

Great Neck Library
Policy and Bylaws Committee
Thursday, December 16, 2021
Via Zoom

Board Members:

Mimi Hu, Chair (MH)
Weihua Yan (WY)
Barry Smith (BS) absent w/o notice
Scott Sontag (SS)
Josephine Mairzadeh (JM)

Library Professionals:

Denise Corcoran (DC)
Nicholas Camastro (NC)

Call to Order

MH called the meeting of the Great Neck Library's Policy and Bylaws Committee to order at 6:05 p.m.

Items for Discussion

Employee Manual

DC stated that many of the policies that are being discussed should be moved to an employee manual. Since this manual needs to be formulated, she would like to check with the library's insurance company to see if they have a template prepared for a ready to go employee manual that they can use. If not, there are other places to get templates, such as the Society for Human Resource Management that makes a state specific employee manual template that can be purchased at a minimal price.

WY wondered if other policies, such as circulation procedures, should be placed in the employee manual or elsewhere. DC said it should be kept as a separate document. She noted that Nicholas Camastro, Circulation Department Head, keeps a Circulation Manager that includes all their procedures and it should be kept that way.

MH acknowledged that the creation of an employee manual is an important and big undertaking. She supports purchasing a template for it. MH added that this past week she attended a trustee training where they referenced their website where an employee manual template exists. DC stated that she will look into this further.

Library of Things, Related Policies – 600 (Collection of Materials); 700-20 (Borrowing Privileges); 700-45 (Overdue Notices, Fines); Disclaimer and Form

DC reported that many patrons have asked for a "Library of Things." She has been working with staff to contact other libraries to see how they're doing it and what's working and not working. DC said that the Middle Country Library has a great model. In order to access their "Library of Things," Middle Country Library requires its patrons to agree to the borrowing terms prior to having access to the site to allow them to check items out. DC stated that this makes it simple for patrons to see what's required to be able to borrow these items. If a decision is made to move forward with a "Library of Things," a lot would need to be updated throughout the policy manual to include "Library of Things." MH asked what sort of things would be available to borrow. DC said many libraries have wide collections ranging from Hot Spots, iPads, telescopes, game systems, to printers and the list goes on and on. In writing the policy, DC recommends not referring to specific items to avoid having to go back and keep changing the policy anytime a new item is added. She said that late fees, if any, also have to be considered. JM questioned where all the items for the "Library of Things" will be stored. DC answered that currently there is some space in the book room at Main to store items. Currently a "Library of Things" will not be able to be at all of our branches. It would have to start at Main and grow from there. MH noted community feedback regarding the offering

of equal services to all the branches and wondered how equity could be ensured. WY concurred in terms of offering equal services to all locations but noted that the capability of each location needs to be considered. He recommends moving forward with the necessary policies for this and revisit this discussion when more information is available. MH wondered if staff has any concerns over lending out “things.” NC said that circulation of these items can be based off the model of the museum passes so it should be straightforward. The committee agreed for DC to start the creation of a policy to get this process in place.

Remove the Following Sections from the Policy Manual and Move to Online

MH opined that the following forms should not be included in the Policy Manual since they are procedure. She suggested removing them from the manual and making them available online. The committee agreed to place the removal of the sections listed below on the next board agenda for a first read.

- a. Page 76 (500-65) Application for Access to Public Records
- b. Page 87 Conflict of Interest
- c. Page 95 (600-10) Deed of Gift Agreement
- d. Pages 173 - 176 Meeting Room Application
- e. Page 178 Application for Use of the Piano
- f. Pages 182 - 183 Application to Exhibit in the Great Neck Library Gallery
- g. Pages 191-192 (800-75) Liability Waiver
- h. Page 196 3D Printing Consent Form
- i. Pages 206 – 207 (1100-10) Rules for Non-Sponsored Programs in Levels

Remove the Following Sections from the Policy Manual

MH stated that the following items are important procedural items but rather than being included in the policy manual, they should be part of an employee manual. She noted that removing pages from the policy manual does not signify that they will not be honored. The committee agreed to place the removal of the sections listed below on the next board agenda for a first read.

- a. 300-30 Responsibilities of Department Heads and Branch Heads
- b. 400-12 GASB 54
- c. 500-10 Mission Statement (should have been removed when previously revising 100-10)
- d. 500-50 Hours of Service
- e. 500-82 Time Recording
- f. 600-15 Discarding of Excess Volumes
- g. 1300 Relationships with Other Agencies
- h. 1400-10 Bomb Threats
- i. 1400-20 Fire

Remove

MH noted that the following pages from the policy manual are verbatim laws or regulations that the library has adopted. These guidelines may be updated from time to time therefore they should not be included as attachments. The policies that reference these laws and regulations will remain in the policy manual.

- a. Pages 59-61 ADA Service Animals Guideline
- b. Pages 138- 141 (600-30) Freedom to Read
- c. Page 143- 145 (600-40) Library Bill of Rights
- d. Page 147 (600-50) Freedom to View Statement
- e. Pages 231 - 235 (1500-10) Trustee Duties and Responsibilities

Redraft and Merge

MH stated that the sections listed below are similar policies scattered throughout Section 500 of the manual. They are important and necessary but she recommends merging and redrafting them. DC questioned if these policies belong in the policy manual at all or if they should be placed in an employee manual instead. WY agreed that all these are for the library's internal operations, therefore, are better suited in an employee manual. MH concurs but wonders if keeping a harassment policy in the policy manual can better protect all users of the library, including; staff, trustees, patrons and vendors. The committee decided to further investigate this.

- a. Merge Sections 500-35 (Harassment Policy) and 500-96 (Sexual Harassment Policy)
- b. Merge pages 238-248 with Section 500-96 (Sexual Harassment Policy)

Meeting adjourned at 6:33 PM.

Submitted by Gina Chase

Great Neck Library
Policy and Bylaws Committee
Thursday, December 16, 2021
Via Zoom
Action Items

Denise Corcoran

1. Draft a preliminary policy for a “Library of Things”
2. Place the following on the next board agenda for a first read for removal
 - Page 76 (500-65) Application for Access to Public Records
 - Page 87 Conflict of Interest
 - Page 95 (600-10) Deed of Gift Agreement
 - Pages 173 - 176 Meeting Room Application
 - Page 178 Application for Use of the Piano
 - Pages 182 - 183 Application to Exhibit in the Great Neck Library Gallery
 - Pages 191-192 (800-75) Liability Waiver
 - Page 196 3D Printing Consent Form
 - Pages 206 – 207 (1100-10) Rules for Non-Sponsored Programs in Levels
 - 300-30 Responsibilities of Department Heads and Branch Heads
 - 400-12 GASB 54
 - 500-10 Mission Statement (should have been removed when previously revising 100-10)
 - 500-50 Hours of Service
 - 500-82 Time Recording
 - 600-15 Discarding of Excess Volumes
 - 1300 Relationships with Other Agencies
 - 1400-10 Bomb Threats
 - 1400-20 Fire
 - Pages 59-61 ADA Service Animals Guideline
 - Pages 138- 141 (600-30) Freedom to Read
 - Page 143- 145 (600-40) Library Bill of Rights
 - Page 147 (600-50) Freedom to View Statement
 - Pages 231 - 235 (1500-10) Trustee Duties and Responsibilities