
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JUNE 23, 2020, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, June 23, 2020, via WebEx [Agenda attached]

The following Trustees were present constituting a quorum:

Weihua Yan – President
Liman Mimi Hu – Vice President
Scott Sontag – Secretary
Rebecca Miller– Treasurer
Chelsea Sassouni – Assistant Treasurer
Josie Pizer – Assistant Treasurer
Barry Smith – Trustee

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

CALL TO ORDER

The meeting was called to order by President Yan at 6:02 p.m.

MOMENT OF SILENCE FOR DEIDRE GOODE

A moment of silence was observed for Deidre Goode, Head of the Children’s Department. who passed away on May 20, 2020.

REOPENING DISCUSSION

President Yan asked Acting Director Tracy Van Dyne to provide an update on the library’s reopening. Ms. Van Dyne reported that beginning the week of June 1st limited Administration, Business Office and Facilities staff were allowed in the building to prepare for reopening. During this time, furniture was moved, hand sanitizers and cleaning supplies were placed throughout the buildings, signs indicating social distancing and mask requirements were put out, etc.

Starting the week of June 15th, guidelines allowed for under 50% of staff to return to the buildings. Staff reported to Main and Parkville. Administration personnel were on hand to ensure that all staff received PPEs and that they completed wellness forms. Clerks began the process of quarantining returned items from the book drops, filling patron

reserves, checking in and out items and removing any fines. Technical Services staff started working on all prior orders from before the closure, as well as, receiving and cataloging all new items that were released by the vendors.

Curbside pickup started on Monday, June 22nd and will run Monday through Friday from 10:00am – 4:00pm. Bags labelled with the patrons last name will be set up in the foyer area of both Main and Parkville. Detailed information on curbside pickup has been posted on the library website and throughout social media. It has also been printed in the local newspapers.

Trustee Pizer expressed concern for the Technical Services staff due to their enclosed work space. Acting Director Van Dyne stated that the staff is being socially distanced by working at every other desk. She added that all the doors are open to allow for the air to circulate. Trustee Pizer asked if the insurance company cleared this procedure. Business Manager Steven Kashkin said that he has reached out to them and is awaiting their response.

Trustee Sontag asked if the library is keeping a list of PPE supplies they have on hand and if there is anything that they are in need of as he is sure that the community would be happy to donate if necessary. Acting Director Van Dyne responded that currently they are stocked with approximately 400 disposable masks and added that most staff prefer to wear their own. Trustee Sontag said he feels they need more and said maybe we should accept mask donations

Trustee Hu questioned why pickup curbside pickup is only being offered Monday through Friday between 10:00 am- 4:00 pm. She said those times make it difficult for patrons who are back at work to utilize the service. Acting Director Van Dyne said that they are allowing family members to pick up items on the library card holders behalf. She noted that she is discussing the possibility of adding Saturday pick up hours with Nicholas Camastro, Circulation Manager.

Acting Director Van Dyne said that Phase 4 of reopening is estimated to be on July 13th but the date will need to be confirmed by the Governor. At that point the public may be allowed back in the building by appointment. In house programming will also be considered based on whatever limitations are set. Computer stations and general seating will also be back made available by appointment with hourly time limits. Furthermore, the Station and Lakeville branches may reopen which will allow more staff to report back to work.

MINUTES

Budget Hearing and Adoption

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the May 11, 2020 Budget Hearing & Adoption as presented

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the May 19, 2020 Board meeting as presented

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee Pizer noted that the word array needs to be corrected to awry.

TREASURER'S REPORT

Upon motion by Trustee Miller, seconded by Trustee Smith 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. June 23, 2020, Treasurer's Report;
- b. Warrant dated June 9 through June 14, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$196,012.99
- c. Payroll Warrants for pay dates May 7th, and May 21st, 2020, which have been reviewed by the Treasurer, (in the amounts of \$148,059.55 and \$137,874.45 respectively,) for a total of \$285,934.

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of May 1 through May 31, 2020 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

REPORTS

Main Building Committee

Trustee Sontag reported that work continues on the website. He announced that the committee has met several times and that new changes are currently being implanted that will hopefully be completed soon. Acting Director Van Dyne stated that the permits for the landscaping project are good and that Greg Marret from Bayview Landscaping is now vetting contractors who have the time and capability to work on a project of this size. Trustee Pizer asked if there is a timeline for the completion of the project. Acting Director Van Dyne said that she emailed Greg on this but has not heard back as of yet. Trustee Sontag questioned why contractors were not vetted prior to obtaining the permit. Acting Director Van Dyne responded that she will check with Greg as to why this was not done. President Yan inquired if the RFP was sent out yet. Acting Director Van Dyne stated that once he completes vetting companies, he will send them out. President Yan asked Acting Director Van Dyne to have the timeline prepared for the next Main Committee and Board meetings.

Acting Director's Report

Acting Director Van Dyne shared that in light of Deidre Goode's sudden passing, various staff members have stepped up to assist with this year's Virtual Summer Reading Club. Justin Crossfox, Station's Branch Head, has temporarily taken the lead of the Children's Department. Acting Director Van Dyne announced that the library's budget passed. She shared that Kathryn Baumgartner, Parkville's Children's Librarian, set up a wonderful visit with Chris Grabenstein, author of the popular Mr. Lemoncello children's book series.

Text of Tracy Van Dyne's, Acting Director, written report dated May 2020 is below:

Main:

- We were shocked and saddened by the passing of our long time Head of Children's, Deidre Goode. Deidre was a dedicated professional who touched many lives. We will miss her infectious laughter. We will be discussing ideas to memorialize Deidre once we are officially back in the building.
- Exciting news and a step in the right direction!
Dear Great Neck Community,
We are excited to announce that the Library will begin it's reopening process through a phased approach. Before we move to each new phase, we will carefully assess the situation and elevate our ability to serve you in the safest and most efficient way. The health and well-being of our patrons, staff, and community is our highest priority.

The Library Staff will continue to provide you with virtual services such as digital library cards, e-books, audiobooks, and various types of wonderful programming for all ages. You can also look forward to an online Summer Reading Club for all ages!

Our schedule is subject to change according to the directives from State and County Officials.

JUNE 15 - Outside book drops at Main, Parkville, and Great Neck House, will be open for returns. As per CDC guidelines, all returned items are to be quarantined for 72 hours before being checked in and re-shelved. (Fines will continue to be waived at this time.)

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JUNE 22 - Curbside pickup for books and media will begin. Staff will be available via phone for readers' advisory and to place holds. The Library will be open for curbside from 10am - 4pm Monday through Friday.

We hope to open our doors to our community, with restrictions in place, sometime in July. Please continue to monitor our website and Facebook pages for updates. Library updates will also be sent out through our online newsletter. You can sign up for it on our website at greatnecklibrary.org.

We are all looking forward to seeing our Great Neck community and assisting you with your needs. We hope you are all well.

Sincerely,
The Great Neck Library Trustees
Acting Director, Tracy Van Dyne

This information has been sent to the news, is posted in our website, Facebook, Instagram and has been sent out as an email blast. We are very much looking forward to being back in the building and working towards seeing our patrons once again.

- Since closing our doors on March 14th for the safety of both the community and the staff, we have:
 - Continue to waive all late fees for overdue items while the library is closed. Item due dates have been extended to September 1.;
 - Waived all late fees for hardcopy museum passes while the library is closed;
 - Renewed all expired library cards until December 31 as to not interrupt access to our e-services. This date was chosen by all libraries in Nassau County since we understand that not all patrons will feel comfortable enough to leave their homes or venture out immediately.;
 - Patron holds will not expire while the library is closed;
 - Book drops in all locations have been closed for the safety of all;
 - Camille, our Head of Media, has been working with all departments on increasing ordering for our OverDrive/Libby e-book/audiobook collection (Ordering is continued to be done while the library is closed);
 - Update the community through our website, Facebook, Instagram, Twitter, and e-mail blasts. We continue to put together items to be sent to the Island Now, Great Neck Record, and PATV. Patrons who are not already signed up for e-mail blasts may do so from the website.;
 - Continue to have any necessary committee and Board meetings through WebEx services (all meetings are posted on the website, Facebook, and through e-blasts) Any information for these meetings will be added as a link on the website underneath the meeting.;
 - Sanitize the building with the services of a professional cleaner. The book drops will also be sanitized before reopening.;
 - Staff continues to work from home to create programming, tutorials, resource materials, and anything else that they can think of to make life a little bit easier and put a smile on our public's face.
 - Daily posts from our staff to our Facebook and website of programs, demos, book clubs, cooking classes, recipes, e-resources through the library, resources for teachers and parents homeschooling, new items in our collection, STEM Lab tutorials, tutorials on how to use our e-resources, Census information and so much more;. In an effort to consolidate our programs for ease of use, we have created a Great Neck YouTube Channel that is now live. All staff created programs will be housed there to make searching easier for past programs.. A link to

- the site will always be available on the website, Facebook, in email blasts as well as any publicity that goes out to the papers.;
- Answer emails from our concerned patrons;
 - Administration continues to work at home taking care of bookkeeping, committee meetings, payroll, assisting our staff and community during this time.
 - The week of June 15th welcomes staff back on a limited schedule and following proper safety guidelines. The Circulation staff is working on checking in items that were left in the book drops before our closure as well as filling the over 1000 reserves that were placed. Technical Services staff are working on items that were left previously and are now receiving many orders that were placed while we were closed.
 - The week of June 22nd begins curbside pickup and the arrival of our librarians and Levels staff on a limited schedule and following safety guidelines. These staff members will have the ability to now work on virtual programming in-house with their supplies and books readily available, answer reference calls, continue ordering, weeding, and other projects. Patrons will have the opportunity to pick up their reserve items during our curbside pickup beginning June 22. Curbside pickup will be done at the Main and Parkville buildings from Monday through Friday 10-4pm. Patrons will receive a call from our clerical staff that their order is ready and they will have 3 days in which to pick them up. Homebound delivery will begin again as well.
 - We had a wonderful author visit with Chris Grabenstein, author of the very popular Mr. Lemoncello children's book series. Thank you to Kat, our Parkville Children's Librarian, for inviting him!
 - We now have access to more streaming services through RBDigital including Acorn, Novelas, Indie Flix, Great Courses, Qello, LearnitLive, and Whonuit.
 - Camille has been able to extend Hoopla checkouts from 6 to 12 items per patron now.
 - Patron outreach calls made by our clerks have been completed this week. Clerks informed our patrons of our e-resources, online programming, and any updates that are going on with the library itself.
 - Until we are fully opened, we will continue to issue digital library cards to those patrons who do not have a current library card. It can only be used for e-resources and will expire on 12/30. After this date, patrons will need to come in and formally register for a full library card at the Circulation desk.
 - We have been using Google Voice for patron phone reference. Adult Reference: 440-462-4517 / Children's Reference: 440-462-3902. This will end beginning June 22 when the librarians are back in the buildings.
 - We continue to hold our own online meetings be it Administration, Department Heads, Department Heads with their own staff, meetings about programming, or anything else that we need to discuss.
 - In our ongoing efforts to support the community during this difficult time, the Great Neck Library has used their skills to 3D print and laser cut PPE (personal protective equipment) from home. The Great Neck Library would like to thank all Frontline Personnel for all that they do.
 - Staff who crochet and knit will begin a project to make wearing face masks a little less uncomfortable for our first responders.
 - I continue working with Cindy on reorganizing our website for better use during this time. Stay in contact with your librarians by using *Ask a Librarian*.
 - Hiring has been put on hold during this time as we can not provide a start date for them. Once we are opened we will discuss when filling vacant positions is feasible.
 - Cindy and I have been working with John Alutto of Renaissance Media Solutions at the beginning stages of our website redesign project. Our next virtual Main meeting will be on Thursday, June 18 at 6:00 pm.

- The Great Neck School/Library Budget has been extended to June 16th. The Governor extended the deadline to receive completed absentee ballots by mail to June 16th. .
<https://www.greatneck.k12.ny.us/Page/14418>
- During this time, staff training has taken an upswing. Training helps to ensure a better customer service experience as well as keeping staff updated on the newest trends.
- Staff Training and Presentations in May:

Making Space for Self: Wellness Between Service and Productivity	4-Jun	Jennifer Ransom	Reference
Emergency Preparedness an disaster Recovery for Library Collections	May	Karen Trager	Reference
Introduction to Technical Services and Catalog Records	May	Karen Trager	Reference
Collection Development Basics	May	Karen Trager	Reference
Collection Development Policy	May	Karen Trager	Reference
Introduction to Subject Headings	May	Karen Trager	Reference
Introduction to Dewey Classification	May	Karen Trager	Reference
Understanding the Internet	4-Jun	Doreen Winkhart, Gina Chase	Various
Fostering Equity in Tech with Girls Who Code	3-Jun	Jennifer Ransom	Reference
How to Create a Trans-Inclusive Workplace.	3-Jun	Kathryn Baumgartner, Justin Crossfox	Various
Learn How to Co-Host a Digital Program	1-Jun	Doreen Winkhart	Clerk
Shelving with Dewey	29-May	Mina Pathak	Clerk
LILRC: Virtual Meetup-Coping with Covid-19 Taking Care of Your Emotional	28-May	Doreen Winkhart, Gina Chase, Jennifer Ransom	Various
Apple Smart Device	28-May	Doreen Winkhart	Clerk
Nassau Library System Young Adult Librarians Webinar <i>Intro to Discord</i>	28-May	Courtney Greenblatt	Reference/YA
SLJ Day of Dialog	27-May	Courtney Greenblatt	Reference/YA
Adding Live Chat and Implementing A Virtual Phone System	22-May	Jennifer Ransom	Reference
Webinar Book Buzz	22-May	Lisa Stowe	Children's
Google Calendar, Notes, and To Do	21-May	Doreen Winkhart, Lisa Stowe	Various
Coping with Stress 2	21-May	Doreen Winkhart	Clerk
Above and Beyond: Developing a Culture of Organizational Citizenship	20-May	Justin Crossfox	Branch Head
Ask An Archivist: Numbering: Creating Identifiers for Archives	19-May	Jennifer Ransom, Margery Chodosch	Reference
Worldbook Online Webinar	19-May	Margery Chodosch	Reference
Directors Summit: SirsiDynix 5/19	19-May	Alana Mutum	Branch Head
Directors Summit: SirsiDynix 5/19	18-May	Alana Mutum	Branch Head
Returning to Work: An HR Checklist	18-May	Holly Coscetta	Administration
Coping with Change	15-May	Mina Pathak	Clerk

Health Happens in Libraries: Librarians as Health Literacy First Responders	15-May	Mina Pathak	Clerk
Outreach Virtual Meetup	14-May	Donna Litke	Programming
Health Happens in Libraries: Health Information Resources for Staff	14-May	Mina Pathak	Clerk
Getting Started with Libby	14-May	Mina Pathak	Clerk
Webinar: Supporting Job Seekers	13-May	Lisa Stowe	Children's
Scams, Fraud and Identity Theft: How Libraries can Help	13-May	Mina Pathak	Clerk
Webinar: Covid 19 Safety Tips for Reopening your Library	12-May	Lisa Stowe, Egita Johnson	Various
NLS- Libraries and the Employment Crisis	12-May	Alana Mutum	Branch Head
GNL- Running Virtual Programs	12-May	Alana Mutum	Branch Head
Capira Webinar- Curbside pickup demo	12-May	Alana Mutum	Branch Head
NCLA Technology Committee Meeting	12-May	Alana Mutum	Branch Head
Excel for Librarians	12-May	Mina Pathak	Clerk
NCLA Technology Committee Meeting	11-May	Alana Mutum	Branch Head
LILRC Social Media Librarians	11-May	Alana Mutum	Branch Head
Emerging Librarians Committee	11-May	Alana Mutum	Branch Head
Developing and Maintaining E-Policies and Procedures for Libraries	11-May	Mina Pathak	Clerk
E-Readers for Everyone	11-May	Mina Pathak	Clerk
SHRM-Choosing the Right Software for your HR Goal	11-May	Holly Coscetta	Administration
Booklist Webinar: Mental and Emotional Wellness: Books For Young Readers	9-May	Lisa Stowe	Children's
LILRC Librarian Meetup- Leading Book Groups	8-May	Alana Mutum	Branch Head
Ethics and Empathy in Data Visualization Webinar	7-May	Alana Mutum	Branch Head
SHRM-Furlough, Layoffs and Unemployment Insurance Amid COVID 19	6-May	Holly Coscetta	Administration
Summer Reading Meeting	5-May	Courtney Greenblatt	Reference/YA
ReferenceUSA Webinar	4-May	Jennifer Ransom	Reference
NCLA Technology Committee Meeting	4-May	Alana Mutum	Branch Head
Booklist Webinar—New Middle-Grade Series	4-May	Courtney Greenblatt	Reference/YA
Nassau Library System Young Adult Librarians meet up	1-May	Courtney Greenblatt	Reference/YA

Technical Services:

- James has completed the Administration portion of his Innovative training.
- While we are closed James has been able to work at home cleaning up items in the catalog as well as being the one who extended patron expiration dates on expired cards.
- The TS staff have begun their shifts in the building and are working on items that were left from when we closed. We are starting to receive in shipments of items that were ordered while closed so the staff will begin to work on receiving those new items.

Branches:

- I hold biweekly Branch Head meetings.
- Branch Heads continue to hold staff meetings with their branch staff.

OLD BUSINESS

(a) Policy Manual Changes

i. Revise Section 200-20/Responsibilities of Trustees- 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees revise 200-20 (Responsibilities of Trustees) from the Board Policy Manual. [copy attached]

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

No – 2 (Sassouni, Pizer)

MOTION CARRIED

Board Comment: Trustee Pizer requested that this policy change be removed from the table because it leaves the library open to conflict of interest. She feels it is a mistake to have this section removed. President Yan noted that the only thing that is being revised is the clause from the job description stating that the Board has the responsibility to vet and hire the Business Manager but that they still have to approve the position upon recommendation from the Director.

(b) Untable Holiday Closings & Sunday Hours

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the motion relating to the September 2020 to August 2021 Schedule of Holiday Closings and Sunday Hours.

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

Abstain – 1 (Pizer)

MOTION CARRIED

(c) Holiday Closings & Sunday Hours

Upon motion by Trustee Pizer, seconded by Trustee Miller and after discussion, it was, subsequently TABLED,

MOVED, that the Great Neck Library Board of Trustees accept the September 2020 to August 2021 Schedule of Holiday Closings and Sunday Hours as presented.

Board Comment: Trustee Pizer said that she was unsure as to why this is being voted on since it really pertains to the contract. Trustee Sassouni clarified that the last time the board met they requested for Acting Director Tracy Van Dyne to specify which days were required by contract to remain closed. She said the spirit of many Board members is to remain open as many Sundays as possible because Great Neck has a very diverse community especially when it comes to holidays. Trustees Smith and Hu echoed her sentiments.

Public Comment: M. DiCamillo stated that during her tenure on the Board it was decided to close on Mother's Day, Yom Kipper and Easter due to staffing issues.

Board Comment: After a lengthy discussion the Board agreed to table this motion for further consideration.

NEW BUSINESS

(d) Announce Donation

The Board acknowledged receipt of a TV/VCR combo which will be used by Christy Orquera to digitize records in the Local History room. A thank you letter will be issued.

(e) Excess Computer Equipment Per Listing

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

RESOLVED, that the Great Neck Library Board of Trustees declare the items on the attached list to be excessed and authorize the Library Director to dispose of. [copy attached]

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

(f) Approve 2020 Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the transfer of \$1,100,000.00 (\$70,000 + \$1,030,000) to the Bond Retirement Fund from the General Fund.

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

Public Comment: M. DiCamillo wanted clarification as to where this money is coming from. Business Manager Steven Kashkin responded that there will be an overage/surplus of approximately \$800,000 in personnel expenses (salary, benefits, taxes) due to COVID. A large portion is due to unfilled positions including the Director and Web Designer. Ms. DiCamillo said that the library is continually over-forecasting the numbers in the salary line which needs to be addressed and remediated.

Board Comment: President Yan stated that the changes made in this year's budget should result in a smaller surplus in the salary expense line.

(g) 2020 Year End Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the year-end line-item changes to the 2020 Operating Budget as detailed in the 2020 Budget Transfer Worksheet, a copy of which is to

be appended to the minutes of the meeting, as well as to the copies of the 2020 Budget maintained on file for the public at all branches.

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

(h) Approve Purchase of Meraki Switches for Branches

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of three (3) Meraki Switches from Provantage LLC at a cost of \$13,710.00 to be charged to the Computer Hardware-PC line in the operating budget.

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

(i) Salary Caps & Salary Increases

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

MOVED, that the Great Neck Library Board of Trustees in order to resolve the grievance, grant those employees who have hit the salary cap to continue to receive salary increases. This is only applicable to current members of the Collective Bargaining Unit.

Public Comment: M. DiCamillo noted that the resolution does not state the amount that is being paid out nor the account where the money is coming from. She is concerned that the caps were removed as they were put in place to cap the salaries of entry level positions at a certain point.

Board Comment: President Yan clarified that the motion does not remove the cap, it is to resolve the grievance. Trustee Smith cautioned against opening “the box”. Trustee Pizer stated that this issue will be discussed at the next contract negotiation. Trustee Hu noted that the resolution needs to include that back pay will be paid.

After discussion, the resolution was revised.

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

RESOLVED, that, in order to resolve the grievance, the Great Neck Library Board of Trustees grant those employees who have hit the salary cap to continue to receive salary increases and that the library will payout retroactive pay in the amount of \$18,261.17 to be charged to the Salaries – FT Expense line in the General Fund and \$1,396.98 to be charged to the Social Security/Medicare Expense line in the General Fund for a total amount of \$19,658.15.

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

(j) NLS Member Support Fee-2020

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

RESOLVED, that the Great Neck Library Board of Trustees approve the NLS Member Support fee for the period July 1, 2020 through June 30 2021, in the amount of \$56,461.00 to come from the NLS Budget Line in the Operating Budget.

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee Pizer said that she is not clear on the charges. She noted that Great Neck is not the town with the highest population nor is it first in the materials expenditure. Trustee Pizer feels that the amount Great Neck is being charged is too high. Acting Director Van Dyne said the support fee is not negotiable. She added that these are 2017 numbers and that the numbers will be different at the next calculation. Trustee Hu explained that the support fee paid is shared among all the member libraries. Trustee Pizer said that it is not shared equally.

Public Comment: M. DiCamillo questioned where the promised savings to the library upon becoming a member in good standing with NLS are. Business Manager Steven Kashkin reported that the databases expense was reduced by approximately \$26,000, the e-Books expense was reduced by approximately \$74,000 and that the periodicals expense was reduced by approximately \$4,900.

(k) Approve Head of Children’s Department Job Posting & Description

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Head of Children’s Job Posting and Description as attached.

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

(l) Security Company for Re-Opening

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

RESOLVED, that the Great Neck Library Board of Trustees approve the hiring of Security USA at the rate of \$22.60 per hour for security as we transition into the re-opening of the Main Library not to exceed 45 hours per week; such funds to be taken from Service Contracts expense line in the General Fund.

VOTE: Yes – 7 (Yan, Hu, Sontag, Miller, Sassouni, Pizer, Smith)

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee Miller acknowledged the unique situation we are in but wanted to restate that if security is used it should be to provide a guided environment rather than a policing one. Acting

Director Van Dyne said that she will speak to the owner of the company to clarify what the library is looking for in security and noted that the guards are trained to deescalate.

CORRESPONDENCE

None

OPEN TIME

None

DATES OF NEXT MEETINGS

July 28, 2020 Special Board Meeting– Station Branch

ADJOURNMENT

The meeting was adjourned at 8:43 pm on a motion by Trustee Miller and seconded by Trustee Smith.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees