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**GREAT NECK LIBRARY  
MINUTES OF THE  
SPECIAL BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 24, 2021, AT 6:30 P.M.**

A special meeting of the Great Neck Library Board of Trustees with an executive session was held on Tuesday, August 24, 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  
Chelsea Sassouni – Treasurer  
Scott Sontag – Assistant Treasurer  
Kathleen Gold – Assistant Treasurer  
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 6:33 p.m.

**PUBLIC COMMENTS ON PUBLISHED AGENDA**

None

**EXECUTIVE SESSION**

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

RESOLVED, that the Great Neck Library Board of Trustees enter into Executive Session for a discussion on personnel matters regarding the hiring of a director.

**VOTE:** Yes, in person – 5 (Yan, Hu, Sassouni, Sontag, Gold)  
   Yes, via Zoom – 1 (Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

*Trustee Smith arrived at 6:42 pm*

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

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

**VOTE:** Yes, in person – 6 (Yan, Hu, Smith, Sassouni, Sontag, Gold)  
Yes, via Zoom – 1 (Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

No action was taken in executive session.

The board reconvened at 7:09 p.m.

## **AUTHORIZE DIRECTOR TO SEEK PROPOSALS FOR A/C SYSTEM AT PARKVILLE BRANCH LIBRARY**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the Library Director to seek proposals from independent contractors to assess the current system and/or specify a new air conditioning system, including an extension of the duct work to the new children's area, for the Parkville Branch.

**VOTE:** Yes, in person – 6 (Yan, Hu, Smith, Sassouni, Sontag, Gold)  
*MOTION CARRIED UNANIMOUSLY*

*Interim Director George Trepp said that he would like to solicit proposals from three engineering firms to assess the HVAC system at Parkville. The system is 23 years old and has leaked in the past and is now leaking more frequently. Mr. Trepp stated that it would be wise to start the process now and replace the system prior to the start of the branch renovations, if necessary.*

*Board Comment: Trustee Smith shared that 18 contractors bid on the Parkville Branch Renovation project and that those bids are being vetted by Elisabeth Martin of MDA. He said that this will be completed by September and that the goal is to get the HVAC assessment done before the work starts.*

## **APPOINTMENT OF LIBRARY DIRECTOR**

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

**RESOLVED**, that the Great Neck Library Board of Trustees appoint Denise Corcoran as the Director of the Great Neck Library effective September 13, 2021, at an annual salary of \$175,000 with annual increases of \$5,000. The contract, which is for a five-year term, is to be executed prior to September 13, 2021.

**VOTE:** Yes, in person – 6 (Yan, Hu, Smith, Sassouni, Sontag, Gold)  
Yes, via Zoom – 1 (Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

*Board Comment: Trustee Sassouni welcomed Ms. Corcoran back to the Great Neck Library. She stated that she missed her and is very happy to have her back. Trustee Hu added that the community is waiting for her. President Yan thanked Trustee Sassouni for providing the tools to assist the board through this process and welcomed Ms. Corcoran.*

## **OPEN TIME**

Trustee Hu asked if, given the recent case at the library, there is a plan in place when COVID cases are reported in the library. Interim Director Trepp responded that when they found out about the case, the department was closed, staff was sent home and told to get tested. He added that the area was then deep cleaned and teens were contacted and also advised to be tested. Trustee Smith said that when a case occurs in the library, we should notify the Department of Health who will do the contact tracing.

## **DATE OF NEXT MEETING**

TBD - Regular Board Meeting

## **ADJOURNMENT**

The meeting was adjourned at 7:20 pm on a motion by Trustee Smith and seconded by Trustee Sassouni.

Respectfully submitted,

Dr. Barry Smith  
Secretary, Board of Trustees