
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES SPECIAL MEETING
TUESDAY, JULY 28, 2020, AT 7:00 P.M.**

A special meeting of the Great Neck Library Board of Trustees was held on Tuesday, July 28, 2020, via WebEx [Agenda attached]

The following Trustees were present constituting a quorum:

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

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

Absent with Notice: Rebecca Miller– Treasurer
Josie Pizer – Assistant Treasurer

CALL TO ORDER

The meeting was called to order by President Yan at 7:03 p.m.

SECRETARY’S REPORT OF NOMINATING COMMITTEE ENDORSED CANDIDATES

Secretary Sontag to read aloud:

The Nominating Committee has endorsed the candidates below to fill seats on the Library Board of Trustees and on the Nominating Committee that will be expiring December 2020.

BOARD OF TRUSTEES

Four Year Term January 2021-2025 for the seat currently held by Josie Pizer: Josephine Mairzadeh

Four Year Term January 2021-2025 for the seat currently held by Rebecca Miller: none-lack of applicants

NOMINATING COMMITTEE

Three Year Term January 2021-2024 for the seat currently held by Cheng Carey Ye: none-lack of applicants

Three Year Term January 2021-2024 for the seat currently held by Alex Au: none-lack of applicants

Independent Petitions will be accepted until August 15, 2020*

*By Executive Order No. 202.26 the minimum signatures required to meet the threshold for a nominating petition has been eliminated.

ACCEPTANCE OF NYS ANNUAL 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 New York State Great Neck Library 2019 Annual Report for Public and Association Libraries as presented.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES REPORT

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of June 1 through June 30, 2020 as presented, which has been reviewed by the Finance Committee.

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

MOTION CARRIED UNANIMOUSLY

APPOINTMENT OF CHILDREN’S DEPARTMENT HEAD

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Michelle Minervini to the position of Children’s Department Head with a six-month probationary period, effective August 10, 2020, at an annual salary of \$74,000.00. [Job Description/Posting attached]

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

MOTION CARRIED UNANIMOUSLY

APPROVE PURCHASE OF COUNTER/DESK SHIELDS

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of Fifty-Six (56) Counter/Desk Shields through Janway.com at a cost of \$8,960.00 to be charged to the Main Building and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

UNTABLE HOLIDAY CLOSINGS & SUNDAY HOURS

Upon motion by Trustee Hu, seconded by Trustee Smith 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 – 5 (Yan, Hu, Sontag, Sassouni, Smith)
MOTION CARRIED UNANIMOUSLY

ACCEPT HOLIDAY CLOSINGS & SUNDAY HOURS

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

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

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

Board Comment: President Yan clarified that this schedule is being approved contingent upon further discussion regarding possible limited opening of the Main library on Mother's Day and Easter Sunday.

OPEN TIME

Acting Director Van Dyne reported that curbside pickup continues at Main and Parkville and it has worked out very well. Appointment only visits have begun at both these locations and include things such as meetings with a reference or children's librarian or using a computer or copy machine. Browsing is still not allowed but we are hoping to start that towards the end of August depending on how things continue moving forward. The Station and Lakeville branches are scheduled to open for the same services on Monday, August 3rd. Trustee Hu expressed concern over returned books reflecting as late with fees attached. She asked if there is a way that the due dates can be changed by the library so that patrons do not have to worry about any delinquencies appearing on their account. Trustee Hu asked if staff has communicated any concerns regarding coming back to work. Ms. Van Dyne stated that the majority of staff has been excited to return to the library. They have been advised to come to administration should they have any questions or worries.

DATES OF NEXT MEETINGS

August 25, 2020 – Special Board Meeting

ADJOURNMENT

The meeting was adjourned at 7:39 pm on a motion by Trustee Sassouni and seconded by Trustee Hu.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees