
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, SEPTEMBER 22, 2020, AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, September 22, 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

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

Absent with Notice: Josie Pizer – Assistant Treasurer
Barry Smith – Trustee

CALL TO ORDER

The meeting was called to order by President Yan at 7:36 p.m.

MINUTES

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 June 23, 2020 Board meeting as presented.

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

MOTION CARRIED UNANIMOUSLY

Emergency Board with Executive Session Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the August 17, 2020, September 15, 2020 and September 16, 2020 Emergency Board Executive Sessions as presented.

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

Special 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 July 28, 2020 and August 25, 2020 Special Board Meetings as presented.

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

TREASURER’S REPORT

Upon motion by Trustee Miller, seconded by Trustee Sassouni 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. September 22, 2020, Treasurer’s Report;
- b. Warrant dated July 14, 2020 through July 19, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$399,531.00.
- c. Warrant dated August 3, 2020 through August 9, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$144,516.67.
- d. Warrant dated September 7, 2020 through September 13, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$254,977.38.
- e. Payroll Warrants for pay dates June 4 and June 18, 2020, which have been reviewed by the Treasurer, (in the amounts of \$144,304.72 and \$120,803.36, respectively,) for a total of \$265,108.08.
- f. Payroll Warrants for pay dates July 2, July 16th and July 30, 2020, which have been reviewed by the Treasurer, (in the amounts of \$187,338.29, \$125,050.67 and \$130,959.04, respectively,) for a total of \$443,348.00.
- g. Payroll Warrants for pay dates August 13 and August 27, 2020, which have been reviewed by the Treasurer, (in the amounts of \$133,760.07 and \$129,572.30, respectively,) for a total of \$263,332.37.

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

PAYROLL CHANGES

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

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

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

REPORTS

Director Search Committee

Trustee Sassouni announced that they are still in the midst of interviews.

Main Building Committee

President Yan stated there is no update to report.

Policy and Bylaws Committee

Trustee Hu said that she will give her report when the proposed policy changes are discussed.

Acting Director's Report

Acting Director Van Dyne reported that the library began its reopening process in the end of June with curbside pickup. She said it has been very well received. Ms. Van Dyne continued that the library is now open to patrons by appointment only to keep the numbers of people in the building down. Patrons are able to schedule their appointments online or they can call the library and set it up over the phone. Ms. Van Dyne welcomed the new Children's Department Head, Michelle Minervini, who has been working with the staff on new programming to offer the community including outside programming with restrictions while the weather is nice. Ms. Van Dyne noted that they are in contact with the schools to offer support during what promises to be a hectic school year. She stated that the library will continue to issue digital library cards to those patrons who do not have a current library card. It may only be used for e-resources and will expire on 12/30/2020. Ms. Van Dyne clarified that to check out books, and to vote in our upcoming Trustee election, patrons will need to come in and formally register for a full library card. She shared that Technical Services is working with the Circulation department on cleaning up collection agency bills that are over 6 years old. They are also collaborating with department managers to develop new ordering and collection development procedures. Ms. Van Dyne applauded staff for their work during these unprecedented times.

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

ADMINISTRATION & MAIN:

- The Great Neck School & Library Budget passed in June. Thank you to all who voted.
- The Library has begun its 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. [] Please keep in mind that our schedule is subject to change according to the directives from State and County Officials. With the opening of the school year we are waiting to see how everything goes before taking our next step.
- The Library staff continue to provide you with virtual services such as digital library cards, e-books, audiobooks, and various types of programming for all ages. []
- For the safety of the community and our staff, in-house programming will be delayed for 2020. However, we are working on introducing outside programming with restrictions while the weather is nice.

- All book drops (Main, Parkville, Station, and Great Neck House) are currently open. All returned items must be returned to one of these drops. Items are not permitted to be returned in the buildings. All items are to be quarantined for 4 days before they will be checked in and returned to the shelves. During this time, fines will be waived. Items will not come off patron accounts until the 5th day. We thank you for your patience.
- Curbside pickup is being done from Monday - Saturday 10:00-4:30. Holds can be placed through the website or by calling the library and speaking to a librarian.
- To err on the side of caution, at this time all locations are open on a limited schedule. Patrons may visit the library by appointment **only**. Use the link to our website [Picktime Appointments](#) or call to make an appointment. Patrons can schedule a 15 minute appointment for one of the following services: reader's advisory with a Reference, Young Adult, or Children's Librarian; use of the copiers or scanner, have Circulation questions answered and/or sign up for or renew your library card; receive Media assistance with OverDrive/Libby, Hoopla, rbDigital, and Kanopy. Schedule a 30 minute appointment for computer use (adults only), with a STEM Librarian, or Levels Member. ALL PATRONS ages 2 years and older **MUST WEAR A PROPER FACE MASK WHILE IN THE BUILDING OR YOU WILL BE DENIED ENTRANCE**. To ensure the safety of the community and our staff, please follow all set guidelines.
- Please continue to monitor our website, Instagram, Twitter, and Facebook pages for updates. Library updates are also sent out through our online newsletter and through email blasts. You can sign up for them on our website at greatnecklibrary.org. Some events are also sent out through the school listservs. We continue to put together items to be sent to the Island Now, Great Neck Record, and PATV.
- The Library continues to:
 - Waive all late fees for overdue items while the library is closed.
 - Waive all late fees for hardcopy museum passes while the library was 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.;
 - Camille, our Head of Media, has been working with all departments on increasing ordering for our OverDrive/Libby e-book/audiobook collection.
 - 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 all buildings with the services of a professional cleaner on a bi-weekly basis.
 - Whether in-house or from home, staff continue to create programming, tutorials, resource materials, and anything else that they can think of to make life a little bit easier for our public.
- Certain museums are now beginning to open. We have allowed access to those opened museums on our website as long as they are virtual passes. As more museums open, we will allow access to them and inform our patrons. Patrons should still call the museums themselves to check for specific details regarding their COVID procedures.
- All locations now have desk shields installed for the safety of all.
- We'd like to welcome Michelle Minervini from the Uniondale Public Library to our Great Neck family! She has joined us as our new Head of Children's Services. She is already up and running, working on Fall programming and other ways to assist our patrons such as program time changes, grab n' go crafts, and hopefully some restricted outside programming while the weather is nice. She will also be reaching out to our schools to see how we can assist them during this challenging new school year.
- Fee-paying library card patrons will be extended through 12/31/2020.
- The Library Trustees voted to become a member in good standing with the Nassau Library System again. Everything will officially begin in January when everything has been converted over. This

will give patrons access to more databases, e-books, and resources as well as giving our staff access to more resources to better assist our community.

- Patrons can find free giveaway books and audiobooks located at our Main and Parkville buildings during open hours only (M-Sat 10-4:30). Please do not return the items, they are yours to keep.
- 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 12/30/2020. In order to check out books, and vote in our upcoming Trustee election, patrons will need to come in and formally register for a full library card at the Circulation desk.
- 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.
- We are happy to welcome the following staff members:
 - FT Clerk for Station - Doreen Winkhart (Started 8/24)
 - FT Clerk for Main - Ryan Sullivan (Starting 10/1)
 - PT Children's Librarian - James Grzybowski (9/21)
 - PT Children's Librarian - Melissa Bobe (Starting 9/21)
- We have currently posted for the following positions:
 - 1 FT Children's Senior II Librarian (in negotiations)
 - 1 FT Clerk for Children's (currently interviewing)
 - 1 FT Clerk for Station (currently interviewing)
 - PT Facilities (reposting)
- Working with John Alutto of Renaissance Media Solutions, we have now completed our brand new website! We are very happy with it. Please send us any comments regarding it at comments@greatnecklibrary.org.

Technical Services:

- The Technical Services staff have completed all items that were left in the building at closure and are now working on receiving shipments of items that were ordered while closed.
- James is working with the Circulation department on cleaning up collection agency bills that are over 6 years old.
- James and the Technical Services staff are working on new ordering and collection development procedures with our managers.
- The Technical Services Department took this time to reorganize our storage area in our bookroom.
- James has been working with the other departments to try to organize and clean up the way our catalog looks and to make it more efficient and user friendly.

Branches:

- The branches have all opened to curbside and appointment only services with the same schedule as Main.
- Lakeville has acquired a dropbook to safely quarantine items that patrons have returned.
- Branch Heads continue to hold staff meetings with their branch staff.
- The Station landlord (Kabro) has updated their air conditioners with new HEPA filters.
- The Branch Heads have taken this time to update their collections by weeding and replacing old items.

OLD BUSINESS

None

NEW BUSINESS

(a) Election Discussion & Board Volunteers to Open and Close Polls

Acting Director Van Dyne referred to the attached memo regarding the possibility of modifying the voting process to proxy voting only due to the Coronavirus pandemic. She noted that there has already been an influx of proxy requests which is what was expected. President Yan acknowledged the severity of the pandemic but expressed his concern over securing the required 100 votes needed to validate the election. He stated that he feels we should move forward with an in-person election. Trustee Sassouni echoed his sentiment. She said she does not expect a large turnout and that it should not be difficult to maintain social distancing between voters. Trustee Hu said she expects a larger amount of mail in votes for this year's election but wants to keep the option of in person voting for people who prefer to cast their vote that way. After a brief discussion, the board decided to keep in person voting.

Trustee Miller volunteered to open the polls and President Yan volunteered to close the polls at the Parkville branch on October 26th.

Trustee Hu volunteered to open the polls and Trustee Sassouni volunteered to close the polls at the Main Library on October 26th.

(b) Property Liability Insurance Renewal

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

RESOLVED, that the Great Neck Library Board of Trustees renew its property/liability insurance Commercial Package, Automobile and Umbrella policies for the period September 1, 2020 through August 31, 2021 with Utica Insurance Companies as presented by Edwards and Company, for a total of \$84,257.00 to be charged to the Property/Liability Insurance line of the operating budget.

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

(c) Service Contract for HVAC Filters/Maintenance

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

RESOLVED, that the Great Neck Library Board of Trustees approve the renewal of the service contract with Klima New York, LLC for 1 year at a cost of \$11,150.00 per year to be charged to the Service Contracts Line in the General Fund.

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

(d) Approve the Purchase of Twenty (20) New Printers

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of twenty (20) new printers from Connection at a cost of \$3,380.00 to be charged to the Computer Hardware-PC's line in the General Fund.

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

(e) Discussion on Old Item Records

Acting Director Tracy Van Dyne referred to the recommendation of Nicholas Camastro, Circulation Manager, and James Pagano, Technical Services Manager, to delete items billed more than six (6) years ago from August 2014 and before. This will remove 2,553 items valued at \$44,626 since they have become uncollectible. Mr. Camastro and Mr. Pagano noted that it is common practice for most NLS member libraries to delete outstanding charges more than six years old. Trustee Miller noted that this is operational cleanup of the library's database and is on the agenda for transparency but does not require board action. All Trustees present concurred.

(f) Appointment of Full-Time Senior II Librarian, Children's- Main

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Michele McCauley to the position of Full-Time Senior II Librarian in Children's at the Main Library with a six-month probationary period, effective September 28, 2020, at an annual salary of \$61,640.00.

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

(g) Proposed Policy Manual Changes

- a) Revise Section 200-10-Conduct of Meetings – 1st Read
- b) Revise Section 200-20 Responsibilities of Trustees – 1st Read
- c) Revise Section 200-30 Board Officers, Election and Responsibilities – 1st Read
- d) Revise Section 200-40 Board Committees – 1st Read
- e) Revise Section 200-50 Committee Meetings of the Board- 1st Read
- f) 200-60 Revise Section 200-60 Trustee Continuing Education and Community Meetings-1st Read

Board Comment: Trustee Hu provided a brief overview on all the proposed changes and why they are being made. The process started back in 2019 when former president Rebecca Miller had the policy manual reviewed by Rebekkah Smith Aldrich, an industry professional. Detailed recommendations were received which were subsequently reviewed and approved by the library's attorney. Ms. Hu noted that staff input was also taken into account as they have staff members in the committee. The key changes made include the elimination of standing committees such as Main, Branch and Personnel. Audit (Finance), Policy and Long-Range Committees will remain. Ms. Hu continued that per the recommendation of Ms. Aldrich only substantive changes to policy will require three readings, all other changes may be adopted with one reading. Any language which interferes with library operations was also removed and descriptions of all board officer positions were added. Ms. Hu stated that the meeting format was also changed to streamline them and make them more effective.

President Yan clarified that all the proposed changes are in section 200 of the policy manual and that they are all highlighted in the attachment. He encouraged anyone who would like to give input on policy to attend the policy committee meetings.

CORRESPONDENCE

R. Adler letter – Guard at Main Library, Browsing at Library specifically Children’s Department

OPEN TIME

None

EXECUTIVE SESSION

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

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

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

MOTION CARRIED UNANIMOUSLY

No action was taken in executive session.

DATES OF NEXT MEETINGS

October 20, 2020 Regular Board Meeting – Parkville Branch

October 26, 2020- Annual Meeting/Election – Main Library and Parkville Branch

ADJOURNMENT

The meeting was adjourned at 9:01 pm on a motion by Trustee Yan and seconded by Trustee Hu.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees