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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, SEPTEMBER 14, 2021, AT 6:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Tuesday, September 14, 2021, via Zoom [Agenda attached]

The following Trustees were present constituting a quorum:

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

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

Absent with Prior Notice: Chelsea Sassouni – Treasurer

## **CALL TO ORDER**

The meeting was called to order by President Yan at 6:34 p.m. He congratulated Denise Corcoran on her return as Library Director of the Great Neck Library and thanked Interim Director, George Trepp for his service.

Ms. Corcoran said she is happy to be back. She shared that her first few days have been full and thanked Interim Director Trepp for his assistance with the transition. Mr. Trepp thanked the board, administrative staff and library staff for their professionalism and help during this difficult period. He wished Ms. Corcoran the best of luck.

## **PUBLIC COMMENTS ON PUBLISHED AGENDA**

M. DiCamillo – 1. Welcomed back Denise Corcoran. 2. Bylaw changes removing Nominating Committee and updating nominating procedures is a significant change to past practice. They should have been reviewed thoroughly by library counsel and the trustees. Also, a review of the entire bylaws and policy manual needs to be done to make certain that all references to nominating procedures are revised accordingly. She said changes have been made to the rules and operations of the association, including the removal of the open meetings law from the policy and the limiting of public input on resolutions, that has reduced public transparency.

## **SECRETARY’S REPORT ON INDEPENDENT CANDIDATES**

Trustee Gold to read aloud:

Kim Schader has filed a petition as an Independent Candidate for the October 25, 2021 election for the Board of Trustees expiring seat of Weihua Yan. The petition has the required 25 signatures which have been validated.

Douglas Hwee has filed a petition as an Independent Candidate for the October 25, 2021 election for the Board of Trustees expiring seat of Barry Smith. The petition has the required 25 signatures which have been validated.

Sara Rivka Khodadadian has filed a petition as an Independent Candidate for the October 25, 2021 election for the Nominating Committee expiring seat of William Gens. The petition has the required 25 signatures which have been validated.

The October election ballot will contain the following:

- Donald Panetta and Kim Schader for the expiring seat of Weihua Yan; Board of Trustees
- Barry Smith and Douglas Hwee for the expiring seat of Barry Smith; Board of Trustees
- Josie Pizer for the expiring seat of Francine Ferrante Krupski; Nominating Committee
- Kate Berman and Sara Rivka Khodadadian for the expiring seat of William Gens; Nominating Committee.

## **MINUTES**

### **Regular Board Meeting Minutes**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the minutes of the June 22, 2021 Board meeting as presented.

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

*MOTION CARRIED UNANIMOUSLY*

### **Special Board Meeting Minutes**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the minutes of the July 15, 2021, August 10, 2021 and August 24, 2021, Special Board meetings as presented.

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

*MOTION CARRIED UNANIMOUSLY*

### **Emergency Board Meeting Minutes**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the minutes of the July 19, 2021 Emergency Board Meeting as presented.

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

## **TREASURER/BUSINESS MANAGER REPORT**

**Upon motion by Trustee Sontag, 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. September 14, 2021, Treasurer’s Report;
- b. Warrant dated July 1, 2021 through July 11, 2021 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$367,923.17.
- c. Warrant dated August 9, 2021 through August 15, 2021 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$498,920.26.
- d. Warrant dated September 6, 2021 through September 12, 2021 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$547,357.73.
- e. Payroll Warrants for pay dates June 3 and June 17, 2021, which have been reviewed by the Treasurer, (in the amounts of \$141,760.95 and \$134,693.60, respectively,) for a total of \$276,454.55.
- f. Payroll Warrants for pay dates July 1, July 15 and July 29, 2021, which have been reviewed by the Treasurer, (in the amounts of \$173,072.33, \$125,788.20 and \$138,530.71, respectively,) for a total of \$437,391.24.
- g. Payroll Warrants for pay dates August 12 and August 26, 2021, which have been reviewed by the Treasurer, (in the amounts of \$134,630.53 and \$128,662.60, respectively,) for a total of \$263,293.13.

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

## **PAYROLL CHANGES**

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

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

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

## **REPORTS**

### **Interim Director’s Report**

Interim Director George Trepp announced that all his updates are included in his board report.

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

With this final report, the focus is once again on the corona virus followed by responses to RFQs for the Parkville Branch.

**Corona Virus:**

On September 6, Governor Hochul designated Covid-19 as an airborne infectious disease under New York State's Hero Act. This designation requires all private employers to implement workplace safety plans to help protect workers from the virus. Employers can adopt a model safety plan as formulated by the State Department of Labor or develop their own safety plan in compliance with the Act's guidelines. The purpose of the Hero Act is to ensure that businesses are prepared with protocols and resources to protect their employees and the public from the spread of airborne infectious diseases like the Covid Delta variant. Initial consideration by the attorney indicates that Great Neck Library, as an Association Library, must comply; however, additional consideration was requested, as the plan does not include any political subdivision of the State, a public authority or any other government agency or instrumentality. If the Act applies, the following is required:

I. Minimum Controls:

- A. Distancing, coughing/sneezing control, face coverings and personal protective equipment as appropriate, limited touching, stop social etiquette behavior and hand washing.
- B. Stay at home policy.
- C. Health screening at the beginning of a shift and removal from the workplace if symptoms develop.
- D. Face coverings of nose and mouth and distancing whenever possible.
- E. Physical distancing as much as feasible, which may include allowing 1 person at a time inside small enclosures with poor ventilation, like the studies. Physical barriers, floor markings no gatherings, adjusted break and lunch periods among other measures.
- F. Hand hygiene
- G. Cleaning and disinfecting --- return to bi-weekly deep cleanings.
- H. Special accommodations for those with added risk factors

If these minimum controls do not provide sufficient protection, additional controls may be necessary like increasing space between workers, limited use of shared workstations, signage re masks, handwashing and respiratory etiquette additional breaks for handwashing and personal protective equipment based on the hazard assessment.

II. Housekeeping:

- A. Plans for employees who become ill during a shift.
- B. Trash control.

III. Response to work outbreak

IV. Training and Information during an outbreak.

V. Evaluation of response.

In conclusion and if deemed applicable, the designation may mean a return to earlier precautions. Related thereto is the Board's prior discussion regarding mandated vaccination for the staff and the desirability of discussing the topic with the Unions. The Interim Director met with the two Unions resulting in the following questions:

- What are the ramifications if an employee refuses?
- Regarding testing, who pays for the test, what kind of test and whose time is expended?
- If the vaccination is administered and there is a reaction, whose time is expended? *The answer to this may be COVID sick time; however, that should be verified.*
- What happens if this becomes chronic... and what happens when boosters are indicated?
- There is also a concern vis-à-vis the public' will proof of vaccination be required
- As most Unions have indicated, a Memorandum of Understanding would be needed.

**However**, this may be moot as the Library currently has 92 employees, 83 of which are fully vaccinated, 1 full timer recently received the first dose, 4-part timers and 3 on call are not vaccinated and one of the part timers has a religious exemption.

Further complicating matters, is the September 9<sup>th</sup> Presidential mandate to vaccinate the staff of companies employing 100 or more employees. The rules for this mandate will be formulated and released by OSHA. While the Library is currently below that threshold, when staffing is at full coverage the threshold may be exceeded. With respect to the community and according to the September 10<sup>th</sup> Newsday report, the highest new cases per thousand count is Great Neck Gardens at .48 and the lowest vaccination rates are zip codes 11023 at 63.1% and 11024 at 60.7%. Finally, despite periodic announcements that masks are required, the Interim Director must still walk the floor to enforce the policy.

**Capital Projects:**

With respect to Parkville, bids and proposals have been received with the smaller aspects of the renovation having clear results, making them ready to award.

Data Cabling RFQ:

The RFQ for 66 cable runs, two (2) patch panels and a seven (7) foot rack received three (3) responses, as follows:

ComBell Systems	\$25,301.00
Corstar	\$19,829.00
OSI	\$26,478.50

Since Corstar is the lowest responsible bidder and they worked successfully at the Station Branch, they are recommended.

Engineering Services for Parkville HVAC:

The RFQ for engineering services to analyze the HVAC system for repair or replacement at Parkville also received three (3) responses, as follows:

Cameron Engineering	\$4,249
FPM Engineering	\$4,250
H2M Engineering	\$6,000

Since Cameron is the lowest responsible bidder and are familiar with the Parkville project, it is recommended that Cameron be awarded the contract.

Projector Supply and Installation:

Further, the RFQ for the projector and its installation received only one (1) bid of \$7,855.00 from Astoria Communications; consequently, that request will be reissued.

The review of the general contracting proposals is still underway but the preliminary unanalyzed responses were as follows:

The Invitation to Bid for General Contracting:

General Contracting:

All Con	\$875,000.99
Jobco	\$696,000.09
Northridge	\$677,499.84
Stalco	\$640,000.04

Furniture proposals based on detailed bid packages were requested through an RFP to three companies; Inside Source, Empire Furniture and WBG. Empire submitted a letter of withdrawal shortly before the due date stating that their workload no longer permitted them to bid.

Furniture:

Inside Source	\$97,979.00
WBG	\$106,512.00

Since Inside Source is the low bidder and they have performed well at the Station Branch renovation, they should get the award.

New Shelving:

Inside Source	\$88,710.00
WBG	\$70,278.00

Since WBG is the low bidder and they provided the shelving at Station Branch they are also recommended,

Move Management:

WBG	\$48,432.00
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Since National Library Relocators and Hallet each submitted letters shortly before the due date stating that their workload does not permit them to respond the award can be made to WBG, as those letters are sufficient for the record. WBG was also the low bidder for the Station Branch move and are in the process of completing that work

The Station Branch renovation is proceeding apace and a **tentative opening date** has been scheduled for Saturday, September 25. Shelving and furniture arrived this week are being set in place. The collection will soon follow as the shelving becomes ready. The only glitch is from Burroughs regarding the new shelving as there may be delay of a day or so because they do not have enough staff to paint the shelves; however, Ms. Martin is urging them to meet the deadline. Jobco is arranging with the Building Department for that inspection while the Fire Marshall will inspect the fire alarm and sprinkler system on September 15, 1:30.

With respect to the landscape project, we wish there is news to report; however, the architect missed the September 10 meeting because of “some confusion.” He has been asked to furnish general contracting pricing prior to Tuesday’s Board meeting.

Finally, the new shelving for the main library is anticipated to be delivered in early to mid-October and the Lakeville HVAC installation is expected in late September.

**Other:** With respect to VRD, H2M is back on track with the assessment after the initial team was disrupted by illness. An on-site walkthrough is scheduled for Monday, September 13 with a senior mechanical engineer and a senior architect.

**Personnel:** There is one personnel action to report and that is the resignation of a part time librarian who has accepted a full- time position at another Nassau County public library. There was also a complimentary note from a patron praising the efforts of Kat Baumgartner and the entire children’s department for providing “thoughtful raffle prizes... Not only did you get the outdoor kit, you provided a book for them.”

## **OLD BUSINESS**

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

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

**RESOLVED**, that the Great Neck Library Board of Trustees revise Section 400-80 (Continuing Education) of the Board Policy Manual. [copy attached]

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

**MOTION CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

### **(b) Board Volunteers to Open and Close Polls**

For the October 25, 2021 Annual Election, Trustee Sontag volunteered to open the polls at the Parkville Branch and Trustee Gold volunteered to open the polls at the Main Library. Trustee Hu volunteered to close the polls at the Main Library.

### **(c) Property Liability Insurance Renewal**

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

**RESOLVED**, that the Great Neck Library Board of Trustees renew its property/liability insurance Commercial Package, Automobile and Umbrella policies for the period September 1, 2021 through August 31, 2022 with Utica Insurance Companies as presented by Edwards and Company, for a total of \$83,015.00 to be charged to the Property/Liability Insurance line of the operating budget.

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

*MOTION CARRIED UNANIMOUSLY*

### **(d) Approve New Phone & Data Cabling for the Parkville Branch Renovation**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve new phone and network cabling, 66 new Cat6 cables to 37 locations, two (2) new Cat6 (1 - 48 port patch and 1 – 24 port patch panels), one (1) new open bay rack and two (2) shelves into new rack, for the Parkville Branch renovation in the amount of \$19,829.00 from Corstar; such funds to be taken from the Branch and Special Services Fund.

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

Absent from Vote – 1 (Gold)

*MOTION CARRIED*

### **(e) Award Contract for Furniture Procurement and Installation for the Parkville Branch Renovation**

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

**RESOLVED**, that the Great Neck Library Board of Trustees award the contract for furniture procurement and installation for the Parkville Branch renovation to Inside Source per the attached quotation, in the amount of \$97,979.00; to be charged to the Branch and Special Services Fund.

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

*MOTION CARRIED UNANIMOUSLY*

*Board Comment: President Yan asked Director Denise Corcoran to consider what can be done with Parkville's excess furniture. Elisabeth Martin suggested having a tag sale on Parkville's lawn. Trustee Mairzadeh recommended donating the proceeds from the sale to a local organization. Trustee Hu suggested putting pictures of the excess furniture on the website for the community to view.*

**(f) Award Contract for Shelving for the Parkville Branch Renovation**

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

**RESOLVED**, that the Great Neck Library Board of Trustees award the contract for shelving for the Parkville Branch renovation to WBG per the attached quotation, in an amount of \$70,278.00; to be charged to the Branch and Special Services Fund.

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

*MOTION CARRIED UNANIMOUSLY*

**(g) Award Contract for Moving and Storage for the Parkville Branch Renovation**

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

**RESOLVED**, that the Great Neck Library Board of Trustees award the contract for moving and storage for the Parkville Branch renovation to WBG per the attached quotation, in an amount of \$48,432.00; to be charged to the Branch and Special Services Fund.

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

*MOTION CARRIED UNANIMOUSLY*

**(h) Bylaw Changes: Remove Nominating Committee and update Nominating Procedures**

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

**RESOLVED**, that the Great Neck Library Board of Trustees place the attached Bylaw amendments to remove the Nominating Committee and update nominating procedures before the Great Neck Library Association membership for consideration at the October 25, 2021 Annual Meeting.

**VOTE:** Yes – 5 (Yan, Hu, Sontag, Gold, Mairzadeh)

No – 1 (Smith)

*MOTION CARRIED*

*Board Comment: President Yan stated that these changes are being proposed following numerous policy meeting discussions. While the Nominating Committee has served its purpose in the past, in this day and age with new technology and a variety of ways to promote the library's election, we want to encourage more people to participate and run for the Board while keeping it fair for all. He recognizes and appreciates the hard work of the Nominating Committee members but feels that the process has created an unnecessary obstacle for people who would otherwise run. What is being recommended is a change in the nominating process which allows candidates to run by petition. He acknowledged that references to the Nominating Committee exist throughout the existing bylaw and policies but noted that no changes can be made until the removal of the committee is approved by the members of the Association.*

*Trustee Hu shared that the previous board president commissioned the professional who wrote the NY Library Trustee Handbook to review the existing bylaws and policies. Since then, the policy committee has been reviewing the policies according to her recommendations. In her evaluation, she pointed out*

*that the Nominating Committee is an anomaly. With the exception of one neighboring library, all the school boards and libraries utilize the petition process to enter an election. She noted that a very thorough comparison was done with all the other districts. One key feature that is being changed is that the candidates will be able to run at large rather than having to pick who to run against. She added that all these changes have been reviewed, approved and proposed by library counsel.*

*Trustee Gold agreed with this proposed change. She feels that the existence of a Nominating Committee and its endorsement of candidates creates a deterrence to anyone who may be interested in running. She said that she ran as an independent candidate and thinks that having to campaign and garner people's support is wonderful.*

*Public Comments: M. DiCamillo says that the process must be done correctly and all sections discussing the Nominating Committee must be updated. Stephen Martir, Library Counsel, said that the complete bylaws will be reviewed and all the changes will be submitted to the membership in an excess of 30 days as required.*

*Trustee Smith questioned if it would be more feasible to present this contentious vote to the membership outside of an election in which candidates endorsed by the Nominating Committee are running. Mr. Martir responded that the change could be presented at the upcoming annual meeting or another special meeting. Trustee Smith suggested deferring this vote for further discussion. President Yan acknowledged this but reminded everyone that this is a matter that has been discussed for the past two years.*

*Board Comment: President Yan said that with the passing of this motion, the trustees are authorizing the Library Director and staff to publicize the changes to the bylaws to the entire Library Association. He added that Trustee Hu, Policy Committee Chair, will work with the director and library attorney to finalize the proposed language changes.*

*Public Comment: K. Hirsh Romero said that as a long-time resident of Great Neck and former library employee, she is concerned over the low salaries of staff. She noted that they are not properly compensated for all that they do. Trustee Hu wanted her to know that it is on their mind and being addressed.*

### **(i) Accept Board of Trustees Resignation**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the resignation of Chelsea Sassouni from the Board of Trustees.

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

**MOTION CARRIED UNANIMOUSLY**

*Board Comment: President Yan said that the resignation of Trustee Sassouni is a big loss. He wishes her the best of luck on the birth of her upcoming child and all her future endeavors.*

### **(j) Approve 4 New Copy Machines for all Library Locations**

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



**RESOLVED**, that the Great Neck Library Board of Trustees authorize the Business Manager to enter into an agreement with Carr Business Systems for a 60-month lease of four (4) new Xerox-Versalink C7030T2 machines at a monthly lease cost of \$460 which includes the lease payment and all supplies and maintenance, as well as unlimited copies per month. These copiers will replace the four (4) machines which are located at the Main building as well as the 3 branches. The lease costs are to be charged to the Office Equipment Rent and Repair line of the operating budget.

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

### **(k) Appoint Board of Trustees Treasurer**

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

**RESOLVED**, that the Great Neck Library appoint Kathleen Gold as the Treasurer of the Board of Trustee to replace Chelsea Sassouni effective immediately.

**VOTE:** Yes – 6 (Yan, Hu, Smith, Sontag, Gold)  
Absent from Vote – 1 (Mairzadeh)  
*MOTION CARRIED UNANIMOUSLY*

### **(l) Discussion – Heroes Act Implementation**

Interim Director Trepp shared that on September 6, Governor Hochul designated Covid-19 as an airborne infectious disease under New York State's Hero Act. This designation requires all private employers to implement workplace safety plans to help protect workers from the virus. Employers can adopt a model safety plan as formulated by the State Department of Labor or develop their own safety plan in compliance with the Act's guidelines. Mr. Trepp asked for the board's direction regarding group gatherings and the quiet study rooms. President Yan suggested that Denise Corcoran, with Mr. Trepp's input, put together a plan and implement it and if a board resolution is needed then it may be brought back for a vote.

### **OPEN TIME**

Elisabeth Martin, MDA, reported that the Station Branch renovation is moving towards a successful completion which could not have happened without the support of the board and library staff. She thanked George Trepp for all his work, as well as, the general contractor, Jobco's team.

### **DATE OF NEXT MEETING**

October 19, 2021 - Regular Board Meeting  
October 25, 2021 - Annual Meeting/Election – Main Library and Parkville Branch

### **EXECUTIVE SESSION**

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

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

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

**Upon motion by Trustee Hu, seconded by Trustee Hu and after discussion, it was,  
RESOLVED,** that the Great Neck Library Board of Trustees exit Executive Session.

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

No action was taken in executive session.

The board reconvened at 8:45 p.m.

## **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