
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JANUARY 15, 2019 AT 8:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees, preceded by an executive session, was held on Tuesday, January 15, 2019, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

Robert Schaufeld – President
Rebecca Miller – Vice President
Weihua Yan – Secretary
Joel Marcus – Assistant Treasurer
Barry Smith – Assistant Treasurer
Chelsea Sassouni - Trustee

Also Present: Denise Corcoran – Director
Tracy Van Dyne – Assistant Director
Steven Kashkin – Business Manager

Absent with Prior Notice: Josie Pizer – Treasurer

EXECUTIVE SESSION

Upon motion by Trustee Miller, seconded by Trustee Smith it was,

RESOLVED, to enter into executive session for a discussion on Personnel.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Miller, seconded by Trustee Marcus it was,

RESOLVED, to exit executive session.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

No action was taken in executive session.

CALL TO ORDER

The meeting was called to order by President Schaufeld at 8:02 p.m.

MINUTES

Regular Board Meeting

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the December 18, 2018 Regular Board meeting as presented.

VOTE: Yes – 5 (Schaufeld, Yan, Marcus, Smith, Sassouni)

Abstain – 1 (Miller)

MOTION CARRIED

TREASURER’S REPORT

Upon motion by Trustee Smith, seconded by Trustee Miller 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. January 15, 2019, Treasurer’s Report;
- b. Warrant dated January 1, 2019 through January 6, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$175,126.52.
- c. Payroll Warrants for pay dates December 6 and December 20, 2018, which have been reviewed by the Treasurer, (in the amounts of \$150,413.70 and \$162,826.68, respectively,) for a total of \$313,240.38.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

Public Comment: M. DiCamillo

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of December 1 through December 31, 2018 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Trustee Schaufeld stated that the committee did not meet this past month.

Main Building Committee

Trustee Miller reported that the committee met on January 8th and discussed the progress of ongoing projects, including the landscaping.

Policy and By Laws Committee

Trustee Marcus reported that the committee has had no recent meetings.

Fundraising Committee

Trustee Yan reported that the committee has had no recent meetings.

Long Range Planning Committee

Trustee Marcus reported that the committee met on January 9th and continued building on the goals and objectives of the mission statement.

Technology Committee

Trustee Yan stated that the committee did not meet this past month.

Grants

Director Corcoran stated that there is no update on grants.

Director's Report

Director Denise Corcoran reported that staff has completed Diversity & Discrimination and Workplace Bullying & Violence training. She thanked the Youth Services and Levels staff for their work on Craft for a Cause, an important initiative which raised awareness of community service and helped teens obtain their required service hours. Ms. Corcoran announced the success of the library's "Grubby Book Sale" where patrons were excited to fill their bags with "grubby" books. She shared that she met with Dr. Teresa Prendergast, GNPS Superintendent, Kelly Newman, GNPS Assistant Superintendent and other GNPS Administrators to discuss partnering ideas. She added that follow up meetings, including tours of the library, are being scheduled.

Text of Denise Corcoran's, Director, written report dated January 2019 is below:

ADMINISTRATION

- Library staff completed Diversity & Discrimination and Workplace Bullying & Violence training.
- Courtney Greenblatt, YA Librarian, is collaborating with Northwell Health on a program titled, *A New Chapter: Making a Healthy Transition to College*, aimed at teens and their parents.
- Our four-week 3D printing course for adults, led by Chris Van Wickler, Emerging Tech Librarian, was well received and attended. Surveys are being presented to patrons to ensure we are meeting their technology needs.
- Updated labels are being added to our media foreign film titles to allow patrons to be able to identify genres more easily.
- Our "Grubby Book Sale" took place on January 10th and 11th.
- Technical Services staff is re-cataloging the art books which were returned to the Library by Rebecca Gilliar.
- Chief Steven Schwartz of Alert Fire Company attended our staff meeting to discuss fire safety.
- Preparations continue for RAVE app. implementation.
- Docuware migration is still in progress.
- We continue to interview candidates to fill current vacancies.
- I continue to meet monthly with the Dept. Head's president and the Staff Association president to ensure open lines of communication and good working collaboration.
- I have met and or had phone conversations with our patrons to resolve issues and hear suggestions for better service.

Staff Longevity Milestones

I would like to recognize and congratulate our staff for reaching the following longevity milestone:

- ★ Diane Partinico - 10 years in January

Staff Trainings and Workshops

LILRC – PastPerfect Museum Software: Is it Right for Me?	January 14 th	Christy Orquera	Reference
NCLA – YASD December Brunch	December 13 th	Courtney Greenblatt	Reference (YA)
Hoopla: A Year in Review – Taking the Complex and Making it Simple	December 13 th	Pamela Levin	Media
NLS – Readers Advisory Unconference	December 10 th	Alana Mutum	Branch Head
LILRC – Copyright Skills as Risk Management Tools: The Librarian’s Role	December 7 th	Christy Orquera	Reference
OCLC – Wise Marketing Workbench (ILL)	December 6 th	Margery Chodosch	Reference
OurPact Parental Control App - Training by Krayon Kiosk	December	Justin Crossfox Irene Winkler Alana Mutum	Branch Heads Branch Staff
Diversity and Discrimination	December	Staff	All
Workplace Bullying and Violence	December	Staff	All

COMMUNITY & OUTREACH

- Wednesday, December 19th – Met with Dr. Teresa Prendergast - GNPS Superintendent, Kelly Newman - Assistant Superintendent for Elementary Education and GNPS Elementary School Principals and Administrators to discuss partnership ideas.

MAIN LIBRARY

- Our Patron Purge has been completed by Circulation. This consisted of the deletion of library cards not used for the past three years.
- Preparations continue for the space designated for our new STEM lab.
- Arrangements for the installation of electrical and data cables in Technical Services are being made to prepare work spaces for staff.
- We continue to work to resolve HVAC – punch list items.

BRANCHES

- The Branch Heads moved to their new locations on January 2nd. They are assigned as follows: Parkville – Irene Winkler, Station – Justin Crossfox, Lakeville – Alana Mutum.
- We are continuing our work with MDA designgroup on the Parkville and Station renovations.

Assistant Director’s Report

Assistant Director Tracy Van Dyne announced that they are moving forward with the ordering of shelf ready books as approved by the Board at its December 18th meeting. She thanked the Technical Services staff on all their work getting the surplus items out on the library shelves to the patrons. Ms. Van Dyne reported that the Branch Heads have rotated to their new branches for 2019. They are assigned as follows: Parkville – Irene Winkler, Station – Justin Crossfox, Lakeville – Alana Mutum.

Text of Tracy Van Dyne's, Assistant Director, written report dated January 2019 is below:

Main:

- On Tuesday, December 4, I attended a webinar from OCLC entitled *Introduction to OCLC Interlibrary Loan*.
- Staff are working on completing trainings in Diversity and Bullying.
- I continue to hold bimonthly meetings with the Maintenance staff.
- The new shelving for the library arrived on November 8 and December 11. The art books can now be found in the gallery area with seating for browsing. The Children's department has also had new shelving installed which allows the collection to expand and for them to house our quickly growing foreign language collection.
- We are working on scheduling a date to work with our chosen company to begin adding electrical outlets and data ports to add to the Technical Services room. Once this project is complete, the rest of our staff can be relocated to this room and we can begin working on designing our highly anticipated STEM Lab.
- I have completed this year's Patron Purge with Nick Camaastro. This clears our system of obsolete cards that have not been accessed in the past three years.
- Welcome Egita Guilluame to the Great Neck Library Children's Department. She is our Senior II Librarian who will assist our Children's Department Head.
- Congratulations to Nick Camaastro who became the Head of Circulation.
- We will be holding our first ever "Grubby Book Sale" on Thursday, January 10 4-8pm & Friday, January 11 10am-8pm. Purchase and fill 2 bags for \$5.00.
- After holding our "Grubby Book Sale" we will box and recycle any outdated/damaged books that are not deemed appropriate for sale. We are looking forward to turning over our collection in a more acceptable time frame and making sure that all of our items are timely and what our community is requesting.

Technical Services:

- I hold monthly staff meetings with the Technical Services staff. We discuss any issues, concerns, updates and changes that are being made to assist in the department running more smoothly.
- I submit all orders from each department and upload the order records.
- I am continuing to go through each deletion request. I have requested that many of the items be reordered if they are considered to be in unacceptable shape but are frequently used by the community. Items considered for deletion are those that are beyond repair, have unidentifiable markings or stains or are obsolete in their information. Any deleted items will be for sale at our Grubby Book Sale on January 10 and 11.
- The move to Shelf-Ready items have been officially approved at our December 18, 2018 Board Meeting. I have been in contact with both vendors, Baker & Taylor and Ingram, to begin the process. Shelf-Ready items will assist our Technical Services department in preparing items in an even more efficient and timely manner for our patrons. They will now be able to spend more time working on other projects.
- The art books have been returned to the library. Along with the Reference department, Technical Services will begin recataloging these items to have them returned to the shelves. The art collection will be found on the new shelving in the gallery area.
- Departments have been fulfilling patron requests and ordering items for our foreign language collections. Numerous items are being added to Main as well as the branches who will be receiving some brand-new collections that they have never had before. We are working on making sure that each building has what it needs to fit our communities.
- I would like to thank the Technical Services department (Arifa Shuja, Wanda Lee, Jennifer Green, Marie Terranova, Aruna Shah, Lisa Crandall, and Jennifer Ransom) who have worked diligently to catalogue the large number of books and other items that had been ordered over the summer.

Branches:

- The Branch Heads have rotated to their new branches for the 2019 year. They can be found at the following locations:
 - Justin Crossfox at Station
 - Irene Winkler at Parkville
 - Alana Mutum at Lakeville

- I continue to hold weekly Branch visits as well as monthly Branch Head meetings. Currently the main topic on everyone's mind is of course the upcoming renovations for Parkville and Station. Topics regarding better publicity, increasing circulation statistics, programming and maintenance are discussed. The branches are always working to better assist their patrons.
- Branch Heads continue to schedule monthly staff meetings with their branch staff.
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches.
- The Lakeville furniture has been ordered. We are currently working on obtaining quotes for painting and carpet cleaning.

OLD BUSINESS

(a) Policy Manual Change – Revise Section 500-10 - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the changes to Section 500-10 (Mission Statement) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(b) Policy Manual Change – Section 800-75/Stem Lab Policy - 3rd Read & Vote

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

RESOLVED, that the Board of Trustees of the Great Neck Library accept the changes to Section 800-75 (STEM Lab Policy) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

(c) Policy Manual Change – Remove Section 300-40/Organizational Chart – 2nd Read

Public Comment: M. DiCamillo

NEW BUSINESS

(a) Announce Solicitation for Chair of the Ad Hoc Book Suggestion Committee

President Schaufeld announced the solicitation of a Chair for the Ad Hoc Book Suggestion Committee.

(b) Discussion - Installation of Two (2) RTU Skirts at the Main Library

The board discussed the need for two skirts to be installed around the roof top units at Main.

(c) Approve Posting for PT Librarian (w/STEM & Technology Background)

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Part Time Librarian (w/STEM & Technology Background) Job Posting as attached.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

Public Comments: M. DiCamillo, B. Mehlman

(d) Amend Contract for Business Manager

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 amendment to the contract signed by Steven Kashkin, Business Manager, to increase the annual salary from \$95,000 per year to \$105,000 per year effective as of January 16, 2019.

VOTE: Yes – 5 (Schaufeld, Miller, Marcus, Smith, Sassouni)

Abstain – 1 (Yan)

MOTION CARRIED

Public Comments: R. Gilliar, M. DiCamillo

(e) Amend Contract for Assistant Director

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

RESOLVED, that the Great Neck Library Board of Trustees approve the amendment to the contract signed by Tracy Van Dyne, Assistant Director, to increase the annual salary from \$95,000 per year to \$100,000 per year effective as of January 16, 2019.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

Public Comments: R. Gilliar, M. DiCamillo

(f) Proceed with RFP for Auditor

Upon motion by Trustee Sassouni, 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 an Auditor.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)

MOTION CARRIED UNANIMOUSLY

Public Comment: M. DiCamillo

(g) Approve RFP for Auditor

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Request for Proposal (RFP) for an Auditor. (attached)

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

(h) Discussion-Remand items(s) to Branch Committee-Lakeville Painting and Carpet Cleaning

The board remanded the items pertaining to the painting and carpet cleaning of Lakeville to the Branch Committee.

(i) Lift Moratorium on Weeding & Commence with Policy 600-15

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

RESOLVED, that the Great Neck Library Board of Trustees lift the moratorium on weeding and commence according to the Policy for weeding procedures #600-15.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

(j) Approve Installation of Two (2) RTU Skirts at the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the installation of two (2) RTU Skirts at the Main Library in the amount of \$1,050.00 from Preferred Exterior Corp.; such funds to be taken from the Main Building and Special Services Fund.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

(k) Approve Pointing of Flagstone Wall at the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the pointing of the flagstone wall by A. Tanzman at the Main Library in the amount of \$3,200.00; such funds to be taken from the Main and Special Services Fund.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

Public Comment: M. DiCamillo

(l) Approve Posting and Job Description for Webmaster/Marketing Designer

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Webmaster/Marketing Designer Job Posting & Description as attached.

VOTE: Yes – 6 (Schaufeld, Miller, Yan, Marcus, Smith, Sassouni)
MOTION CARRIED UNANIMOUSLY

Public Comments: M. DiCamillo, R. Gilliar

CORRESPONDENCE

None

OPEN TIME

M. DiCamillo – Parkville and Station Renovations, Nominating Committee Policy

R. Gilliar – Configuration of Tables at Board Meetings, Park District Master Plan, Membership in NLS

B. Mehlman – Webmaster Posting

M. Hu – Webmaster Posting

DATES OF NEXT MEETINGS

January 29, 2019 – Reorganization Meeting - Main Library

ADJOURNMENT

The meeting was adjourned at 9:00 p.m. on motion by Trustee Marcus and seconded by Trustee Miller.

Respectfully submitted,

Weihua Yan
Secretary, Board of Trustees