
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, NOVEMBER 17, 2020, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, November 17, 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

CALL TO ORDER

The meeting was called to order by President Yan at 6:00 p.m.

SECRETARY’S REPORT ON ELECTION RESULTS

Secretary Scott Sontag reported the October 26, 2020 election results.

BOARD OF TRUSTEES

Four-year term ending January 2025 to fill seat currently held by Josie Pizer
Josephine Mairzadeh (Nominating Committee Candidate) 223 votes
Noah Liebowitz (Write In Candidate) 1 Vote
Kathleen Aghalar Pour (Write in Candidate) 1 Vote

BOARD OF TRUSTEES

Four-year term ending January 2025 to fill seat currently held by Rebecca Miller
Kathleen Gold (Independent Candidate) 175 votes
Roya Songhorian (Independent Candidate) 72 Votes

NOMINATING COMMITTEE

Three-year term ending January 2024 to fill seat currently held by Cheng Carey Ye
Marianna Wohlgemuth (Write In Candidate) 4 votes
Cheng Carey Ye (Write In Candidate) 2 votes
Rebecca Gilliar (Write In Candidate) 2 votes
Robert Mendelson (Write In Candidate) 1 vote

NOMINATING COMMITTEE

Three-year term ending January 2024 to fill seat currently held by Siu Song (Alex) Au
Marietta DiCamillo (Write In Candidate) 4 votes
Siu Song (Alex) Au (Write In Candidate) 2 votes
Richard Lillien (Write In Candidate) 1 vote
Josephine Pizer (Write In Candidate) 1 vote

Total Ballots Cast = 293, Quorum Met

PRESENTATION & ACCEPTANCE OF JUNE 2020 AUDITED FINANCIAL STATEMENTS BY JILL SANDERS OF CULLEN AND DANOWSKI., LLP

Jill Sanders from Cullen & Danowski, LLP distributed copies and discussed the annual audit report. She noted that library was issued an “unmodified opinion”, the best opinion it can receive. Ms. Sanders went over the document. She stated that the books were in order and that no deficiencies in internal controls existed.

Trustee Miller thanked Steven Kashkin and his team for ongoing excellence in this area. Trustee Yan and the rest of the board echoed her sentiments.

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 audited Financial Statements and the Auditor’s Report for the fiscal year ended June 30, 2020.

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

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the Minutes of the October 19, 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. November 17, 2020, Treasurer’s Report;

- b. Warrant dated November 2nd through November 8th, 2020 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$644,607.50.
- c. Payroll Warrants for pay dates October 8th and October 22, 2020 which have been reviewed by the Treasurer, (in the amounts of \$142,674.81 and \$139,917.70, respectively,) for a total of \$282,592.51.

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

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of October 1 through October 31, 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 shared that the committee encountered several technical issues during their meeting. He stated that both renovation projects are progressing. Dr. Smith announced that the committee will be meeting on December 15th after which he will have more accurate information on the status of both projects. Interim Director Trepp said that although Elisabeth Martin from MDA experienced some technical difficulties with WebEx, she was able to present on the current plans for Station and Parkville. Mr. Trepp announced that, for Parkville, a Letter of Intent was filed with the State Education Department and that a project number was received. In regards to the Station Branch, the committee just needs to approve the plans to move forward. Dr. Smith thanked Mr. Trepp for taking this on and moving the projects forward expeditiously.

Interim Director's Report

Interim Director George Trepp reported that along with focusing on the landscape and branch projects, he has been dealing with many things that come up in daily library operations. He added that he is also trying to push the negotiations of the Department Head's contract since they have been without a contract for seven years. This will help prepare them for staff association negotiations in 2021.

Trustee Hu acknowledged the efforts of the staff librarian's as she has received positive feedback from the community regarding their professionalism and responsiveness.

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

I. Daily operations:

- Prior to the election for the Library Board of Trustees and after discussing the matter with Library's counsel, and reviewing the cost and staffing related thereto, the Interim Director discussed the possibility of conducting such election at the same date/time that the Board of Education conducts its Board/ Budget election. The Superintendent

indicated that she needed to discuss the matter with the Assistant Superintendent for Business, their legal counsel and the Board of Education but she was not opposed to the idea. **However, there are concerns principally the different voting requirements but we'll contact the Superintendent later in November to ascertain their willingness and possible costs.**

- Discussed library related issues with two (2) patrons, one of which may have been resolved while the other appears to be continuing.
- Conducted two personnel discussions with employees and counseled one other.
- Initial review of the circulation Manual for the Personnel Committee. Further in-depth review is necessary.
- Held discussions with the Administrative Coordinator regarding training and staff evaluations.
- In the absence of the Interim Director, the Business Manager was assigned the task of monitoring the transition to the Nassau Library Systems' Overdrive project (electronic materials)

II. Covid Preparations and Reopening Planning:

Within the context of ever rising infection rates, the Covid situation is as follows:

- * The Interim Director reviewed the current COVID plan for the Library, researched neighboring libraries' approaches to expanded services and met with the Corona Virus Task Force during which it was agreed to expand service hours.
- * Visited Branches to ascertain what expanded services could be offered.
- * Research building occupancies to determine what would be permissible by the State.
- * **With the decision to expand hours to 5:30 and provide night service**, the details are being planned. It appears that one (1) night will be offered to mitigate the additional cost for a guard and preclude the Person in Charge issue: however, infection rates have since risen in Great Neck; consequently implementation may be delayed.

III. Capital Projects:

- There were several emails and discussions regarding the Branch renovations; however, the November 5th Branch Committee meeting had to be rescheduled for technological reasons. The cancellation was unfortunate, as it appeared the projects were ready to proceed.
- The required Letter of Intent for the Parkville Branch was completed and submitted to the State Education Department.
- On October 28, the Business Manager and Interim Director held a Zoom meeting with the landscape architect and that project is now proceeding, as the requisite paperwork for the North Hempstead Building Department was submitted to the contractor for filing.

OLD BUSINESS

(a) Proposed Policy Changes

- a. Revise Section 200-10-Conduct of Meetings – 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 revise Section 200-10 (Conduct of Meetings) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED

- b. Revise Section 200-20 Responsibilities of Trustees – 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 revise Section 200-20 (Responsibilities of Trustees) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee Sassouni clarified that in the past the Board managed the hiring process of the Business Manager and this change shifts their responsibility to just accepting the hire. President

Yan said that the new language explains that the hiring of the Business Manager is the responsibility of the Director with the Board just accepting the hire. Trustee Hu added that it is the Director's job to hire all positions under them but that, of course, the board will still have to approve the appointment. Trustee Miller wondered if even keeping the language regarding this hiring creates a lack of clarity and asked for the policy committee to consider removing in its entirety.

c. Revise Section 200-30 Board Officers, Election and Responsibilities – 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 revise Section 200-30 (Board Officers, Election and Responsibilities) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

d. Revise Section 200-40 Board 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 revise 200-40 (Board Committees) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

e. Revise Section 200-50 Committee Meetings of the Board- 3rd Read & Vote

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

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

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

MOTION CARRIED UNANIMOUSLY

f. 200-60 Revise Section 200-60 Trustee Continuing Education and Community Meetings- 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 Section 200-60 (Trustee Continuing Education and Community Meetings) from the Board Policy Manual. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee Miller confirmed that this change is to clarify that trustees do not require permission to attend community events but that board approval is required if they are requesting financial reimbursement.

g. Remove Section 900-60 Standing Committees - 2nd Read

- h. Remove 900-70 Temporary Committees - 2nd Read
- i. Remove Section 900-75 Ad Hoc Advisory Committee to Acquire Materials - 2nd Read
- j. Remove Section 200-65 Distribution of Board Correspondence - 2nd Read
- k. Remove Section 200-70 Email - 2nd Read

NEW BUSINESS

(a) Acceptance of Board of Trustees Resignation

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 resignation of Josie Pizer from the Board of Trustees.

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

Board Comment: President Yan expressed gratitude for Josie's service on the board.

(b) Approve Postage Machine Lease

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 renewal of the lease with Quadient for 60 months for a new postage machine and meter at a cost of \$178.05/month to be charged to the Office Equipment and Repair line in the General Fund.

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

(c) Approve Pointing for the South/West Corner of the Main Library

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 pointing of the south/west corner of the Main Library by AMICI Concrete & Masonry at a cost of \$3600.00 to be charged to the Main Building and Special Services Fund.

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

CORRESPONDENCE

Trustee Hu shared an email from a patron regarding issues with the library timeline in checking returned materials back in.

OPEN TIME

None

DATES OF NEXT MEETINGS

December 22, 2020 - Board Meeting

EXECUTIVE SESSION

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

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

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

MOTION CARRIED UNANIMOUSLY

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

RESOLVED, to exit executive session.

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

MOTION CARRIED UNANIMOUSLY

No action was taken in executive session.

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