
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MONDAY, OCTOBER 19, 2020, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Monday, October 19, 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
Barry Smith – Trustee

Also Present: George Trepp – Interim Director
Steven Kashkin – Business Manager

Absent with Notice: Josie Pizer – Assistant Treasurer

CALL TO ORDER

The meeting was called to order by President Yan at 6:15 p.m.

President Yan introduced the library's new Interim Director, George Trepp. Mr. Trepp spoke briefly about his 43 years of experience in the library field. All present welcomed Mr. Trepp.

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the September 22, 2020 Board meeting as presented.

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

Executive Session Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the September 24, 2020 Executive Session as presented.

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

Special Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the September 30, 2020 Special Board Meeting as presented.

VOTE: Yes – 6 (Yan, Hu, Sontag, Miller, Sassouni, Smith)
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. October 19, 2020, Treasurer’s Report;
- b. Warrant dated October 5, 2020 through October 11, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$259,816.38.
- c. Payroll Warrants for pay dates September 10th and September 24th, 2020, which have been reviewed by the Treasurer, (in the amounts of \$139,875.04 and \$128,875.96, respectively,) for a total of \$268,751.00.

VOTE: Yes – 6 (Yan, Hu, Sontag, Miller, Sassouni, Smith)
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 September 1 through September 30, 2020 as presented, which has been reviewed by the Finance Committee.

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

REPORTS

Policy and Bylaws Committee

Trustee Hu shared that there is an urgent push both from the staff and the board to reform the library policies to make it more friendly to the administration and the incoming library director. She said that various policies from Section 200 of the manual were brought forward at the last board meeting for a

first read. Ms. Hu continued that parts of Sections 200 and 900 are on tonight's agenda for a first read regarding their removal.

Interim Director's Report

Interim Director George Trepp reported during his first week he did a listening tour. He went from branch to branch and had staff people speak to him on what they are hoping for. Mr. Trepp stated that his goal is to build a relationship with the staff. As he toured the main building he noted that there are no evacuation routes in the building and asked the facilities manager to work with the graphic designer to have them created. Mr. Trepp shared that he created a Coronavirus Task Force to work on expanding services and, in the event the virus continues to spread, closing the library. He said that they discussed what is the safest course of action for the patrons and staff. Mr. Trepp continued to discuss the library's ongoing capital projects. He noted that the goal is to keep moving these projects along. Mr. Trepp concluded by sharing that he feels the library is blessed with bright, dedicated and energetic staff who are an invaluable resource that could flourish under the proper leadership.

Text of George Trepp's, Interim Director, written report dated October 2020 is below:

I. Daily operations:

- * On the first day Holly Coscetta and I toured the building and greeted staff in various departments, scheduled a staff meeting and I met with the Heads of Technical and Children's Services.
- * The following day, I met with the staff and responded to their questions.
- * In touring the building, the absence of evacuation routes was noted; consequently, the Facilities Manager, Mr. Wohlgemuth was tasked to develop such routes. He is currently working on such routes with the Graphic Designer.
- * During these seven days, I visited the three branches and elicited information relating to the branches from the Branch Heads.
- * On Monday, October 12, I participated in the Policy Committee meeting and pursuant to Trustee Hu's suggestion policies were solicited from Manhasset; none, Port Washington; none and Roslyn; pending. As a result, the original 2009 policy from Long Beach and the revised edition were obtained and policies from other Nassau Public Libraries were requested.
- * Mr. Camastro brought two patron issues to my attention and I talked to both, resulting in what is hoped to be amicable solutions.
- * Wednesday, I will attend the Finance and Personnel Committee meetings.

II. Covid preparations and Reopening:

- On October 9, I scheduled a Corona Virus Planning Committee comprised of Department Heads, the Business Manager and the Facilities Manager. The initial meeting shall occur on Friday, October 16 at the main building.
- It is anticipated that we will divide into three committees; Places, People and Processes, to discuss enhanced service and plan for a second wave resulting in a reduction of service and worst-case scenario, closing.

III Capital Projects:

- On that first day, architect Elizabeth Martin called during which we had a brief discussion and scheduled an appointment, which was held the following Monday after the Policy Committee meeting. After a lengthy discussion regarding the status of the branch redesigns, we did a walk-through of both branches and **although it may be too late in the game**, I expressed some concerns regarding Parkville, as follows:
 1. The back location of the Children's Room requires parents, caregivers, children and strollers to traverse the adult and teen areas, which could be disruptive to those patrons.

2. The Quiet Study is adjacent to the entrance, circulation desk and Staff Room. This could conflict with the intent of a **quiet area**.
- After the walk through, Ms. Martin was asked to provide next steps to move the projects along **resulting in two (2) agenda items**. Limited engineering design services for mechanical, electrical, plumbing and fire protection services from Cameron Engineering for the Station Branch to provide direction to prospective bidders AND re-release of a revised furniture RFP for both branches. The rationale for the Cameron request is to facilitate the project by eliminating the need to deal with three vendors from the owner of the leased quarters. The reissue and consolidation of the furniture bid could result in savings.

Initial impression. The Great Neck Library is blessed with a bright, dedicated, enthusiastic and energetic staff. They are an invaluable resource, which could flourish with the proper leadership.

OLD BUSINESS

(a) Proposed Policy Changes

- a. Revise Section 200-10-Conduct of Meetings – 2nd Read
- b. Revise Section 200-20 Responsibilities of Trustees – 2nd Read
- c. Revise Section 200-30 Board Officers, Election and Responsibilities – 2nd Read
- d. Revise Section 200-40 Board Committees – 2nd Read
- e. Revise Section 200-50 Committee Meetings of the Board- 2nd Read
- f. 200-60 Revise Section 200-60 Trustee Continuing Education and Community Meetings-2nd Read

NEW BUSINESS

(a) Proposed Policy Changes

- a. Remove Section 900-60 Standing Committees— 1st Read
- b. Remove 900-70 Temporary Committees-1st Read
- c. Remove Section 900-75 Ad Hoc Advisory Committee to Acquire Materials-1st Read
- d. Remove Section 200-65 Distribution of Board Correspondence-1st Read
- e. Remove Section 200-70 Email-1st Read

(b) Snow Removal Contract

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the renewal of the snow removal contract for the season November 1, 2020 through April 30, 2021 with EPG Construction Corp at a base price of \$9,998, plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulation over eight (8) inches, to be charged to the Snow Removal budget line of the Operating Budget.

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

MOTION CARRIED UNANIMOUSLY

(c) Approve Retainer Agreement for Legal Counsel to the Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the retainer agreement for Bee, Ready, Fishbein, Hatter & Donovan to represent the Library as its general counsel in all pertinent matters until May 31, 2022 at a uniform hourly rate of \$275 for the time of any attorney; funds for this service will be taken from the Legal Fees – General line of the operating budget.

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

(d) Renew D& O and Flood Insurance

Upon motion by Trustee Sassouni, seconded by Trustee Smith 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, 2020 through November 27, 2021 with Philadelphia Insurance Company and American Bankers Insurance Company, for a total of \$11,091.00 to be charged to the Property/Liability Insurance line of the Operating Budget.

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

(e) Approval of Engineer for the Station Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees approve Cameron Engineering for the Station Branch renovation at costs not to exceed \$17,300.00 to be charged to the Branch and Special Services Fund. The agreement is to be reviewed by counsel.

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

(f) Proceed with an RFP for Furniture for the Station and Parkville Branch Renovations

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

RESOLVED, that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for furniture for the Station and Parkville Branch renovations.

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

(g) Approve Additional Expenses for MDA Designgroup International

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

RESOLVED, that the Great Neck Library Board of Trustees proceed with a Request for Proposal (RFP) for furniture for the Station and Parkville Branch renovations.

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

(h) Records Destruction Per Retention Policy #400-30

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

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

General Accounting

- 2013 (Fiscal Year) Cash Disbursements (Invoices & Check Copies) (3.47)
- 2013 (Jan - Dec) Cash Receipts (deposit slips copies and backup) (3.44)

Election

- 2015 Voter Registration Records, including register of Voters (2.1)
- 2019 Voted Ballots (2.3)
- 2019 Application for Proxies (2.4)
- 2018 Records Used to Compile Election Results (2.6)
- 2019 Candidate designation of nomination records, including petitions and related records (2.7)

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

M.DiCamillo – Library Card Renewals, Voting by Absentee Ballot and Landscaping Project

OPEN TIME

None

DATES OF NEXT MEETINGS

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

November 17, 2020 - Board Meeting

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