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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, JUNE 22, 2021, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an Executive Session was held on Tuesday, June 22, 2021, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 and via Zoom [Agenda attached]

The following Trustees were present constituting a quorum:

Weihua Yan – President  
Liman Mimi Hu – Vice President  
Barry Smith – Secretary (*via Zoom*)  
Chelsea Sassouni – Treasurer  
Scott Sontag – Assistant Treasurer (*via Zoom*)  
Kathleen Gold – Assistant Treasurer (in-person and *via Zoom*)  
Josephine Mairzadeh – Trustee (*via Zoom*)

Also Present: George Trepp – Interim Director  
Steven Kashkin – Business Manager

## **CALL TO ORDER**

The meeting was called to order by President Yan at 6:05 p.m.

## **EXECUTIVE SESSION**

**Upon motion by Trustee Sassouni, seconded by Trustee Hu, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees enter into Executive Session for a discussion on Personnel Matters.

**VOTE:** Yes, in person – 4 (Yan, Hu, Sassouni, Gold)  
Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

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

**RESOLVED**, that the Great Neck Library Board of Trustees exit Executive Session.

**VOTE:** Yes, in person – 4 (Yan, Hu, Sassouni, Gold)  
Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

No action was taken in executive session.

President Yan announced that there are many items on tonight's agenda, including a discussion on face masks, budget transfers and change orders for the Station Branch renovation. He noted there are two additional items that are not on the published agenda. One is a resolution for the elimination of the Administrative Coordinator position which was created by the previous board to be a liaison between the board and administration. In consultation with the Interim Director, it was decided that communications with the board should go exclusively through the director. However, there are specific functions associated with the current role which include Human Resource related duties. As such, a resolution is being presented today for a Special Assistant to the Interim Director position so that all current HR functions will continue.

## **PUBLIC COMMENTS ON PUBLISHED AGENDA**

E. Johnson (Parkville Branch Head): Will the new job description be made available to staff? How will the reclassification of the position affect her because when the Director is not available all her communication funnels through the Administrative Coordinator? President Yan noted that Interim Director Trepp will clarify the change but that the lines of communication with staff will not be affected and that the HR support remains the same. Trustee Sassouni clarified that the only change being proposed for this position is its direct contact with the board which is being designed to run solely through the Director or his designee. Ms. Sassouni reiterated that all HR and other functions associated with this role will continue. Ms. Johnson questioned the timing of this change, as currently there is no permanent director. She asked the board to consider delaying it.

R. Gilliar: 1) Noted that the hierarchy of the library is such that if the Director or Assistant Director are not available, rather than reaching out to the Administrative Coordinator, communication should be directed to the other two full time administrators who are the Business Manager and Head of Youth Services. 2) Is concerned with the format of the Interim Director's report and recommends its structure be revised in the future as confidential matters, such as personnel items, should not be included in the report and become a piece of history for this library.

M. DiCamillo: Will a contractual agreement be provided for the new position so that it is protected for a period of time and not at the discretion of the Interim Director? President Yan responded that this will be discussed and determined in conjunction with the Interim Director.

T. Van Dyne: Stated that the original job description for Administrative Coordinator did not include the function of board liaison and was only supposed to be an HR position. This function was added by the Director before her. As such, why is the job description not just reverted back to its original form? Also, why is the new title a Temp Assistant to an Interim Director? She is concerned that this position can ultimately be removed if it is being labeled as an Assistant to the Interim Director.

## **MINUTES**

### **Regular Board Minutes**

**Upon motion by Trustee Hu, seconded by Trustee Sassouni, it was,**

**MOVED,** that the Great Neck Library Board of Trustees approve the Minutes of the May 25, 2021 Board meeting as presented.

**VOTE:** Yes, in person – 4 (Yan, Hu, Sassouni, Gold)

Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

### **Special Board Meeting & Executive Session**

**Upon motion by Trustee Hu, seconded by Trustee Sassouni, it was,**

**MOVED**, that the Great Neck Library Board of Trustees approve the Minutes of the June 10, 2021 Special Board meeting and Executive Session as presented.

**VOTE:** Yes, in person – 4 (Yan, Hu, Sassouni, Gold)

Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

### **TREASURER/BUSINESS MANAGER REPORT**

**Upon motion by Trustee Sassouni, seconded by Trustee Hu, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the following financial reports which have been reviewed by the Audit Committee:

- a. June 22, 2021, Treasurer's Report;
- b. Warrant dated June 9th, 2021 through June 13th, 2021, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$271,393.53
- c. Payroll Warrants for pay dates May 6th and May 20th, 2021, which have been reviewed by the Treasurer, (in the amounts of \$151,307.16 and \$133,716.79, respectively,) for a total of \$285,023.95.

**VOTE:** Yes, in person – 4 (Yan, Hu, Sassouni, Gold)

Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

### **PAYROLL CHANGES**

**Upon motion by Trustee Sassouni, seconded by Trustee Hu, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Payroll Change report of May 1 through May 31, 2021 as presented, which has been reviewed by the Audit Committee.

**VOTE:** Yes, in person – 4 (Yan, Hu, Sassouni, Gold)

Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

### **REPORTS**

#### **Building Committee**

Trustee Smith reported that the Station Branch renovations are now underway with the Parkville Branch renovations currently undergoing approvals. He deferred to Interim Director Trepp for additional information. Mr. Trepp shared that the water pressure issue was identified and is now above code. He stated that the Station Branch lease renewal is on tonight's agenda with the Lakeville Branch lease expected to be on the next one. Trustee Smith added that negotiations will start soon regarding the

Parkville Branch lease. He noted that several changes orders related to the Station Branch renovations, including data cabling, steel case dividers and steel surcharge are being presented later in the meeting.

### Policy and Bylaws Committee

Trustee Hu reported that the committee met on June 16<sup>th</sup> where Section 400-80 (Continuing Education Policy) was discussed at length. It was agreed that it is the library's commitment to provide continuing education opportunities to staff. Ms. Hu noted that a line was added for clarification on reimbursement. The revised policy is being presented later tonight for a first read. Ms. Hu shared that the elimination of the Nominating Committee was also discussed at the committee's last meeting to be more in line with the other Long Island libraries. Both recommendations have been sent to library counsel for review.

### Interim Director's Report

Interim Director George Trepp reported that facilities and media staff have been moving shelves in preparation for the new shelving. He has been working with Mr. Jerry Weinstein, the tree donor, regarding the donation and plaque. Mr. Trepp said the library is in receipt of several suggestions for website enhancements, which will be discussed at the next building committee meeting. He shared that the UPTC held a time capsule ceremony at the library in the presence of local government, school board and library board members.

Text of George Trepp's, Interim Director, written report dated June 2021 is below:

Once again, this report will open with items for the Board's consideration and are on the agenda.

#### **Corona Virus Guidelines:**

As you may be aware, the Governor has immediately lifted most restrictions, as bars, restaurants, gyms, offices, entertainment venues including movie theatres, child care, camps, malls and hair salons can return to pre-covid functioning with no distancing or special cleaning; **however**, businesses, stores, offices and others can continue restrictions as they deem necessary. Those that are not vaccinated will be permitted in these locations but they must wear masks and distance. Mask requirements remain for public transportation and large-scale indoor venues will require proof of vaccination. Current data; Friday, June 18, shows Great Neck infections at .14 for daily increase over the seven prior days, Great Neck Estates at 0, Great Neck Gardens at 0 and Great Neck Plaza .14. The latest vaccine tracker reports that 70% of Nassau residents have received one (1) dose and 62.6% have received two (2) doses. The Great Neck Library staff shows 87.1 % fully dosed and 12.9% unvaccinated. Of the latter, half are part timers and the other half are full timers and on-call staff. Thus, the questions to the Board are:

- Does the Board want to continue the current mask policy? Although announcements are regularly made, the Interim Director does walk about the main building informing patrons that masks are required.
- Does the Board want to authorize use of the program rooms; thereby, necessitating the removal of furniture from the Community Room. Parenthetically, the larger multi-purpose room is currently available and used for staff meetings and interviews, the smaller room is used by the webmaster and the public relations editorial assistant, as office space is at a premium, especially if distancing is to be maintained. The alternative space for the two are one of the Quiet Study Rooms.
- Does the Board want to reopen Friday nights? This would be the opportunity to remove Friday nights from the schedule, as the Library has been closed nearly 16 months.

Finally, children's programs for the summer are being conducted outdoors, a Tai Chi exercise program is scheduled for Parkville outside and the adult programmer and Interim Director have been discussing programming. Based on feedback the programmer has received, some programs, lectures, can be hybrid but music programs will probably commence in the late summer/very early fall.

#### **Branch Renovation Change Orders:**

During the course of any building project, issues develop or were omitted from the initial bid documents. Regarding the Station Branch Renovation there are these changes, as follows:

1. The entrance to the branch had two (2) Bibliotheca theft detection gates forcing entering and exiting patrons to use the same pathway. Picture a one-way street with two-way traffic heading towards each other. This was recognized three years ago with the requisition of another gate at a cost of \$2,972.54, but it was never installed. Late in the process, this was uncovered and pricing for the additional gate was requested. Bibliotheca initially quoted \$4,361; however, the Interim Director secured a reduced price of \$3,792.60 attributable to the difference in freight charges and the addition of another required part. Since the original amount was committed, **the additional amount is \$820.06. This change has been passed by the Building and Audit Committee.**
2. The next change results from an industry assessment for steel related products, resulting in an additional \$2,505.80 for new shelving for Whalen Berez Group. In the past months, the demand for steel has exceeded the available supply from the mills; hence, the price

increase from the manufacturer. This was not predictable but the consolation is that the architect worked hard to reduce the bid price. **Although passed by the Building and Audit Committee, Audit Committee Chair Trustee Sassouni is dubious.**

3. This change results from an omission in the furniture bid from Inside Source. They missed eight (8) Steelcase Divisio dividers in the bid spreadsheet at a cost of \$1,784.96, which still brings them below the contracted price of \$101,768. Came in after the committee meetings
4. The last change results from an omission in the bid package **and is an opportunity to enhance the technology at the Branch.** Prior to this construction, there was old cabling and the renovation offered the opportunity to upgrade that cabling to Category 6. Unfortunately, this is “a time is of the essence” project because it’s easiest to this computer and telephone cabling when the walls are down. Three companies were invited to bid, including current tech consultants OSI but the pricing came in after the Committee meetings. The results are widely divergent, as follows:
  - i) OSI bowed out, as the project was too big, too complicated and they were busy with other endeavors.
  - ii) Corstar bid \$16,836 for 53 Category 6 cables at 29 locations, 2 new Category 6- 48 port patch panels, faceplates and boxes. Corstar did a walk through with the Interim Director and the head of IT.
  - iii) The electrician for JobCo bid \$2,700 for 48 data ports and 21 phone ports **but will not terminate and did not price the patch panels and racks. That means another vendor would be needed.** The electrician did not do a walk through with the IT specialist.

Given the timing and known quality of Corstar’s work and performance, they are recommended, as the electrician’s bid is incomplete and a complete unknown. Regarding the water pressure problem, it appears there was a blockage and perhaps a valve that was not completely open. It now appears the pressure is correct and even a tad more than code requirements. A couple of glitches arose on Friday afternoon, as the building Superintendent stopped the removal of the last of the remaining shelves because the elevator was being used. The Interim Director asked them to come back early Saturday to see if it could be done then. A neighboring tenant complained about the noise; consequently, the contractor was asked to schedule the use of jack hammers to off hours. Finally, in more ways than one, the work permit for Station has been issued. With respect to the Parkville Branch, the expedited review is underway and appears to be going well. There is a chance it will be completed quicker than anticipated. Regarding the landscape project, Mr. Ostad indicated his preferred contractor remains interested contrasted with some others who claim to be too busy or are not suited for the job. Messers Marett and Ostad met with the principal bidder and there were some questions, which resulted in design revisions on the architect’s end. Hence, it appears a final bid from the contractor is approximately three weeks away.

#### **Director Search and Personnel:**

Pursuant to the revised job posting, an advertisement for Great Neck Library Director was placed during the week of June 14<sup>th</sup> in the following locations/publications: American Library Association’s Annual Conference job site, Library Journal and LJ Hotline, METRO’s job line, New York Library Association job line, NYLINK, Long Island Libraries Resource Council job line, Nassau and Suffolk Library Associations Job line, California, Connecticut and New Jersey Library Association job lines, C.W.Post, Columbia Pratt, Queens Rutgers and St. Johns Library School employment offices, Asian and Pacific Island Librarians caucus, Black Librarians caucus and Reforma for the Hispanic Librarians Caucus. The cost of advertising is \$2,156. At this writing, 28 staff have been interviewed for strengths, weaknesses, opportunities and threats and the qualities of a new director. It is anticipated that the interviews will continue for another month or so to be followed by the development of interview questions, all of which is compatible with the receipt of applications

With respect to staff, **we are delighted to recommend the promotion of Christopher VanWickler as Emerging Technologies Librarian Senior I in the STEM Lab.** Regretfully, the following resignations are reported: Children’s Head Michelle Minervini, effective July 9, full time clerk Karen Hirsch-Romero, effective June 25 and Lakeville page Kori Tuitt, effective July 1. Minervini and Hirsch-Romero are leaving for greater salaries while Tuitt departs for personnel reasons. Finally, patron Diana Stein commends librarian Courtney Greenblatt for her welcoming attitude and great public service.

#### **Branch Leases:**

Regarding the Branch leases, the Station Branch lease has been reviewed by the attorney, Steven Martir, and is ready for final Board approval. As a refresher, the substantive terms are as follows:

- \* 15-year lease.
- \* \$175,000 contribution to the project in the form of rent credits over five (5) years.
- \* Base rent is the initial year followed by 1% increases in years 2-6 and 2% increase in years 7-15.
- \* In 2036 a new lease will be required, as there is no renewal option.

**What’s the Board’s pleasure?** With respect to the Lakeville Branch lease, that is still being reviewed by Mr. Martir but those substantive terms are:

- 10-year lease
- Base rent starts in 2022 and is \$58 per square foot
- The following years are 1.5% increases in years 2-5 and 2.5% increases in years 6-10.

Finally, the Interim Director discussed the Parkville Branch rent with the Schools’ Assistant Superintendent for Business who indicated, in the final conversation, that it would be an inter Board matter. **As a result, the Building Committee suggested a letter from the Library Board to the Board of Education indicating a desire to open talks regarding the rent.** In November, the rent at Parkville will be \$11,891.10; a four (4%) percent increase. If the Board so desires, research on comparables will be needed, as the school’s position may be they could rent the property to a commercial/business enterprise.

#### **Approval of the Nassau Library System 2022-26 Direct Access Plan:**

Each public library system must maintain a Direct Access Plan in accordance with the Commissioner of Education's regulation 90.3.CR9. The purpose of the plan is to establish equitable access for all patrons by stipulating the requirements for sharing resources amongst the member libraries. In the past, two (2) documents served as the Nassau Library System's Direct Access Plan. Those documents have now been combined. In developing this plan, comments were collected from member libraries, a draft was formulated and discussed by a Resource Sharing Code Committee composed of Directors, a circulation clerk liaison the NLS Assistant Director for Technology Operations. Following the committee's approval of the draft, the plan was submitted to the Member Library Directors, subsequently approved and reviewed to the NLS Board. The plan has been reviewed by the Interim Director, the Head of Circulation Services who had some questions which were forwarded to the NLS Director and the relevant portion shown to the Programmer. It is now presented to the Member Library Boards and Great Neck Trustees for action.

**Holiday Closings:**

Following the tabling of the schedule for Holiday closings, the Interim Director checked both union contracts and found the Library closed for New Years, MLK and Presidents', Memorial Independence, Labor, Veterans, Thanksgiving and Christmas Days Veterans can be a compensatory day, as it can be a training day. Yom Kippur is a 5:00 P.M. closing while Christmas and New Year's Eves are 1:00 P.M. closings. Easter and Mother's Day are not contractual but staffing can be quite difficult.

**Daily Operations:**

- In preparation for new shelving, media staff and custodians have moved the extant shelving to make room for the new range, computers used for the catalog have been moved to the window and public access computers have been removed from two (2) tables.
- Pursuant to a June 16 site visit by tree donor Jerry Weinstein with the landscape architect Greg Marett, a location has been selected for the tree, but Mr. Weinstein needs to reword the plaque; consequently, there is a delay in the planting.
- Two (2) handfuls of suggestions have been received regarding the website and the Building Committee will discuss those at their July 8<sup>th</sup> meeting.
- The United Parent Teacher Council held their time capsule ceremony on the evening June 17 and it went off without a hitch with Trustee Sontag saying a few words, Trustee Yan in attendance and the Interim Director welcoming everyone to the Library. Kudos to Chris Van Winkler for filming the event.
- Pursuant to the Trustees' request the Crayon Kiosk has been moved to a less obvious location.
- The big news coming from this legislative session is **beginning in 2023 Trustees will be required to take two (2) hours of training each year.**
- With the Station Branch renovation underway things/questions come up everyday and another site visit is anticipated for Monday, June 21.
- Because the Board maintained the mask mandate, regular announcements are made and the Interim Director makes periodic tours of the main building reminding patrons of the requirement.

**OLD BUSINESS**

**(a) Untable the Motion to Accept Holiday Closings & Sunday Hours**

**Upon motion by Trustee Gold, seconded by Trustee Sassouni, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees take from the table the motion relating to the September 2021 to August 2022 Schedule of Holiday Closings and Sunday Hours.

**VOTE:** Yes, in person – 4 (Yan, Hu, Sassouni, Gold)  
Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

**(b) Accept Holiday Closings & Sunday Hours**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the September 2021 to August 2022 Schedule of Holiday Closings and Sunday Hours as presented.

**VOTE:** Yes, in person – 4 (Yan, Hu, Sassouni, Gold)  
Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

### **(c) Discussion Item-Face Masks**

President Yan announced that the Governor has lifted the restrictions on mask wearing and social distancing with the option for individual businesses to mandate them. Mr. Yan feels, given the low transmission rate, along with the high level of vaccination in Great Neck, that the risk of infection is very low. He supports giving the option for vaccinated patrons to not wear a mask. Trustee Smith agrees and added that proven documentation exists that vaccinated individuals will be protected against the new Delta variant. He does feel that unvaccinated people should be strongly encouraged to wear masks. Trustee Hu is in favor of continuing to encourage everyone to wear masks. Trustee Gold's only concern is the impact a mask mandate may have on future indoor programming. Trustee Hu opines that for indoor programming, mask wearing should be mandatory. Trustee Sassouni questioned staff's viewpoint on this, as she wants the library to be a safe place for them. She supports following the school district guidelines on mask wearing. The board agreed to lift the mandate for mask wearing, with the exception of indoor programming where they should still be required. They recommend that the library continue encouraging everyone to wear a mask, though.

*Trustee Gold left the meeting at 8:00 pm.*

## **NEW BUSINESS**

### **(d) Appointment of Emerging Technologies Librarian -Senior I**

**Upon motion by Trustee Hu, seconded by Trustee Sassouni, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the appointment of Christopher Van Wickler to the position of Emerging Technologies Librarian-Senior I with a six-month probationary period, effective June 28, 2021, at an annual salary of \$61,500.

**VOTE:** Yes, in person – 3 (Yan, Hu, Sassouni)

Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

*Interim Director Trepp said that he is delighted to make this appointment and looks forward to having Chris around for many years to come. President Yan is very happy with the success of the STEM lab and congratulated Mr. Van Wickler on behalf of the entire board.*

### **(e) 2021 Year End Budget Transfers**

**Upon motion by Trustee Sassouni, seconded by Trustee Hu, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the year-end line-item changes to the 2021 Operating Budget as detailed in the 2021 Budget Transfer Worksheet, a copy of which is to be appended to the minutes of the meeting, as well as to the copies of the 2021 Budget maintained on file for the public at all branches.

**VOTE:** Yes, in person – 3 (Yan, Hu, Sassouni)

Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

**(f) Approve 2021 Budget Transfers**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the transfer of \$495,000.00 (\$95,000 + \$400,000) to the Bond Retirement Fund and \$600,000.00 to the Branch & Special Services Fund with both transfers coming from the General Fund.

**VOTE:** Yes, in person – 3 (Yan, Hu, Sassouni)  
Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

*Board Comment: President Yan announced that there is a surplus of slightly over \$1 million due largely to the numerous open positions, which include the Director and Assistant Director. Trustee Sassouni added that the library also committed to the branch renovations with the understanding that funds would be moved to cover them.*

**(g) Authorize Board President to sign the Station Branch Lease 2021-2036**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the Board President to sign the Station Branch Lease, term 2021-2036 [copy attached].

*Board Comment: President Yan noted that the landlord has agreed to contribute \$175k in the form of rent credit. In addition, the annual rent increases have been lowered.*

**VOTE:** Yes, in person – 3 (Yan, Hu, Sassouni)  
Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

**(e) Amend Resolution for Additional RFID Gate for the Station Branch**

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

**RESOLVED**, that the Great Neck Library Board of Trustees amend the resolution dated August 21, 2018 for an additional RFID gate for the Station Branch from BiblioTecha to include two (2) direct mount kits and freight at an additional cost not to exceed \$825.00; funds to be taken from the Automated Library Fund.

**VOTE:** Yes, in person – 3 (Yan, Hu, Sassouni)  
Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

*Trustee Gold joined the meeting via Zoom at 8:30 pm.*

**(f) Approve Construction Change Order for Steel Surcharge for Station Branch Renovation**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Construction Change Order for the increased steel surcharge for the Station Branch renovation in the amount of \$2,505.80 from the Whalen Berez Group; such funds to be taken from the Branch and Special Services Fund.

*Board Comment: Trustee Sassouni is inclined to oppose this resolution as the vendor should absorb the cost since the board just recently approved this work. Trustee Sontag concurred. Trustee Hu added that at the last meeting she noted rising construction prices everywhere but was told the price will not increase. She fears that new surcharges will keep coming up. Interim Director Trepp clarified that this increase does not come from the contractor rather from the supplier.*

**VOTE:** Yes, in person – 3 (Yan, Sassouni, Gold)  
Yes, via Zoom – 3 (Smith, Sontag, Mairzadeh)  
No, in person – 1 (Hu)

**MOTION CARRIED**

### **(g) Approve Construction Change Order for Eight (8) Steelcase Dividers for the Station Branch Renovation**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Construction Change Order for the eight (8) Steelcase Divisio Dividers for the Station Branch renovation in the amount of \$1,784.96 from Inside Source; such funds to be taken from the Branch and Special Services Fund.

**VOTE:** Yes, in person – 2 (Hu, Sassouni)  
Yes, via Zoom – 4 (Smith, Sontag, Gold, Mairzadeh)  
No, in person – 1 (Yan)

**MOTION CARRIED**

### **(h) Approve New Phone & Data Cabling for the Station Branch Renovation**

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

**MOVED**, that the Great Neck Library Board of Trustees approve new phone and network cabling, 2 new Cat6 48 port patch panels and 1 new open bay rack, for the Station Branch renovation in the amount of \$16,836.00 from Corstar; such funds to be taken from the Branch and Special Services Fund.

*Board Comment: President Yan recommended tabling this motion, as there are questions.*

### **(i) Approval of the Nassau Library System 2022-26 Direct Access Plan**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the Nassau Library System 2022-2026 Direct Access Plan. (copy attached)

**VOTE:** Yes, in person – 3 (Yan, Hu, Sassouni)  
Yes, via Zoom – 4 (Smith, Sontag, Gold, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

**(j) Approve elimination of Administrative Coordinator Position**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the elimination of the Administrative Coordinator position.

**VOTE:** Yes, in person – 3 (Yan, Hu, Sassouni)  
Yes, via Zoom – 3 (Sontag, Gold, Mairzadeh)  
No, via Zoom – 1 (Smith)

*MOTION CARRIED*

*Board Comment: Trustees Sassouni and Gold approved this resolution with the understanding that the position and appointment for a Special Assistant to the Director will also be approved.*

**(k) Approve Position and Appointment of Special Assistant to the Director**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the position of Special Assistant to the Director and approve the appointment of Holly Coscetta to the position of Special Assistant to the Director, effective June 23, 2021, at an annual salary of \$70,000.

**VOTE:** Yes, in person – 3 (Yan, Hu, Sassouni)  
Yes, via Zoom – 4 (Smith, Sontag, Gold, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

*Board Comment: President Yan noted that, with this appointment, Ms. Coscetta will retain the same salary and benefits. Her duties will be moved from the previous job description to the new job description, which is attached. Trustee Yan requested that all questions pertaining to this be directed to the Interim Director. Trustee Sassouni said there seems to be an unintended concern regarding the title of this position. She clarified that the purpose behind changing the job description for this position is to sever the direct tie between this current position and members of the board. This way, there is never a question of impropriety or a board member putting undue pressure or responsibility on a member of the director's staff. Ms. Sassouni continued that the director is the person who is in charge of managing the administrative staff. She added that currently there is an Interim Director who requires different support from their administrative counterpart than a permanent director will. Since recruitment for a full-time director is currently ongoing, the board would like to give this person the ability to design a team how they feel is appropriate. Ms. Sassouni concluded that there should be no change between the relationship of the staff to this position and no change to this position's sense of job security. President Yan concurred and repeated that the intention of this change is to allow for the new director to structure the administrative staff as they see fit. He added that the board is fully behind the Interim Director and staff. Trustee Hu agreed but noted that this sort of personnel discussion should be reserved for the Executive Session. Having this conversation in a public space is an embarrassment to the affected individual as it is very personal. Trustee Smith said that words matter and that public comments should be taken into consideration. He agreed with Trustee Sassouni in that wording of the title matters and ultimately administrative responsibilities are selected by the Director. Trustee Gold concurred.*

*Public Comment: H. Coscetta said that as the person affected by all this, she is embarrassed. She noted that she has served this community, staff and board for over six years diligently and having all these changes come out in this forum is horrible. Ms. Coscetta added that to not have any member of the board sit down and have a conversation with her about this is horrifying.*

### **(l) Proposed Policy Change(s)**

- i. Revise Section 400-80 (Continuing Education) – 1st Read

*Board Comment: President Yan stated that this revision was read and explained by Trustee Hu earlier in the meeting.*

### **(m) Approve Construction Change Order for Station Branch Renovation for Two (2) Bathrooms**

**Upon motion by Trustee Smith, seconded by Trustee Sassouni and after discussion, it was, subsequently TABLED,**

**MOVED,** that the Great Neck Library Board of Trustees approve the Construction Change Order for the renovation of two (2) bathrooms at the Station Branch in the amount of \$62,000.00 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

**VOTE:** Yes, in person – 3 (Yan, Hu, Sassouni)  
Yes, via Zoom – 4 (Smith, Sontag, Gold, Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

*Board Comment: President Yan and Trustee Sassouni expressed concern over the cost of this renovation. Trustee Sassouni questioned the urgency on approval of this resolution. Trustee Smith suggested tabling this to go back to committee for discussion and then be brought back for a vote at a special meeting of the board.*

### **OPEN TIME**

M. DiCamillo: 1) Is removal of old position and creation of new position per recommendation of the Interim Director? 2) Station landlord is very happy as he is paying out in rent credit over a five-year period and getting two new bathrooms at tax payer expense. 3) Suggests the board goes back to the old way of doing business as the public (the tax payers) is frustrated by not being allowed to comment throughout the meeting.

J. Pizer: 1) No change to hierarchy in the library has ever been done without fully vetting it. Excluding the tax payers shows insensitivity and ignorance of past practice.

R. Gilliar: 1) Agrees that public comment should be allowed throughout the meeting as it is to the benefit of the board. 2) Recommends change to the format of the Interim Director's report including elaboration on staff interviews for Director search. 3) Questions if the proper process was followed in creation of new position.

L. Emmanuel: 1) Can library consider loaning out laptops or tablets?

President Yan acknowledged the concerns regarding public comments and said it will be discussed by the Policy Committee.

## **CORRESPONDENCE**

None

## **DATES OF NEXT MEETING**

July 27, 2021- Special Board Meeting

## **ADJOURNMENT**

The meeting was adjourned at 9:15 pm on a motion by Trustee Sassouni and seconded by Trustee Hu.

Respectfully submitted,

Dr. Barry Smith  
Secretary, Board of Trustees