

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, NOVEMBER 3, 2021, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Wednesday, November 3, 2021, via Zoom [Agenda attached]

The following Trustees were present constituting a quorum:

Weihua Yan – President  
Liman Mimi Hu – Vice President  
Barry Smith – Secretary  
Kathleen Gold – Treasurer  
Scott Sontag – Assistant Treasurer  
Josephine Mairzadeh – Trustee

Also Present: Denise Corcoran – 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 Hu, seconded by Trustee Mairzadeh and after discussion, it was,**

RESOLVED, that the Great Neck Library Board of Trustees enter into Executive Session for a discussion on a pending contract and personnel matters.

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

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

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

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

No action was taken in executive session.

The board reconvened at 7:20 p.m.

## **PUBLIC COMMENTS ON PUBLISHED AGENDA**

None

## **SECRETARY'S REPORT ON ELECTION RESULTS**

Secretary Barry Smith reported the October 25, 2021 election results.

### **BOARD OF TRUSTEES**

**Four-year term ending January 2026 to fill seat currently held by Weihua Yan  
Donald Panetta (Nominating Committee Candidate) 513 votes  
Kim Schader (Independent Candidate) 465 Votes**

### **BOARD OF TRUSTEES**

**Four-year term ending January 2026 to fill seat currently held by Barry Smith  
Barry Smith (Nominating Committee Candidate) 505 votes  
Douglas Hwee (Independent Candidate) 469 Votes**

### **NOMINATING COMMITTEE**

**Three-year term ending January 2025 to fill seat currently held by Francine Ferrante Krupski  
Josie Pizer (Nominating Committee Candidate) 322 votes**

### **NOMINATING COMMITTEE**

**Three-year term ending January 2025 to fill seat currently held by William Gens  
Kate Berman (Nominating Committee Candidate) 501 votes  
Sara Rivka Khodadadian (Independent Candidate) 180 Votes**

### **BYLAWS – CREATION OF AT-LARGE VOTING & REMOVAL OF NOMINATING COMMITTEE**

**Yes – 526**

**No - 391**

**Proposition did not pass. “Amendments to the bylaws shall be adopted by a two-thirds affirmative vote of the members voting, in-person or by proxy at such meeting.**

*Total Ballots Cast = 1014, Quorum Met*

## **MINUTES**

### **Regular Board Meeting Minutes**

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

**MOVED,** that the Great Neck Library Board of Trustees approve the minutes of the September 14, 2021 Board meeting with Executive session as presented.

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

***MOTION CARRIED UNANIMOUSLY***

## **TREASURER/BUSINESS MANAGER REPORT**

**Upon motion by Trustee Gold, seconded by Trustee Mairzadeh, 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. October 19, 2021, Treasurer’s Report;
- b. Warrant dated October 4, 2021 through October 10, 2021 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$542,495.77.
- c. Payroll Warrants for pay dates September 9, 2021 and September 23, 2021, which have been reviewed by the Treasurer, (in the amounts of \$137,086.07 and \$133,307.21, respectively,) for a total of \$270,393.28.

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Payroll Changes report of September 1 through September 30, 2021 as presented, which has been reviewed by the Audit Committee.

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Director’s Report**

Director Denise Corcoran thanked everyone that participated in the election process. She congratulated Dr. Smith and Don Panetta and said that she looks forward to working with them. Director Corcoran shared that preparations for this year’s election were a little slower this year due to the early voting being held in Nassau County. She announced that on September 6<sup>th</sup> Governor Hochul designated COVID-19 as an airborne infectious disease and that on tonight’s agenda the NY Hero Act is being presented for adoption by the board. Director Corcoran stated that she worked with the library’s COVID Task Force, as well as, the unions to prepare this document. Ms. Corcoran announced that the approved shelving will be installed on November 11<sup>th</sup> and is very excited that the Children’s Department will have additional shelves and more books out on the floor. She thanked staff who worked tirelessly in preparation of the Station Branch’s reopening. Special thanks to Justin Crossfox, James Pagano, Ever Zelaya, Jose Rodriguez, Bogdan Soldanski, Lisa Stowe, Wanda Lei, Rose Huang, Candy Douglin, Doreen Winkhart, George Romero, Jennifer Schmitt, Garry Horodyski, Cindy Simeti, Christopher Van Wickler, Mij Johnson, Mimi Rabizadeh and Karen Trager. Director Corcoran reported that she, along with Steven Kashkin, met with the Great Neck School District regarding the HVAC system in Parkville. Adjustments have been made to the system and it is now running well. Ms. Corcoran shared that she has been working to secure a new vendor for Lakeville’s HVAC unit since the initial vendor was unable to complete the work. She noted that a resolution for approval on its purchase and installation is on tonight’s agenda.

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

#### **ADMINISTRATION**

- We reported and posted two unrelated "Notice of Workplace Exposure to a Communicable Disease" on 9/15 and 9/29. All standard protocols were followed.
- I met with the library's COVID Task Force to develop the NY Hero Act for Board adoption.
- I have met with various Department and Branch Heads to discuss library operations, programming and upcoming initiatives.
- I am currently evaluating and prioritizing staffing needs and interviewing candidates for open funded positions.
- I met with the Presidents of the Department Head and Staff Association to ensure open lines of communication and a good working collaboration.
- I attended an information/training session with staff and our vendor, Innovative, for *Decision Center* overview. Our new app which is being presented at the Nov. 3rd Board meeting has been added to the bank of apps that Great Neck students are allowed to download.
- Election preparations took longer this year due to slower than usual turnaround by the BOE. Nassau County general election early voting was also occurring during this time period and may have been the reason for the impact.
- I have had several phone conversations with our patrons to resolve issues and hear suggestions for better service.
- The newsletter will be available on our website, through email blast, and in paper form at our branches.

#### **COMMUNITY & OUTREACH**

- Wednesday, September 15 – NLS MLD Meeting
- Tuesday, October 12 –meeting regarding Time Capsule
- Friday, October 29-call with Dr. Lando, Assistant Superintendent, Great Neck Schools
- Friday, October 29-in person meeting with patron regarding programming

#### **MAIN LIBRARY**

- Items awaiting curbside pickup have been moved inside from the main entrance's vestibule into open shelves near the Circulation Desk. We have plans to discontinue Curbside pick-up and discontinue use of paper bags when possible.
- We have had two instances of the lower-level restrooms flooding due to clogs.
- On October 27<sup>th</sup> I had a Zoom meeting with Creative Concepts regarding the additional purchased shelving for Main.

#### **BRANCHES**

- The Station Branch reopened on Friday, October 15<sup>th</sup> with a ribbon cutting at 11:00am. All staff were instrumental in helping with the reopening whether it was by covering a desk while others were at Station, helping to shelve and prepare Station, or participating in planning sessions and overall ribbon cutting. I want to particularly thank the following staff who worked tirelessly: Justin Crossfox, James Pagano, Ever Zelaya, Jose Rodriguez, Bogdan Soldanski, Lisa Stowe, Wanda Lei, Rose Huang, Candy Douglin, Doreen Winkhart, George Romero, Jennifer Schmitt, Garry Horodyski, Cindy Simeci, Christopher Van Wickler, Mij Johnson, Mimi Rabizadeh, Karen Trager.
  - Prior to the reopening:
    - ✓ On October 6<sup>th</sup>, I met with the Presidents of the Department Head and Staff Association for a walk thru of Station prior to staff being assigned.
    - ✓ I had several onsite meetings, email exchanges, and calls with Elisabeth Martin, Jobco, and WGB regarding the Station renovation.
    - ✓ I have met with the Station Branch Head and staff reopening committee to prepare for Station's reopening.
- On Wednesday, September 29, Steve Kashkin and I had a call with Great Neck School District Administration. Dr. Teresa Prendergast – Superintendent, John Powell – Asst. Superintendent of Business and Finance, Alfredo Cavallaro – Director of Buildings and Grounds to discuss the planned Parkville renovation. The school district has assessed the HVAC system and made adjustments so that the unit is running well.
- On October 1<sup>st</sup>, I met with a vendor at Parkville regarding RFP that had been issued for projector system.
- The Lakeville Branch is temporarily closed due to issues with the HVAC. We are working to secure a new vendor.

#### **LEGISLATION**

The trustee training bill (S4435b) was signed by Gov. Hochul. The text of the bill is available at <https://legislation.nysenate.gov/pdf/bills/2021/s4435b>.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **(a) Presentation of Great Neck Library Mobile App**

James Pagano, Technical Services Manager, presented the Great Neck Library's Mobile App. He said that the app is now available on the Google Play Store (androids) and Apple App Store (iPhone). It is a one stop shop that has many resources, including; e-materials, library events and museum passes, available at the click of a button. Mr. Pagano noted that one of best things about the app is that once you log on, your library barcode will show up and be available to scan.

Mr. Pagano introduced Vega, the new catalog from Innovative, that is replacing Encore. He noted that this new catalog displays library resources from various formats and shows them on one file. Mr. Pagano thanked Alana Mutum, Nicholas Camastro, Cindy Simeti and Arifa Shuja who have been working with him on this project since June.

Trustee Mairzadeh thanked James for his work on rolling this out. She thinks it's a great start but feels there is a level of engagement that is missing. Ms. Mairzadeh recommended adding color to the app and distinguishing the search tool better so that it is easy to find. She added that the typeface throughout the app should also remain consistent which will result in a more visually pleasing app. Trustee Mairzadeh concluded that sometime in the future thought should be given into strategically incorporating paid advertisements in the app without distracting the patrons.

Trustee Hu expressed her excitement over the app and added that this is the wave of the future as people are usually on their phones 24/7. She asked if the library has a way to receive feedback from the community on the app.

President Yan noted that the library website utilizes WordPress but the app does not, therefore, he wondered if many of the features on the website will not be available on the app. Mr. Pagano stated that some of the links on the app are from the website but that the bulk of its content is from another platform. President Yan thanked Mr. Pagano and the team who worked on this presentation. He loves mobile apps and hopes that the library can continue to innovate and give patrons more options, specifically the younger generation.

### **(b) Snow Removal Contract**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the renewal of the snow removal contract for the season November 1, 2021 through April 30, 2022 with EPG Construction Corp at a base price of \$9,998, plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulation over eight (8) inches, to be charged to the Snow Removal budget line of the Operating Budget.

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

**MOTION CARRIED UNANIMOUSLY**

**(c) Adopt New York State Hero Act Plan**

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

**RESOLVED**, that whereas the New York Health and Essential Rights Act (NY Hero Act) was signed into law on May 5 2021 mandating extensive new workplace health and safety protections in response to the COVID-19 pandemic, the Great Neck Library Board of Trustees hereby adopts the attached plan to be implemented at all library locations.

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

**(d) Approve Stipend for Temporary Branch Head**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the appointment of Kathryn Baumgartner as Temporary/Acting Branch Head for the Parkville Branch until the position is permanently filled. A monthly stipend of \$1,000.00 will be paid to her, effective November 4, 2021. A memorandum of agreement is to be executed to memorialize such agreement.

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

**(e) Appointment of Full Time Circulation Clerk**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the appointment of Tong Li to the position of Full Time Clerk with a six-month probationary period, effective November 8, 2021, at an annual salary of \$33,000.00. [Job Description/Posting attached]

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

**(f) Appointment of Full Time Circulation Clerk**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the appointment of Debra Tierney to the position of Full Time Clerk with a six-month probationary period, effective November 8, 2021, at an annual salary of \$33,000.00. [Job Description/Posting attached]

**VOTE:** Yes – 6 (Yan, Hu, Smith, Gold, Sontag, Mairzadeh)

*MOTION CARRIED UNANIMOUSLY*

**(g) Approve Promotion to Part Time Circulation Clerk**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the promotion of Karen Trager to a Part Time Circulation Clerk, effective November 8, 2021

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

### **(h) Acceptance of LILRC Digitization Grant**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Long Island Library Resources Council (LILRC) Digitization Grant in the amount of \$4,500.00. These funds will be used to convert historical telephone books from microfilm with the company: Advantage Preservation. The cost to complete the work is \$5,000 in which \$4,500 will be covered with the grant. The balance of \$500 will be paid utilizing local history funds within the Restricted Gift Fund.

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

*Director Corcoran stated that the library has historical phone books on premises. Christy Orquera, Local History Librarian, discovered a grant to digitize the microfilm so that they may be available to more patrons. Director Corcoran added that Ms. Orquera has been doing a great job preserving local history specifically Great Neck History and that we will be hearing more about her projects in the future. Trustee Hu asked if this collection will be put online at some point. Director Corcoran responded that Ms. Orquera has already digitized a lot of information which is available to patrons without the need for them to come into the physical location and will, most likely, be able to do the same with this project.*

### **(i) Approve Purchase and Installation of HVAC unit for Lakeville**

**Upon motion by Trustee Smith, seconded by Trustee Mairzadeh, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees approve the purchase and installation of a new HVAC unit for Lakeville from Klima New York, LLC at a cost of \$19,565.00 which will be offset by an insurance reimbursement of \$9,232.60, resulting in a net cost of \$10,332.40. Funds will be taken from the Branch and Special Services Fund.

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

*Director Corcoran reported that the board had previously approved the installation of an HVAC unit in Lakeville. There was a delay in getting the unit due to supply chain issues and ultimately, it was discovered, that the company selected will not be able to complete the work. As soon as this was found out, they started looking at the other companies who had offered to install. A good unit that is compatible is also now available therefore she is recommending its purchase and installation.*

*Trustee Hu asked the estimated time of installation of the unit. Director Corcoran responded that they are hoping to get this scheduled immediately and based on her communication with the vendor, it should be complete within the next two weeks. She reminded them that, of course, there are no guarantees.*

## **CORRESPONDENCE**

J. Greenbaum letter

M. DiCamillo letter – Ms. DiCamillo questioned how the board handles receipt of correspondence such as email, texts and letters and if they are all placed on the board agenda. She suggested that legal advice be sought on how to handle and disseminate all board correspondence.

## **ADDITIONAL RESOLUTION**

Trustee Smith requested an additional resolution be voted on by the board.

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

**MOVED,** that the Great Neck Library authorize Stalco Construction for the completion of the Parkville Renovation at a cost of \$630,000 to be charged to the Branch and Special Services Fund.

*Board Comment: Trustee Smith said that although he would like to proceed with this project, due to questions brought forward by Director Corcoran, he now asks that this motion be tabled and placed on the next board agenda. This will give Ms. Corcoran the opportunity to speak to the contractor and architect.*

## **OPEN TIME**

Trustee Gold announced that she was contacted by a patron regarding a suggestion for an art program for the Children's Department. She said that she asked the patron to go through the Director but wanted to share this information during this public session. Director Corcoran stated that she will follow up with this programming recommendation. Ms. Corcoran added that the library welcomes suggestions and input from the community and reminded them that the best way to do this is by contacting her office, speaking to library staff or submitting a recommendation through the library website.

## **DATE OF NEXT MEETING**

November 15, 2021 - Regular Board Meeting

## **ADJOURNMENT**

The meeting was adjourned at 8:45 pm on a motion by Trustee Hu and seconded by Trustee Gold.

Respectfully submitted,

Dr. Barry Smith  
Secretary, Board of Trustees