

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, DECEMBER 22, 2020, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 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
Barry Smith – Trustee

Also Present: George Trepp – Interim Director
Steven Kashkin – Business Manager
Peter Fishbein – Library Counsel

CALL TO ORDER

The meeting was called to order by President Yan at 6:06 p.m.

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

Upon motion by Trustee Miller, seconded by Trustee Sassouni and after discussion, it was, RESOLVED, that the Great Neck Library Board of Trustees exit Executive Session.

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

No action was taken in Executive Session.

PUBLIC COMMENTS ON PUBLISHED AGENDA

M. DiCamillo – Questioned if she should speak now or after each agenda item. President Yan requested after each related item.

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the November 17, 2020 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. December 22, 2020, Treasurer’s Report;
- b. Warrant dated December 8th through December 13th, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$280,998.27.
- c. Payroll Warrants for pay dates November 5th and November 19th, 2020 which have been reviewed by the Treasurer, (in the amounts of \$142,509.00 and \$134,209.95, respectively,) for a total of \$276,718.95.

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

MOTION CARRIED UNANIMOUSLY

Public Comment: M. DiCamillo – Questioned plans on landscaping project. Stated that keeping 1.6 million in fund is not in the best interest of the tax payers. GT responded that the project is underway.

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 November 1 through November 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

Branch Committee

Trustee Smith reported that a firm timeline has been established for the Station and Parkville projects. GT stated that the plans are to start construction on Station in March with a complete opening in August and to start construction in Parkville in the end of July with a complete opening in December. He stated that there are several resolutions on this agenda seeking approval to send out invitations to bid for the projects, as well as, an RFP for the procurement and installation of furniture at Station. He added that shelving, books, etc. will be stored with the movers and that a decision must be made on how to dispose of the furniture.

Trustee Hu noted that although standing committees, such as Branch, are being eliminated, Ad Hoc committees will be formed to continue to work on specific projects. Doing this will streamline the process and utilize the board resources more effectively. Trustee Smith acknowledged that she is 100% correct and added that the Branch Committee will change to an Ad Hoc committee after the reorganization in January but will still, in principle, be the branch committee continuing to move these renovation projects forward.

Policy & Bylaws Committee

Trustee Hu reported that the policy committee is working on streamlining the process to make the library more attractive to potential director candidates. She noted that several resolutions are on tonight's agenda for votes. Ms. Hu stated that a few policies, previously approved at the November board meeting, are on tonight's agenda again for a revote on the corrected version. She noted that the edits are minor. Ms. Hu highlighted the changes being made to the programming policies and addressed the removal of the standing and Ad Hoc committees. She added that the goal of many of these changes is to empower the director to make operational decisions without interference of the board. Ms. Hu announced that changes to Section 100 of the policy manual are being discussed. She concluded that edits are also being considered to the library bylaws which, once finalized, will be brought to the library's annual meeting for a vote by all members of the association. She encouraged everyone's attendance at future policy meetings as there are many important changes being made to the manual.

Public Comment: M. DiCamillo – Were policies to be voted on vetted by library council. Trustee Hu responded that all changes being made to the policies are following the recommendations of an industry professional. She added that Peter Fishbein reviewed and approved the changes.

Interim Director's Report

Interim Director George Trepp reported that the library has joined NLS's Digital Doorway project. He shared that he, along with Nicholas Camastro, has finalized review of the circulation policies. Mr. Trepp announced that reference librarian, Jennifer Ransom, received a nice compliment from a patron, which was placed in her employee file. He stated that progress has been made towards a resolution with the Department Head union regarding their expired contract. Mr. Trepp said that he has been meeting with the library's Coronavirus Task Force in anticipation of Orange and Red Zone scenarios. He announced that the branch renovation and landscaping projects are moving forward.

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

I. Daily Operations:

- The Interim Director met with leaders of the Great Neck Library Staff Association regarding a scheduling issue and social distancing. Although the matters dated back to June, the two leaders were provided the opportunity discuss the problems with the Interim Director who became sympathetic and resulted in a meeting with the Department Heads eight days later to resolve the problem. After discussions with Human Resources and IT, it appears the Staff Association is satisfied with outcome.
- Great Neck Library decided to join the Nassau Library System's Digital Doorway project (OverDrive), effective Monday, January 4th and pursuant thereto the Interim Director reviewed and signed the requisite documents.
- Regarding the Policy Committee's charge to review the Circulation Manual, Mr. Camastro and Interim Director completed that task concluding that the bulk of the document was procedural, with only the fine structure having policy implications.
- There were several emails regarding a problem patron who has a long history of difficulty. The Interim Director discussed the situation with Messers Camastro and Crossfox; however, we all expect this will be an ongoing saga.
- Reference librarian Jennifer Ransom was complimented by a patron for having gone "above and beyond her job to help" and for being knowledgeable and patient. The patron emailed the sentiments so it could be placed in Ransom's file. On the other hand, another patron was upset because she could not get a recently received title that was on reserve. Mr. Crossfax, Ms. Chodosch and I tried to placate the patron to no avail assuring her that additional copies are on order. Because the patron needs the item for a Book Club in early January, I think we have a solution when additional copies are received.
- A portion of each day is expended plowing through emails from staff, Directors, program presenters, vendors and occasionally patrons, with follow-up as needed.
- In addition to attendance at Branch, Finance, Personnel and Policy Committee meetings and following-up on action items, the Interim Director has participated in three (3) bargaining sessions with the Department Heads Association. I am pleased to report that progress has been made toward the resolution of that seven year old contract.

II. Covid Preparation:

- As you know, Great Neck has been designated a Yellow Zone, which has little practical impact, as it limits congregant meetings to 25 of which there are none in the Library at this time. Further, there were two different interpretations of the limit with the system director suggesting that the 25 was for those in any one room and the attorney opining that the Library's practice of appointments should be fine.
- The staff Corona Virus Task Force is meeting weekly in anticipation of Orange or Red scenarios. The plan is nearing completion with a few details like a communication plan for the staff Department Heads and administrative staff to be resolved. Fortunately, with the help of Messers Hinz and Krashkin, each department staff member has been identified and allocated to their department to eliminate any confusion about who reports to whom.
- To facilitate work from home and pursuant to discussions with IT's Gary Horodyski, staff will be able to connect with the ILS from home and we met with T Mobile to discuss Hot Spots for the staff. The cost is \$28.70 per month with unlimited 4G access pursuant to an OGS contract. It is estimated that six (6) staff members would need the Hot Spot, which could be circulated to the public after the pandemic abates. Related thereto, Children's Head Michele Minervini prepared skills and tools needed survey, which has been distributed to the staff. Finally, staff contact information is being updated by Ms. Chase.
- To facilitate social distancing by staff in the main building, eight (8) stations have been established away from the public services desks. Four (4) are in the rear and side of the main floor and two (2) are in the lower level meeting rooms. Further, publicist Deborah Feldman's work station will be temporarily moved to the Station Branch, as she does not wish to travel by bus to the main building.

III. Capital Projects

- With respect to the Branch Renovations, the architect and Interim Director worked on a "tentative" project schedule, which has been forwarded to the Committee and Ms. DeCamillo. Construction on the Station Branch is slated to start in March and end in July while work in Parkville would start in July with an anticipated December reopening. The architect also forwarded a preliminary cost estimate of \$1,103,877 for construction and furnishings alone without moving, storage, mechanical, electrical plumbing and fire. Expenses to date for fees are tad over \$100,000.
- There was one (1) unknown in Parkville and that was the enclosed columns, whose contents; possible asbestos, were unknown. To ascertain if the columns were encapsulated a hole was needed to view the contents. We waited for a school response but receiving none, Mr. Wohlgemuth made a small hole and was able to view the interior and **fortunately found nothing but the column**. Further, the Hazardous Material Report provided by J.C. Broderick stipulated that no asbestos containing material was detected, but the report assumed asbestos in the following:
 - i. Window glazing/ caulking
 - ii. Chalk/Cork/Tackboard
 - iii. Wood and Metal fire door insulation

iv. Waterproofing membrane

However, since these areas/surfaces will not be impacted by the construction there should be no effect.

- The Interim Director furnished the architect with some needed information **but most importantly we need to “define a strategy for the branch contents vis-à-vis storage and redelivery of items for reuse.”** With respect to storage for Station, there are several options, as follows:

1. Store materials with the moving company.
2. Store materials at the Parkville Branch when Station starts construction, which removes Parkville’s meeting room from use until July.
3. Store the materials at the main building lower level, which will make for a “messy” appearance.

The easiest option, **which was selected by the Branch Committee**, is to store with the vendor but that will result in additional cost. Although, these options apply to the Parkville construction, the difference is that Covid restrictions may still be in effect in July enabling Station contents to be stored in Parkville. At this juncture, this option may not apply to Parkville’s contents as it is hoped the virus will be contained by the time Parkville starts; hence Station will not be available.

The other issue to resolve is the disposition of the branch furnishing. One option may be to have the moving vendor dispose of the furnishings.

- The landscape project seems to be proceeding apace, as the Town’s requisite paperwork has been completed.

OLD BUSINESS

(a) Proposed Policy Changes

- a. Remove Section 900-60-Standing Committees – 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees remove Section 900-60 (Standing Committees) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED

- b. Remove Section 900-70 Temporary Committees – 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees remove Section 900-70 (Temporary Committees) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

- c. Remove Section 900-75 Ad Hoc Advisory Committee to Acquire Materials – 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees remove Section 900-75 (Ad Hoc Advisory Committee to Acquire Materials) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

- d. Remove Section 200-65 Distribution of Board Correspondence – 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees remove 200-65 (Distribution of Board Correspondence) from the Board Policy Manual. [copy attached]

VOTE: Yes – 5 (Yan, Hu, Sontag, Miller, Smith)
No – 1 (Sassouni)

MOTION CARRIED

Public Comment: M. DiCamillo – Opposes removal of this section as it exists to protect trustees in the event litigation should occur.

Board Comment: Trustee Hu stated that the board is a collective body and all information any individual receives should be shared. This is stated in the law and does not need to be spelled out in the policy manual. President Yan concurred that having this policy in there does not really serve a purpose. Trustee Miller agreed that the language on this policy is not clear at all and it is not wise to retain it in the manual. If there is need for new language than that can be taken on by the policy committee.

e. Remove Section 200-70 Email - 3rd Read & Vote

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

MOVED, that the Great Neck Library Board of Trustees remove Section 200-70 (Email) from the Board Policy Manual. [copy attached]

Public Comment: M. DiCamillo – This section defines what may be contained in email so that they do not become mini board meetings.

Board Comment: President Yan stated that this section discusses conduct of meetings and does not need to be included in policy. Trustee Miller agreed that it is redundant with law which supersedes the manual. Trustee Sassouni does not see a problem with some redundancy in law and policy since it is very important. Trustee Miller supports the removal of this section but feels there is value in putting a hold on it to provide clarity to the body on where the law will be referenced in the manual.

f. Revisit Revise Section 200-10 Conduct of Meetings with Correct Copy- 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees reapprove the revise of Section 200-10 (Conduct of Meetings), correct copy attached, from the Board Policy Manual. [copy attached]

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

Board Comment: President Yan explained that the proposed changes to this policy is allow the public to speak on agenda items at the beginning and end of the meeting rather than after every individual resolution. Although public comment is welcome at meetings this change facilitates and ensures that meetings remain orderly and move along appropriately. Trustee Hu noted that this policy change was already voted on and approved in November. It was brought back due the removal of a specific section of the open meetings law per the recommendation of library counsel. Trustee Sassouni finds comments from the public useful and suggests delaying the vote on this. Trustee Hu stated that the pandemic is not

what was expected and initially she did not oppose to postponing policy updates but this discussion has been taking place for over a year. This issue has been thoroughly investigated and delaying it will not result in any new discoveries and would, therefore, be bad practice. Trustee Miller stated that the ability to comment early in the meeting on the board agenda empowers the public because it allows them to have their say then witness the discussion. She understands that has not been the practice at the library but noted that the board is an elected body given the responsibility by the community to make decisions on their behalf. Ms. Miller continued to state that purpose of this change is to create a constructive conversation on agenda items between the people elected by the public to represent them and empower the board to carry on that responsibility. Trustee Smith concurred and stated that if information is made available to the public prior to the meetings the public is welcome to comment at the beginning and end of the board meetings.

Public Comments: M. DiCamillo said that this changes that the public cannot speak to every resolution which almost every public body, including the Town and the School Board, allows. She would like this vote delayed until more public is able to weigh in on it. Ms. DiCamillo added that the Great Neck community is an intelligent one and often when they speak on items the board is sometimes given a point of view they had not previously been aware of on an item that is to be voted on.

- g. Revisit Revise Section 200-20 Responsibilities of Trustees with Correct Copy – 3rd Read & Vote

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

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

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

- h. Revisit Revise Section 200-40 Board Committees with Correct Copy – 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees reapprove the revise of Section 200-40 (Board Committees), correct copy attached, from the Board Policy Manual. [copy attached]

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

- i. Revisit Revise Section 200-50 Committee Meetings of the Board with Correct Copy – 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees reapprove the revise of Section 200-50 (Committee Meetings of the Board), correct copy attached, from the Board Policy Manual. [copy attached]

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

NEW BUSINESS

(a) Proposed Policy Changes

- a. Revise 900-10 Programs – 1st Read
- b. Revise 900-20 Admission to Programs – 1st Read
- c. Remove 900-30 Children’s Programs – 1st Read
- d. Remove 900-40 Jointly Sponsored Programs – 1st Read
- e. Remove 900-50 Other – 1st Read
- f. Remove 900-80 Cable Television – 1st Read

Board comment: Trustee Hu encouraged everyone to reread these policies as many of them are going to be removed. She noted that the reason is that they either no longer apply or are procedural matters that should not be in the policy manual. Section 900-10 and 20 will be kept to give an overview as to the attendance policies for programs. Trustee Smith clarified that Trustee Hu has taken on the tremendous task of cleaning up the policies of our library and, as a member of the policy committee, he values public input and in making these changes they are always open to public comment.

(b) Approve Job Posting & Description for Webmaster/Social Media Coordinator

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 Webmaster/Social Media Coordinator Job Posting & Description as attached

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

(c) Approve Job Posting & Description for Emerging Technologies Librarian - Senior I

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 Emerging Technologies Librarian-Senior I Job Posting & Description as attached.

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

(d) Approve Collective Bargaining Agreement for the Department Head Union

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Collective Bargaining Agreement with the Department Heads Union for the period January 1, 2014 through December 31, 2024 and the President of the Board of Trustees is hereby authorized to execute the agreement on behalf of the Board of Trustees. A copy of which will remain on file.

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

Public Comment: M. DiCamiilo – What is the cost of this agreement. She confirmed that there is retro for 2018, 2019 and 2020. Mr. Trepp stated that he will send her the total cost of the package.

(e) Approve Invitation to Bid for Construction for the Station Branch Renovation

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 invitation to bid for construction for the Station Branch renovation.

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

(f) Approve RFP for Furniture Procurement & Installation for the Station Branch Renovation

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 Request for Proposal (RFP) for furniture procurement and installation for the Station Branch renovation.

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

(g) Approve Invitation to Bid for Construction for the Parkville Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees approve the invitation to bid for construction for the Parkville Branch renovation.

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

CORRESPONDENCE

None

OPEN TIME

None

DATES OF NEXT MEETINGS

January 5, 2021 – Annual Reorganization Meeting
January 19, 2021 – Board Meeting

ADJOURNMENT

The meeting was adjourned at 7:41 pm on a motion by Trustee Miller and seconded by Trustee Sassouni.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees