

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, DECEMBER 21, 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, December 21, 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

CALL TO ORDER

The meeting was called to order by President Yan at 6:03 p.m.

EXECUTIVE SESSION

Upon motion by Trustee Hu, seconded by Trustee Smith, it was,

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

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

MOTION CARRIED UNANIMOUSLY

Upon motion by Trustee Hu, seconded by Trustee Gold, 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 7:17 p.m.

President Yan announced that there will be additional resolutions on tonight’s agenda which include adjustment to the salaries of administrative personnel and an appointment for the board vacancy.

PUBLIC COMMENTS ON PUBLISHED AGENDA

None

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 November 15, 2021 board meeting 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 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. December 21, 2021, Treasurer’s Report;
- b. Warrant dated December 3, 2021 through December 12, 2021 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$318,268.81.
- c. Payroll Warrants for pay dates November 4th, and November 18th, 2021, which have been reviewed by the Treasurer, (in the amounts of \$144,120.31 and \$136,584.80 respectively,) for a total of \$280,705.11.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes report of November 5 through December 9, 2021 as presented, which has been reviewed by the Audit Committee.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Policy and Bylaws Committee

Trustee Hu reported that the committee continues the process of streamlining the policy manual. On tonight’s agenda several sections are being proposed for removal on a first read. She noted that many

of these policies are procedures, not actually policy level. Trustee Hu added that many forms are being proposed for removal from the manual and will be made available online. She encouraged everyone to review these policies which are attached with today's meeting materials. Trustee Hu stated that all these changes have been vetted by industry professionals.

Director's Report

Director Denise Corcoran announced that they continue to post, interview and select candidates for appointment. If the board approves these appointments tonight, the library will have hired 1 full-time librarian, 3 part-time librarians, 3 full-time clerks, 2 part-time clerks and 2 part-time pages. Director Corcoran stated that she was in contact with Dr. Rivers who informed her that the equity audit is not completed to technical issues. She reported that most of the new shelving at Main has been installed and that they continue to add books from the bookrooms to these shelves so that the patrons will have better access. Director Corcoran shared that Lakeville is now open and that patrons returned and are happily using their services. She announced that tonight, staff administration contracts are being presented for consideration. Two are past renewal dates and two are expiring. Director Corcoran stated that the administrative staff have gone a few years without cost-of-living assessments. The assessments being proposed tonight will bring this staff in line with the current standards throughout Nassau Library Systems and the community for salary.

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

ADMINISTRATION

- We reported and posted one "Notice of Workplace Exposure to a Communicable Disease" on 11/15. All standard protocols were followed.
- We continue to post, interview, and select candidates to recommend for appointment. To date, if the board approves the appointments on the agenda today, we will have hired 1 F/T librarian, 3 P/T librarians, 3 F/T clerks, 2 P/T clerks, and 2 P/T pages. Originally, we had hired 4 P/T librarians, but we were very impressed with one of our new hires who had also applied for a F/T position and she became the successful recommended candidate.
- I have been in contact with Dr. Rivers via phone and email for the full results of our equity audit. The audit is not complete due to technical issues, but we should have it shortly.
- Staff have been completing their mandatory NYS Harassment Prevention Training.
- We have started our onboarding program for new staff members which includes the history of the library, tours of Main and the branches, and introduction staff, departments, and collections.
- I have met with Department and Branch Heads to discuss library operations, programming and upcoming initiatives.
- I continue to meet with the Presidents of the Department Head and Staff Association to ensure open lines of communication and a good working collaboration.
- I have had several phone conversations and met with our patrons to resolve issues and hear suggestions for better service.

COMMUNITY & OUTREACH

- Tuesday, November 16-Trustee Handbook Book Club: Library Board Meetings
- Wednesday, November 24-NLS MLD meeting
- Thursday, December 2-Introduction to Foundation Directory online
- Wednesday, December 8-NLS Annual State of the Libraries meeting
- Tuesday, December 14-Trustee Handbook Book Club: Personnel
- Wednesday, December 15-NLS MLD meeting
- Wednesday, December 15-met with patron to discuss library programming and publicity
- I have had several phone conversations and met with our patrons to resolve issues and hear suggestions for better service.

DONATIONS & GIFTS

- Donation of 4 subscriptions of Pipa magazine from Carol Peng (resolution on board agenda)
- Donation of wicker sofa and two chairs to Levels for productions from Nick Camastro
- Donation of Poppits from Rebecca Gilliar

MAIN LIBRARY

- The installation of additional shelving at Main in the Children's room and adult areas has been completed with the exception of a few shelves. We are in the process of moving books from the bookroom to the new shelves. The additional shelving in the Media room

still needs to be completed. There has been a delay in receiving the additional units due to supply chain disruptions during the pandemic.

BRANCHES

- Lakeville opened to the public on Wednesday, December 15th. Some additional repairs to equipment outside still need to be completed when parts arrive.
- The Parkville building permit for renovation was received by the GNSD and forwarded to us.
- Station branch needs signage which was not included in the original package. They also need shelf flippers and shelf backs which were not included in the original package. We will be working on getting estimates for those items.
- Both Station and Lakeville need removal and replacement of the vinyl window signs. We will be getting estimates for those items.

LEGISLATION

- On December 10, 2021, Governor Kathy Hochul announced masks will be required to be worn in all indoor public places unless businesses or venues implement a vaccine requirement. This measure is effective Dec. 13, 2021 until Jan. 15, 2022, after which the State will re-evaluate based on current conditions. We have been continuing to require masks for staff and patrons over 2 years of age.

OLD BUSINESS

None

NEW BUSINESS

(a) Staff Retirements

President Yan thanked the following staff, on behalf of the entire board, for their service to the Great Neck Library and the community. He wished them well in their retirement.

- Kashmira Shah, Media Clerk, retired on September 30, 2021 after 29 years of service.
- Debbie Feldman, Editorial Assistant, retired on November 30, 2021 after 21 years of service.
- Irina Zaionts, Head of Reference, is retiring on December 30, 2021 after 26 years of service.
- Donna Litke, Outreach/Programming Coordinator, is retiring on December 31, 2021 after 16 years of service.

Ms. Kashmira Shah was in attendance. She said that she loves the Great Neck Library and enjoyed working there for all those years.

(b) Appointment of Full Time Children’s Librarian

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Christina Lorper to the position of Full Time Children’s Librarian with a six-month probationary period, effective January 3, 2022, at an annual salary of \$56,000.00. [Job Description/Posting attached]

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

MOTION CARRIED UNANIMOUSLY

(c) 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 Svetlana (Kir) Lagos to the position of Full Time Clerk with a six-month probationary period, effective January 3, 2022, at an annual salary of \$33,000.00. [Job Description/Posting attached]

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

(d) Extension of Business Manager’s Contract

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

RESOLVED, that the Great Neck Library Board of Trustees approve renew Steven Kashkin’s contract as Business Manager for a three-year period with an annual salary of \$113,000 for calendar year 2022 with annual cost-of-living increases of two percent. [Job Description/Posting attached]

VOTE: Yes – 5 (Yan, Hu, Smith, Gold, Mairzadeh)
Absent from Vote – 1 (Sontag)
MOTION CARRIED UNANIMOUSLY

Trustee Hu noted that this is a fair that is being offered to these staff members and that the inc.

President Yan shared that, in the last four years he has worked with Mr. Kashkin, Steve has shown great focus and dedication to ensure the library’s accounting and finances. He fully supports this salary and contract extension.

(e) Extension of Youth Services Coordinator Contract

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

RESOLVED, that the Great Neck Library Board of Trustees approve renew Adam Hinz’ contract as Youth Services Coordinator for a three-year period with an annual salary of \$98,000 for calendar year 2022 with annual cost-of-living increases of two percent. [Job Description/Posting attached]

VOTE: Yes – 5 (Yan, Hu, Smith, Gold, Mairzadeh)
Absent from Vote – 1 (Sontag)
MOTION CARRIED UNANIMOUSLY

President Yan stated that he constantly hears from members of the community about the excellent programming and services provided by Levels, which is lead by Mr. Hinz. Trustee Hu added that Adam led the effort to use the library’s 3D technology to make face masks during the height of the COVID-19 pandemic.

(f) Extension of Junior Accountant Contract

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

RESOLVED, that the Great Neck Library Board of Trustees approve renew Li Wen (Jill) Li’s contract as Junior Accountant for a three-year period with an annual salary of \$71,000 for calendar year 2022 with annual cost-of-living increases of two percent. [Job Description/Posting attached]

VOTE: Yes – 5 (Yan, Hu, Smith, Gold, Mairzadeh)
Absent from Vote – 1 (Sontag)
MOTION CARRIED UNANIMOUSLY

President Yan noted that Ms. Lee works closely with Steven to keep the library finances in order and thanked her for her hard work.

(g) Extension of Administrative Assistant Contract

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

RESOLVED, that the Great Neck Library Board of Trustees approve renew Gina Chase’s contract as Administrative Assistant for a three-year period with an annual salary of \$70,000 for calendar year 2022 with annual cost-of-living increases of two percent. [Job Description/Posting attached]

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

Absent from Vote – 1 (Sontag)

MOTION CARRIED UNANIMOUSLY

Trustee Hu noted the quality of Ms. Chase’s meeting minutes and added that this adjustment is well deserved. President Yan stated he has the pleasure of working with Ms. Chase through her role as Assistant to the Director but as the conduit from the Director to the Board. She always does what is asked from her and provides work of the highest quality.

(h) Acceptance of Gift-Pipa Magazine

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

RESOLVED, that the Great Neck Library Board of Trustees accept the donation of four (4) One Year Subscriptions to PIPA Magazine from Carol Peng and that an acknowledgment and thank you letter be issued to Ms. Peng.

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

MOTION CARRIED UNANIMOUSLY

President Yan stated that Pipa is a Chinese language children’s magazine that Ms. Peng has been donating to the library for the past four years. Trustee Hu added that Ms. Peng is a devoted member of the community who is an avid supporter of the library. She thanked her for the generous donation.

(i) Acknowledgement of Gifts

- Donation of wicker sofa and two chairs for Levels productions from Nicholas Camastro. President Yan announced that Mr. Camastro is the library’s Head of Circulation.
- Donation of Poppits from Rebecca Gilliar. President Yan thanked Ms. Gilliar for her constant interest in library affairs and for always promoting and helping the library.

(j) Proposed Policy Changes

President Yan stated that over the last few years the board has spent a tremendous amount of time trying to simplify the library policies to ensure that their consistency and transparency. All the pages being proposed for removal for a first read are attached to the meeting materials for review.

Remove the following sections from the Policy Manual

- a. Remove: Section 300-30 Responsibilities of Department Heads and Branch Heads – 1st Read

- b. Remove: Section 400-12 GASB 54 – 1st Read
- c. Remove: Section 500-10 Mission Statement – 1st Read
- d. Remove: Section 500-50 Hours of Service – 1st Read
- e. Remove: Section 500-82 Time Recording – 1st Read
- f. Remove: Section 600-15 Discarding of Excess Volumes – 1st Read
- g. Remove: Section 1300 Relationships with Other Agencies – 1st Read
- h. Remove: Section 1400-10 Bomb Threats – 1st Read
- i. Remove: Section 1400-20 Fire – 1st Read

Remove the following forms from the Policy Manual

- j. Remove: Page 76 (500-65) Application for Access to Public Records – 1st Read
- k. Remove: Page 87 Conflict of Interest – 1st Read
- l. Remove: Page 95 (600-10) Deed of Gift Agreement – 1st Read
- m. Remove: Pages 173 - 176 Meeting Room Application – 1st Read
- n. Remove: Page 178 Application for Use of the Piano – 1st Read
- o. Remove: Pages 182 - 183 Application to Exhibit in the Great Neck Library Gallery – 1st Read
- p. Remove: Pages 191-192 (800-75) Liability Waiver – 1st Read
- q. Remove: Page 196 3D Printing Consent Form – 1st Read
- r. Remove: Pages 206 – 207 (1100-10) Rules for Non-Sponsored Programs in Levels – 1st Read

Remove the following attachments from the Policy Manual

- s. Remove: Pages 59-61 ADA Service Animals Guideline – 1st Read
- t. Remove: Pages 138- 141 (600-30) Freedom to Read – 1st Read
- u. Remove: Page 143- 145 (600-40) Library Bill of Rights – 1st Read
- v. Remove: Page 147 (600-50) Freedom to View Statement – 1st Read
- w. Remove: Pages 231 - 233 (1500-10) Trustee Duties and Responsibilities – 1st Read

(k) Denial of FOIL request

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

RESOLVED, that the Great Neck Library Board of Trustees deny the FOIL request from Mr. Katz.

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

MOTION CARRIED UNANIMOUSLY

President Yan stated that the library is denying this request, based on the recommendation of the library attorney, in order to protect the confidentiality of the library users.

(l) Appointment for Board Vacancy

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

RESOLVED, that the Great Neck Library Board of Trustees appoint Jenni Lurman to the vacant seat previously held by Chelsea Sassouni effective December 21, 2021.

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

No – 1 (Smith)

MOTION CARRIED

President Yan reported that former Trustee Sassouni resigned due to a change in circumstances. He appreciated her unique perspective on library issues, common sense approach to matters and cool

headedness during library discussions. President Yan hopes to continue her legacy by filling her seat with an independent thinker who is committed to the best interest of the library. The board has deemed that the Nominating Committee was not able to present two or more valid candidates within the 60 days deadline, therefore they proceeded to conduct their own search according to a NYS law governing non-profit corporation board agencies. They opened a search to the entire community from November 29 through December 3 and received an overwhelming response of 14 applications with very impressive credentials and diverse backgrounds. After carefully interviewing all the candidates the board is ready to present a final candidate to be voted on by the full board to fill the vacancy.

Trustee Smith feels that the Nominating Committee is an integral part of the organization for vetting and working together with the board to fill board vacancies. He thinks that circumventing the process risks the association not fulfilling its fiduciary obligation and goes against the populace vote.

Public Comment: N. Hakimi - Do bylaws allow board to bypass the Nominating Committee? Trustee Hu stated that the board resorted to NYS law due to a violation by the Nominating Committee. Trustee Gold added that the person that was nominated by the Nominating Committee wrote literature that was very anti Iranian and anti-orthodox. Trustee Gold wants the members of the public to understand this. Trustee Sontag welcomes everyone in the public to speak but to please be respectful and not to accuse the board of bad practices.

M. Elgadeh – Was there only one name put forward by the Nominating Committee? President Yan responded that two names were presented. One person was very divisive and widely condemned in the community. The board communicated its concern to the Nominating Committee twice asking them to provide an additional candidate. The committee insisted that the board interview the two candidates presented despite the divisiveness of one of the candidates. Since no additional candidate was provided within the 60-day time period, the board, conducted its own search and interviewed all 14 candidates who applied. President Yan concluded that they are very happy to nominate someone they believe will be a good asset to the board. Trustee Smith says this is a community that voted and that we must accept their will. The board should not go around the community's wishes.

Katie iPhone – Can this vote wait a week?

N. Hakimi – Board is not disclosing who candidates were and the reasons for not choosing them. Also not being transparent by denying FOIL requests.

President Yan clarified that the FOIL was denied because it was specifically asking for names and addresses of every person who voted at the last library election. The board wants to protect patron privacy.

Trustee Sontag welcomes public comments and understands disagreements but remember these are your neighbors so please consider your words before you say them. Events that occurred at the last library election were very disturbing with staff being threatened. Perhaps a police presence is needed at the next election to avoid such situations. President Yan echoed Trustee Sontag's comments.

Marni L – Stated that the board solicited resumes to fill the board vacancy from the community at large so they did nothing wrong.

J. Esrail – Postpone selection for one week.

Trustee Smith appreciates the interest of the community and encourages all to email Marietta DiCamillo, Chair of the Nominating, on this. He assured that this issue will not die tonight and feels that if they don't follow the will of the people, it is a sad state. Trustee Sontag accepts Trustee Smith's comments but reminded all that there have been 12 library directors in the same number of years. Please take a moment to consider the damage that is being done in the library.

M. DiCamillo – The initial candidates were provided before the 60 days. Two names were provided before one withdrew when he won the election. A replacement was provided. The committee was advised that one of the candidates was unacceptable. She said that the committee then provided the board with another name. Ms. DiCamillo feels that committee has obeyed the bylaws and the board is deciding to do what it will. President Yan reiterated the board's stand that the Nominating Committee did not fulfill its obligation.

Trustee Smith made a motion to table this for clarification on the advice of our library counsel who has advised us against making this action. President Yan clarified that counsel did not advise against it and simply just presented his opinion. No second was received for the motion; therefore, it was denied. Trustee Hu stated that the library is potentially involved in litigation so many discussions are going to be discoverable. She hopes that all in attendance know that she has the best interest of the library at heart. The reason the board has been discreet in not disclosing specific candidates' names, at their own risk of personal attack, is due to confidentiality. Trustee Hu is confident that if everyone knew the reasons one of the candidates cannot be considered they would understand.

A. Parizianu – What was criteria when selection candidate to fill board vacancy? President Yan answered that although there are no specific criteria the board looked at experience, willingness to serve, community standing and area of expertise to compliment the board when making their selection.

Emil – Who decides appropriateness of candidate to fill board vacancy. Need process to be done properly and with full disclosure otherwise this will happen with the school board and he will not allow that. President Yan said there is a certain ethical and common-sense approach as to what is appropriate. People who are not widely accepted within the community should not be considered for the board. Emil said he does not trust Wei. Emil said that the library lawyer told the board not to do this. President Yan reiterated that candidate names cannot be shared in order to provide privacy to them. He added that he is troubled by Emil's statement regarding the library counsel's advice since this is privileged and confidential information that should not be disclosed to the public.

Katie iPhone – Information on legal counsel's advice to the board has been going around. She said that this implies that that someone on the board has been leaking the information. President Yan thanked her for sharing this.

Great Neck Agent – When did Chelsea Sassouni notify the board of her resignation. President Yan said that Ms. Sassouni tendered her resignation at the end of August / beginning of September. It became official when the board accepted her resignation at its September 14th board meeting. Per the bylaws, the Nominating Committee needed to submit two names by November 14th.

Tania Friedberg – Her and almost 200 moms of Great Neck feel that people are making choices for them that they do not agree with. They are scared that the library echelon wants to mandate things on their children. Ms. Friedberg said that the library board, for whatever reason, is connected to some sort of

group that wants to take their kids and turn them into a he/she/them. They are afraid and paranoid that certain forces are trying to take over their children and livelihood.

Trustee Mairzadeh said that what happens in the school board does not trickle down into the library and onto the votes that are made. This is made clear by both herself and Trustee Gold, who are both Iranian Jews. She asked them to please have confidence that they are doing what is best for the library.

CORRESPONDENCE

J. Greenbaum emails

DATE OF NEXT MEETING

January 4, 2022 – Annual Reorganization Meeting

January 18, 2022 – Regular Board Meeting

ADJOURNMENT

The meeting was adjourned at 9:20 pm on a motion by Trustee Smith and seconded by Trustee Gold.

Respectfully submitted,

Dr. Barry Smith
Secretary, Board of Trustees