopened to the public on November 20th after being closed for just two weeks. She said that many compliments have been received on the branches much needed "facelift". Ms. Van Dyne reported that STEM lab staff collaborated with Legislator Birnbaum's office to assist teens participating in the Lexus Eco-Challenge which provides them an opportunity to win scholarships of up to \$500,000 by submitting action plans to help tackle environmental issues in the community. She shared the sad news of the passing of Gabe Chieco, a founding member of the Library's Music Advisory Committee.

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

MAIN:

- The new year will see our new Board of Trustees and their new positions as well as our new Nominating Committee member. Welcome!
- 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. We have gone from 27,009 items listed as OFFSITE to 12,315.
- We have received our approval from the DEC as the next step in our landscaping project. This approval has been 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.
- I have ordered a shelf to be placed in the lobby to begin a small permanent book sale for our patrons.
- Administration and the Board of Trustees continue to work towards a resolution regarding open building issues.
- We are in negotiations for the following positions: Senior II Media Librarian, Fulltime Children’s Librarian, TS Manager.
- November 11th was our annual staff training day. The staff were able to participate in workshops such as CPR/AED training provided by Trustee Barry Smith, STEM lab training provided by Chris and Adam, an HR workshop entitled “Understanding Personalities at Work”, Baker & Taylor training provided by Arifa and Tracy as well as a health and wellness program run by Reference Librarian, Mimi.
- 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 early December:

NLS - Mental Health First Aid	December 17th	Marie Terranova	Reference
LILRC – Archives Committee Mtg	December 12th	Christy Orquera	Reference / Local History
LILRC – Using Community Resources to Enhance Library Programming	December 6th	Lisa Crandall	Reference
NCLA YASD Installation of Officers	December 5th	Courtney Greenblatt	Reference / YA
NLS – 2020 Annual Mock Caldecott Award Workshop	December 2nd	Judith Snow	Children’s

TECHNICAL SERVICES:

- Steve and I continue to work with all departments on keeping track of their collection budgets.
- We are currently in negotiations for the TS Manager position.
- 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.
- 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.
- All departments and branches are weeding our collections for condition and timeliness. Non-fiction items are continuously being updated with newer versions. Items that are in good condition are placed on our future book sale shelf in the bookroom.
- 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 staff.
- 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: I am in communication with the school superintendent and Elisabeth Martin from MDA in order to move forward with our project. We are still awaiting our Public Assembly permit from the town.
- The Lakeville branch reopened on November 20th at 1pm after being closed for just over 2 weeks. The branch received a much needed “face-lift” consisting of paint, carpet cleaning, and some artwork in honor of Ruth Klement, Lakeville’s previous much loved branch head. The quote “Welcome to Your Favorite Little Branch” and the mural in the bathroom were done by Laura from our Levels department. The branch also opened to new public computers installed by Garry. I would also like to thank Ever from Maintenance for his assistance with the project.

OLD BUSINESS

(a) Policy Manual Change - Revise Section 800-50/Bulletin Boards - Third Read and Vote

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

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to Section 800-50 (Bulletin Boards) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

(a) Acceptance of Gift - Pipa Magazine

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

RESOLVED, that the Great Neck Library Board of Trustees accept the donation of four (4) One Year Subscriptions to PIPA Magazine from Carol Peng and that an acknowledgment and thank you letter be issued to Ms. Peng.

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

MOTION CARRIED UNANIMOUSLY

(b) Records Destruction Per Retention Policy

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of the following records from the Director’s office in accordance with the Record Retention Schedule 400-30:

General

- 2013 (Jan - Dec) Meeting Files and Background Materials from BoT meetings

- 2012 (Jan - Dec) Accident and Incident Reports (1.10)

Election

- 2014 Voter Registration Records, including register of Voters (2.1)
- 2018 Voted Ballots (2.3)
- 2018 Application for Proxies (2.4)
- 2018 Records Used to Compile Election Results (2.6)
- Candidate designation or nomination records, including petitions and related records (2.7)

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

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee Yan recommended the digitization of all board-related materials including board packets. Trustee Hu echoed this sentiment and President Miller said this is something to be discussed at a Policy Committee meeting.

(f) Extend Stipend for Web Maintenance

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

RESOLVED, that the Great Neck Library Board of Trustees extend the resolution dated June 17, 2019, for the annual stipend of \$15,000.00 for Cindy Simeti for the purpose of web site design and maintenance for the sooner of an additional six (6) months or until the position is filled.

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

None

OPEN TIME

None

DATES OF NEXT MEETINGS

January 7, 2020 Annual Re-Organization Meeting – Main Branch

January 14, 2020 Regular Board Meeting – Main Branch

ADJOURNMENT

The meeting was adjourned at 7:58 pm on a motion by Trustee Sontag and seconded by Trustee Sassouni.

Respectfully submitted,

Weihua Yan

Vice President, Board of Trustees