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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, FEBRUARY 26, 2019 AT 7:30 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:

Rebecca Miller – President  
Weihua Yan – Vice President  
Barry Smith – Secretary  
Liman Mimi Hu – Assistant Treasurer  
Scott Sontag – Trustee

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

Absent with Prior Notice: Josie Pizer – Treasurer  
Chelsea Sassouni – Assistant 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 matters.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

**Upon motion by Trustee Yan, seconded by Trustee Sontag it was,**

**RESOLVED**, to exit executive session.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

No action was taken in executive session.

## **CALL TO ORDER**

The meeting was called to order by President Miller at 7:50 p.m.

## **MINUTES**

### **Regular Board Meeting**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the January 15, 2019 Regular Board meeting as presented.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

### **Executive Sessions**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the January 22, 2019 and February 13, 2019 Executive Board Sessions as presented.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

### **Special Board Meeting**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the February 4, 2019 Special Board meeting as presented.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

## **TREASURER'S REPORT**

**Upon motion by Trustee Hu, seconded by Trustee Smith 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. February 26, 2019, Treasurer's Report;
- b. Warrant dated February 4, 2019 through February 10, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$183,637.30.
- c. Payroll Warrants for pay dates January 3<sup>rd</sup>, January 17<sup>th</sup> and January 31<sup>st</sup>, 2019, which have been reviewed by the Treasurer, (in the amounts of \$153,667.68, \$150,881.11 and \$166,853.39, respectively,) for a total of \$471,402.18.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Payroll Change report of January 1 through January 31, 2019 as presented, which has been reviewed by the Finance Committee.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

**MOTION CARRIED UNANIMOUSLY**

## **REPORTS**

President Miller announced that there are no updates for any committees at this time.

### **Grants**

Director Corcoran shared that completed paperwork has been sent to DASNY in regards to the RFID grant. When the fully executed contract is sent back, they will be able to submit bills and get the \$100k reimbursement for the RFID.

### **Director's Report**

Director Denise Corcoran reported that a ribbon cutting ceremony is scheduled for our new STEM lab on Tuesday, March 12<sup>th</sup> at 11:00 AM. All are welcome. She shared that **GIRLS WHO CODE** workshops, an exciting national program, is now in our library through the efforts of Adam Hinz and Jamie Lagasse in Youth Services. Ms. Corcoran announced that the first staff meeting for Asian media development was held to help determine which film titles will be added to our Chinese, Japanese and Korean media collection. She stated that Turbo Tax software has been loaded on all public computers and is available for use by all our patrons. Ms. Corcoran announced that yoga classes have started at Parkville Branch and that Empire Passes, which provide access to 127 parks throughout New York State, are now available.

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

### **ADMINISTRATION**

- The Ribbon Cutting Ceremony for our STEM Lab is planned for March 12<sup>th</sup> at 11:00 am.
- Adam Hinz and Jamie Lagasse of Youth Services have been meeting with professional coders for our **GIRLS WHO CODE** Workshop.
- GNL Tech Squad has started up again to provide technological support to the community. The program will rotate through all four library locations.
- The Children's Department is setting up class visits with all the Great Neck elementary schools to continue educating the children and administrators on what the library has to offer.
- Our first staff meeting for Asian Media development was held to determine which film titles should be added to our Chinese, Japanese and Korean media collection.
- WorldShare OCLC software has been installed and staff training is being scheduled. This software will allow us to obtain materials for our patrons that are not available through LILINK.
- TurboTax software has been installed on our public computers and is available for use by all our patrons.
- DASNY paperwork is being finalized for our RFID grant.
- The RAVE application implementation for security has been completed in cooperation with the Nassau County Police Department.
- 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:

- ★ Raisa Dreyzin - 20 years in February

**Staff Trainings and Workshops**

NLS – Adult Summer Reading	February 5 <sup>th</sup>	Margery Chodosch	Reference
NLS – Robotics Petting Zoo Training	January 31 <sup>st</sup>	Chris Van Wickler Egita Guillaume	Emerging Tech Children’s
Gmail for Business Training by Chris Van Wickler	January 30 <sup>th</sup>	All Staff	All Depts.
NY History Day Judge Training	January 28 <sup>th</sup>	Christy Orquera	Reference
Sierra Training – Obtaining Circulation Stats - by Nick Camastro	January	Justin Crossfox Alana Mutum Irene Winkler	Branch Heads
LILRC – PastPerfect Museum Software: Is it Right for Me?	January 14 <sup>th</sup>	Christy Orquera	Reference

**COMMUNITY & OUTREACH**

- Tuesday, January 29<sup>th</sup> – Detective Waters of the Nassau County Police Department.
- Thursday, January 31<sup>st</sup> – Call with Christine Belling of the Syosset Public Library

**MAIN LIBRARY**

- New computers continue arriving and are being set up in designated areas.
- Preparations continue for the space designated for our new STEM lab.
- Reference staff have been relocated to their new work spaces.
- We continue to work to resolve HVAC – punch list items.

**BRANCHES**

- Branch staff has been trained to run collection and statistics report from Sierra.
- New furniture has arrived and been set up at Lakeville. This has resulted in additional seating and been well received by our patrons.
- 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 she has been working with staff on completing the annual State Report which will be brought to the Board for review. Ms. Van Dyne shared that the library now has WorldShare by OCLC which is used by staff to put reserves on for our patrons for items not available through LILINK. She reported that the new furniture for Lakeville has arrived and been set up for our patrons to enjoy. Ms. Van Dyne stated that, alongside Arifa Shah from Technical Services, she has been in weekly communication with Baker & Taylor and Ingram finalizing all the details for our shelf ready items. She added that the first test order should be going out to Baker & Taylor shortly.

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

**Main:**

- Welcome to our new 2019 Board of Trustees. We look forward to working with all of you.
- All regular staff have completed their trainings in Diversity and Bullying. As new staff are hired, this is now part of the onboarding procedure to be completed.
- I continue to hold bimonthly meetings with the Maintenance staff.
- The new electrical outlets and data ports have been installed in the Technical Services room. Everyone from the Reference Office has now officially been moved in with their Technical Service and Programming colleagues.
- Now that the old Reference Office has been turned over, Chris and Adam have been working on setting up our STEM Lab. We are looking to hold a ribbon cutting ceremony once we have everything in place for this new and exciting department.
- Staff have been putting in workshop and conference attendance requests. Upcoming conferences are Computers & Libraries, Innovative, and the Long Island Library Conference as well as smaller ones held at the Nassau Library System.
- The next batch of computers have arrived. Garry has been working with staff in order to get them out to their designated locations.
- Tax Season is here! Garry has been working on installing TurboTax on all of our public computers for patron use. A limited number of physical tax forms have been delivered which is something that every library is now facing. Patrons can request that staff print forms but we are limiting to one free set of each. Additional sets are at cost.
- Steve and I have been working with Denise in order to complete the last portion to receive our DASNY grant money for our RFID system.
- I am currently working on completing our Annual State Report. I have been collaborating with staff in order to obtain necessary information.
- I have been working with Nick on testing WorldShare by OCLC. WorldShare allows staff to put reserves on items that can only be obtained from off Long Island and not through LILINK. We have reserved items for testing and are waiting for them to come in so we can move forward with our next steps.

**Technical Services:**

- I continue to 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 collection orders from each department and upload the order records.
- As of the January BoT meeting, the staff are now allowed to weed as per library policy. I have spoken with Department Heads regarding how to proceed. All items up for deletion must go through the department heads before going to Technical Services. 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.
- Arifa and I have been having weekly phone calls with Baker & Taylor and Ingram in order to ready ourselves for the move to Shelf-Ready items. There is a lot of detail that goes in to this and we're trying to make it go as smooth as possible. We are just about ready to work on sending in our first test order with Baker & Taylor.
- The art collection is just about completely cataloged. Thank you to the Technical Services staff for all the hours that you have put in to this project.
- 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.

**Branches:**

- 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.

- The Branch Heads recently met with the department heads in order to work on the next round of library programming for April - June. June also begins our summer reading programming and Parkville is very excited to learn that they will be hatching chicks this year along with our staff at Main. Three of our Children’s Librarians recently completed Chick Training out at the Suffolk Cooperative Extension in Yaphank.
- The Branch Heads have kept in contact with Irina regarding missing magazines. People magazine had an issue with their publisher but should be back on track now.
- Branch Heads have been trained on running collection reports by Wanda. This allows the Branch Heads to easily work on collection maintenance. They have also met with Nick to be trained on running reports for collection and user statistics. They will be meeting with Nick soon to learn how to run reports for our Self-Check Out statistics.
- We continue to work with MDA Designgroup, our space planner for the Parkville and Station branches. The asbestos testing at Parkville has been completed as one of our next steps.
- The Lakeville furniture has been put out for our patrons to enjoy. Our next step will be to discuss painting and carpet cleaning to showcase our new furniture. (See pictures below.)
- The Lakeville furniture has been ordered. We are currently working on obtaining quotes for painting and carpet cleaning.

**OLD BUSINESS**

**(a) Policy Manual Change – Remove Section 300-40 – Organizational Chart - 3<sup>rd</sup> Read & Vote**

*Board Comment: Motion was TABLED for additional review.*

**NEW BUSINESS**

**(a) Announce Board Committee Assignments**

President Miller announced the new board committee assignments have been made.

<p><b><u>BRANCH</u></b>                  Barry Smith--Chair                  Josie Pizer                  Scott Sontag                  Rebecca T. Miller                  Denise Corcoran                  Tracy Van Dyne                  Justin Crossfox                  Irene Winkler                  Alana Mutum                  Charles Wohlgemuth</p>	<p><b><u>LONG RANGE PLANNING</u></b>                  Chelsea Sassouni--Chair                  Barry Smith                  Weihua Yan                  Rebecca T. Miller                  Denise Corcoran                  Tracy Van Dyne                  Adam Hinz                  Steve Kashkin</p>	<p><b><u>PERSONNEL</u></b>                  Josie Pizer--Chair                  Chelsea Sassouni                  Weihua Yan                  Rebecca T. Miller                  Denise Corcoran                  Holly Coscetta</p>
<p><b><u>FINANCE</u></b>                  Josie Pizer--Chair                  Chelsea Sassouni                  Liman Mimi Hu                  Rebecca T. Miller                  Denise Corcoran                  Steve Kashkin</p>	<p><b><u>MAIN BUILDING</u></b>                  Weihua Yan--Chair                  Scott Sontag                  Liman Mimi Hu                  Rebecca T. Miller                  Denise Corcoran                  Tracy Van Dyne                  Garry Horodyski                  Cindy Simeti                  Charles Wohlgemuth                  Marietta DiCamillo                  Alice Merwin                  Marianna Wohlgemuth</p>	<p><b><u>POLICY &amp; BYLAWS</u></b>                  Liman Mimu Hu--Chair                  Scott Sontag                  Barry Smith                  Rebecca T. Miller                  Denise Corcoran                  Tracy Van Dyne                  Nicholas Camastro</p>

**(b) Approve the Composition of Members for the Director Search Committee**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the composition of members for the Director Search Committee as follows: three Members of the Board of Trustees, two staff members and two members of the public.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

**(c) Announce Solicitation for Public Members for the Director Search Committee**

President Miller announced the solicitation for public members for the Director Search Committee. An announcement with the related deadlines is forthcoming and will be available on the library website.

*Public Comments: J. Clausen*

**(d) Departure Date of Current Director**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept March 15, 2019 as the date of departure for current Library Director, Denise Corcoran.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

**(e) Commencement Date and Salary for Acting Director**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept March 16, 2019 as the date of commencement for Tracy Van Dyne as Acting Director at an annual stipend of \$22,500.00. A memorandum of agreement is to be executed to memorialize such agreement.

**VOTE:** Yes – 4 (Miller, Yan, Smith, Sontag)

Abstain – 1 (Hu)

*MOTION CARRIED*

**(f) Accept the Donation of Calendars**

**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 donation of Calendars from the Great Neck Chinese Association and that an acknowledgment and thank you letter be issued to the Great Neck Chinese Association.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

**(g) Replacement of Cracked Window in Multi-Purpose Room at the Main Library**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the replacement of cracked window in the Large Multi-Purpose Room at the Main Library from Fox Glass Company East at a cost of \$1,151.00; such funds to be taken from the Main Building and Special Services Fund.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

**(h) Approve Revised Technical Services Manager Job Posting & Description**

**(formerly Technology Services Coordinator)**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the replacement of cracked window in the Large Multi-Purpose Room at the Main Library from Fox Glass Company East at a cost of \$1,151.00; such funds to be taken from the Main Building and Special Services Fund.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

**(i) Approve Budget Transfers**

**Upon motion by Trustee Hu and seconded by Trustee Yan, and after discussion, it was subsequently TABLED,**

**MOVED,** that the Great Neck Library Board of Trustees authorize the transfer of \$57,000.00 into the Automated Library Fund; and the transfer of \$50,000.00 to the Bond Retirement Fund from the General Fund as scheduled in the 2019 budget which was adopted in April 2018.

*Board Comment: Motion was TABLED for additional investigation.*

*Public Comments: M. DiCamillo*

**(j) Approve Service Contract for Automatic Doors at the Main Library**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the contract with LI Locksmith & Alarm Co. Inc. D/B/A LI Automatic Doors for the automatic doors at the main entrance and children's entrance at the Main library at a fee of \$2,400 per year (same price for 5 years); such funds to be taken from the Service Contract expense line in the General Fund.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

**(k) Approve Air Conditioning Service Contract for Parkville & Lakeville**



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

RESOLVED, that the Great Neck Library Board of Trustees approve the contract with Matco Service Corp. which will provide services for the air conditioning at the Parkville and Lakeville branches at a fee of \$3,300; such funds to be taken from the Service Contract expense line in the General Fund.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

### **(l) Approve Purchase of Recyclable Tote Bags**

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of recyclable GNL fold away tote bags from Janway Company at a cost not to exceed \$2,520; such funds to be taken from the Library Supplies expense line in the General Fund.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

*Public Comments: M. DiCamillo*

### **(m) Proceed with RFP for Project Manager/Owner’s Representative for the Station Branch Renovation**

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

MOVED, that the Great Neck Library Board of Trustees proceed with an RFP for a Project Manager/Owner’s Representative for the Station Branch Renovation to oversee construction; develop and determine project estimating and budgeting; procure furniture, fixtures and equipment; and develop an RFP to solicit and oversee collection removal, storage and re-installation.

*Board Comment: Motion was TABLED for additional investigation.*

*Public Comments: N. Pennar, M. DiCamillo, D. Nachmanoff*

### **(n) Renewal of Junior Accountant’s Contract**

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

RESOLVED, that the Great Neck Library Board of Trustees renew Li Wen Lee’s contract for a three (3) year period as Junior Accountant with a salary of \$55,000. With annual reviews and increases to be determined by the Board of Trustees.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

### **(o) Proceed with RFP for Search Firm for new Director**

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

RESOLVED, that the Great Neck Library Board of Trustees proceed with an RFP for a search firm associated with the upcoming search for a new director.

**VOTE:** Yes – 5 (Miller, Yan, Smith, Hu, Sontag)

*MOTION CARRIED UNANIMOUSLY*

### **CORRESPONDENCE**

Letter from J. Shenkman – Patron was in attendance and spoke on her letter regarding Library Director, Denise Corcoran's, resignation.

### **OPEN TIME**

J. Shenkman – GNL's Reputation

D. Nachmanoff – Kudos to Denise Corcoran

N. Pennar – Station and Parkville Renovations, Director Vacancy, LILINK, GNL's Reputation

Unidentified Patron – Programs on Religious Holidays

### **DATES OF NEXT MEETINGS**

March 12, 2019 –1<sup>st</sup> Budget Workshop-Station Branch

March 19, 2019- Regular Board Meeting– Station Branch

March 26, 2019-2<sup>nd</sup> Budget Workshop – Main Library

### **ADJOURNMENT**

The meeting was adjourned at 8:45 p.m. on motion by Trustee Miller and seconded by Trustee Sontag.

Respectfully submitted,

Dr. Barry Smith  
Secretary, Board of Trustees