Great Neck Library

BOARD OF TRUSTEES MEETING

Tuesday, March 24 at 7:30 PM; Board of Trustee Meeting via WebEx
Meeting number (access code): 959172059
Meeting password: 6X7d2cCHmY4

AGENDA

Please Note: Members of the public may speak on any action item under consideration by the Board in Public Session, after full discussion of the Board members and prior to any vote. Please wait until the President recognizes you for discussion. Please turn off cell phones or place in silent mode.

CALL TO ORDER

PUBLIC SESSION

APPROVAL OF MINUTES
February 24, 2020 Executive Session
February 25, 2020 Board Meeting

TREASURER/BUSINESS MANAGER'S REPORT

PAYROLL CHANGES

OTHER REPORTS
(a) Branch Committee – Barry Smith, Chair
(b) Director Search Committee-Chelsea Sassouni, Chair
(c) Long Range Planning – Chelsea Sassouni, Chair
(c) Main Building Committee – Scott Sontag, Chair
(d) Policy & By Laws Committee – Liman Mimi Hu, Chair
(e) Staff Reports – Board Package
(f) Acting Director – Tracy Van Dyne

OLD BUSINESS
(a) Policy Manual Changes
   i. Unstable Policies 300-15, 300-20 & 700-45
   ii. Remove Section 300-15/Responsibilities of Assistant Director- 1st Read
   iii. Remove Section 300-20/Responsibilities of Business Manager- 1st Read
   iv. Revise Section 700-45/Overdue Notices, Fines- 1st Read
   v. Revise Section 200-10/Conducts of Meetings-1st Read
   vi. Revise Section 200-20/Responsibilities of Trustees-1st Read

NEW BUSINESS
(a) Acceptance of LILRC Technology and Innovation Grant
(b) Award RFP for Website Redesign
(c) 2020 Engagement Letter for Auditor
(d) Acceptance of New Cleaning Company for Main & the Branches
(e) NLS Discussion

CORRESPONDENCE

OPEN TIME
During Open Time, members of the public may speak to any item of interest to the Library for up to three minutes.

DATE OF NEXT MEETING
April 2, 2020 Budget Hearing & Adoption- Main Library
April 21, 2020 Regular Board Meeting – Main Library

ADJOURNMENT
CALL TO ORDER

APPROVAL OF MINUTES

(a) Executive Session

Motion (Scott Sontag)

I move that the Great Neck Library Board of Trustees approve the Minutes of the February 24, 2020 Executive Session as presented.

Second __________________________  All those in favor __________________________

Opposed __________________________   Abstention __________________________

(b) Regular Board

Motion (Scott Sontag)

I move that the Great Neck Library Board of Trustees approve the Minutes of the February 25, 2020 Board meeting as presented.

Second __________________________  All those in favor __________________________

Opposed __________________________   Abstention __________________________

TREASURER /BUSINESS MANAGER’S REPORT

Motion (Rebecca Miller)

I move that the Great Neck Library Board of Trustees accept the following financial reports which have been reviewed by the Finance Committee:

a. March 24, 2020, Treasurer’s Report;

b. Warrant dated March 9 through March 15, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to $189,851.17.
c. Payroll Warrants for pay dates February 13th, and February 27th, 2020, which have been reviewed by the Treasurer, (in the amounts of $163,382.29 and $151,716.64 respectively,) for a total of $315,098.93.

Second ______________________________ All those in favor __________________________
Opposed ______________________________ Abstention ____________________________

PAYROLL CHANGES

Motion (Rebecca Miller)

I move that the Great Neck Library Board of Trustees accept the Payroll Changes report of February 1 through February 29, 2020 as presented, which has been reviewed by the Finance Committee.

Second ______________________________ All those in favor __________________________
Opposed ______________________________ Abstention ____________________________

OTHER REPORTS
(a) Branch Committee-Barry Smith, Chair
(b) Director Search Committee-Chelsea Sassouni, Chair
(c) Long Range Planning- Chelsea Sassouni, Chair
(d) Main Building Committee- Scott Sontag, Chair
(c) Policy & By Laws Committee – Liman Mimi Hu, Chair
(d) Staff Reports – Board Packet
(e) Acting Director – Tracy Van Dyne

OLD BUSINESS

(a) Policy Manual Changes

i. Unstable Policies #300-15, # 300-20 & # 700-45

Motion (Mimi Hu)

I move that the Great Neck Library Board of Trustees take from the table Policies # 300-15/Responsibilities of Assistant Director, #300-20/Responsibilities of Business Manager and #700-45/Overdue Notices, Fines.

Second ______________________________ All those in favor __________________________
Opposed ______________________________ Abstention ____________________________

ii. Remove Section 300-15/Responsibilities of Assistant Director- 1st Read
iii. Remove Section 300-20/Responsibilities of Business Manager- 1st Read
iv. Revise Section 700-45/Overdue Notices, Fines- 1st Read
v. Revise Section 200-10/Conducts of Meetings-1st Read
vi. Revise Section 200-20/Responsibilities of Trustees-1st Read
NEW BUSINESS

(a) Acceptance of LILRC Technology and Innovation Grant

Motion (Chelsea Sassouni)

I move that the Great Neck Library Board of Trustees accept the Long Island Library Resources Council (LILRC) Technology and Innovation Grant in the amount of $2,999.00.

Second ____________________________ All those in favor ____________________________

Opposed ____________________________ Abstention ____________________________

(b) Award RFP for Website Redesign

Motion (Mimi Hu)

I move that the Great Neck Library Board of Trustees award the RFP for Website Redesign to Renaissance Web Solutions, per the attached quotation, in an amount not to exceed $8,000.00; to be charged to the Main Building & Special Services Fund.

Second ____________________________ All those in favor ____________________________

Opposed ____________________________ Abstention ____________________________

(c) 2020 Engagement Letter for Auditor

Motion (Rebecca Miller)

I move that the Great Neck Library Board of Trustees authorize the President to execute the letter of engagement with Cullen & Danowski, LLP, as dated February 11, 2020, for the performance of an audit of the Library’s financial statements, as well as preparation of the Library’s Federal Form 990, for the fiscal year ended June 30, 2020 at a cost not to exceed $15,900.00 to be charged to the Audit Fees expense line in the General Fund.

Second ____________________________ All those in favor ____________________________

Opposed ____________________________ Abstention ____________________________

(d) Acceptance of New Cleaning Company for the Main Library and Branches

Motion (Josie Pizer)

I move that the Great Neck Library Board of Trustees accept JAN PRO Cleaning Corp. based upon, their quotation dated February 18, 2020, to clean the Main Library and the Branches, in the monthly combined amount of $7595.00, funds to be charged to the Cleaning Service expense line per Location of the General Fund. Contract pending Legal Review.

Second ____________________________ All those in favor ____________________________

Opposed ____________________________ Abstention ____________________________
(e) NLS Discussion

**CORRESPONDENCE**
None

**OPEN TIME**
*Members of the public may speak to any item of interest to the Library for up to three minutes*

**DATES OF UPCOMING MEETING**
April 2, 2020 Budget Hearing & Adoption—Main Library
April 21, 2020 Regular Board Meeting—Main Library

**ADJOURNMENT**

*Time:*

*Motion (_________________)*  
*Second ____________________*