
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
WEDNESDAY, MARCH 23, 2022, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Wednesday, March 23, 2022, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

Liman Mimi Hu – President
Josephine Mairzadeh – Vice President
Scott Sontag – Secretary
Kathleen Gold – Treasurer
Barry Smith – Trustee
Donald Panetta – Trustee

Also Present: Denise Corcoran – Director
Steven Kashkin – Business Manager
Stephen Martir – Bee Ready Law
Charles Segal – Jaspan Schlesinger LLP

Also Absent: Jenni Lurman - Trustee

CALL TO ORDER

President Hu called the meeting to order at 6:10 p.m.

EXECUTIVE SESSION

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

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

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

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

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

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

No action was taken in the executive session.

The board reconvened at 7:36 p.m.

PUBLIC COMMENTS ON PUBLISHED AGENDA

M. Wohlgemuth – Are policies listed on tonight’s agenda being changed or removed?

M. DiCamillo – 1. The attached Personnel Report should include all salary changes and the budget line it comes from.

2. Regarding the attached 990 Tax Return form: a) Are trustees and key staff listed correctly on Part VII? b) What is the endowment fund referencing? c) The bylaw changes listed on Schedule O did not take place.

Steven Martir, Library Counsel, reported that there were some questions posed by certain board members that they wanted to respond to in public.

1. Who has been signing checks from January 1, 2022, to date? Kathleen Gold and Scott Sontag have been signing checks on behalf of the library since January 1, 2022. They are both signatories on the checking account. In addition, Trustee Gold was the holdover treasurer until the last reorganization meeting where she was reappointed as the treasurer.
2. Who authorized payment of the plaque given to the previous board president at the reorganization meeting? The library director authorized the printing of the paper in the amount of approximately .25 cents. The frames were pre-purchased and in storage so there was no cost associated with it.
3. Who authorized the change in the mask policy? In reviewing the previous board minutes there was discussion by the board regarding the mask policy but no formal resolution setting a specific policy was made given the fluid nature of the mask guidance from the CDC and the state at that time. This gave the director the ability to determine the mask policy based on the specific guidance of those agencies. After the current governor determined masks were no longer required there was increased resistance from patrons regarding wearing masks therefore, signs regarding mask-wearing were taken down and the staff was instructed not to approach patrons on this.

MINUTES

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the minutes of the December 21, 2021 Board meeting as presented.

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

MOTION CARRIED UNANIMOUSLY

Regular Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the minutes of the January 9, 2022, Board meeting as presented.

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

MOTION CARRIED UNANIMOUSLY

Annual Meeting/Election and Reorganization Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the minutes of the October 25, 2021, Annual Meeting/Election, and March 10, 2022, Annual Reorganization meeting as presented.

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

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:

- a. March 22, 2022, Treasurer’s Report;
- b. Warrant dated January 6, 2022, through January 9, 2022, the sums set against their respective names, amounting in the aggregate to \$128,617.45.
- c. Warrant dated February 2, 2022, through February 13, 2022, the sums set against their respective names, amounting in the aggregate to \$301,062.37.
- d. Warrant dated March 8, 2022, through March 13, 2022, the sums set against their respective names, amounting in the aggregate to \$254,093.73.
- e. Payroll Warrants for pay dates December 2, December 16, and December 30, 2021, (in the amounts of \$141,088.89, \$134,846.84, and \$153,507.11 respectively,) for a total of \$429,442.84
- f. Payroll Warrants for pay dates January 13, and January 27, 2022, (in the amounts of \$155,578.53, and \$133,964.76 respectively,) for a total of \$289,543.29.
- g. Payroll Warrants for pay dates February 10, and February 24, 2022, (in the amounts of \$146,925.72, and \$137,062.36 respectively,) for a total of \$283,988.08.

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

No – 1 (Smith)

MOTION CARRIED

Board Comment: Trustee Smith asked who reviewed the warrants for January and February since there was no finance meeting. Business Manager, Steven Kashkin, responded that the warrants were sent to the members of the previous Audit Committee. Trustee Smith stated that per the bylaws there needs to be a treasurer and two assistant treasurers. Library counsel, Stephen Martir, clarified that the bylaws only require the appointment of a board treasurer. Trustee Smith suggested that a policy be created to have the treasurer and two assistant treasurers check the warrants and finances. President Hu noted that the goal of this board is to streamline the structure by having fewer committees and conducting all business at the monthly board meeting. This will make it easier for patrons to attend one meeting and listen to all the discussions rather than having to attend multiple committee meetings.

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 February 9 through March 11, 2022, as presented.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Director's Report

Director Denise Corcoran announced that the Great Neck Library was named a Star Library by the Library Journal based on data from FY 2019. This information includes library visits, circulation, program attendance, and internet computer use. She reported that curbside pickup will soon be discontinued. Director Corcoran credited Nicholas Camastro, Circulation Manager, and James Pagano, Technical Services Manager, for all their work to develop a system for patrons to still have holds available for self-checkout. She noted a correction to her report where Long Island Cares should have been listed as the organization the library has collaborated with for a food donation drive. Director Corcoran said that she put in a request through the Nassau County Department of Public Works to repaint the crosswalk at Bayview and Gristmill which is highly used by patrons. She shared that on March 16, 2022, Governor Hochul issued Executive Order 11.4 extending the state's disaster emergency through April 15, 2022, which requires the library to continue to comply with the NYS Hero Act. This order also necessitates limiting capacities and social distancing so while the library continues to increase the number of patrons who may attend programming, they still cannot be at full capacity. Director Corcoran commended the staff for the amazing job they have been doing providing excellent services to our patrons despite the many staff shortages. Trustee Smith echoed those sentiments and applauded the children's librarians for their great work.

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

ADMINISTRATION

- Great Neck Library has been named a Library Journal 2021 Star Library. The 2021 scores and ratings are based on FY19 data from the Institute of Museum and Library Services (IMLS) Public Library Survey (PLS). The information gathered is for library visits, circulation, program attendance, and public internet computer use.
- We received a total of \$35,000 in Bullet Aid from our elected officials.
- We will soon be discontinuing curbside pickup and bags. In its place, we will have holds available for self-checkout. In order to secure privacy, we will be using a combination of letters from patrons last name and a portion of the barcode. A video demonstrating self-checkout has been added to our website.
- We will soon be launching our new online catalog with additional patron features.
- We reported and posted two "Notice of Workplace Exposure to a Communicable Disease" on 2/2 (Main) and 2/3 (Parkville). All standard protocols were followed.
- We have been working on the NYS Annual Report. I invited staff to attend NLS training on 1/21. For most staff, it was the first training they had received on completing the NYS Annual Report.
- I worked with NLS and NYS Department of Parks and Recreation Historic Preservation to complete and revise information needed for the Construction Aid application for the Parkville renovation project.
- We continue to post, interview, and select candidates to recommend for appointment.
- 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 she has sent a preliminary draft.

- 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 continues.
- 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 met with a vendor on January 10th to discuss Collection HQ and DEI demo.
- I met with Baker and Taylor on Feb. 9th to explore book leasing services.
- I met with staff on Feb. 16th for Summer Reading brainstorming meeting.

COMMUNITY & OUTREACH

- I have been collaborating with SHAI for author event.
- Monday, January 24th-I contacted Nassau County Dept. of Public Works to request that the crosswalk at Bayview and Gristmill be repainted.
- Tuesday, January 25th-NLS Area 7 meeting with Bill Keller
- Wednesday, Feb. 16th-NLS MLD meeting
- Friday, March 11th-meeting regarding Time Capsule
- Wednesday, March 23rd-NLS MLD meeting
- I have had several phone conversations and met with our patrons to resolve issues and hear suggestions for better service.
- We have collaborated with ~~Island Harvest~~ Long Island Cares and continue to host a food donation box at Main.
- We have collaborated with the Lakeville Estates Civic Association to host a medical supply donation box at Parkville for Ukraine relief.
- I contacted Nassau County Dept. of Public Works to repaint the crosswalk on Bayview and Gristmill.

MAIN LIBRARY

- The Main entrance outside staircase at the front of the building has deteriorated and is cautioned taped.
- Bookcases from the gallery area have been temporarily moved to the Circulation area for hold pick-ups. Some art books have been temporarily moved to the bookroom to accommodate this need.
- One security camera at Main malfunctioned and was replaced.

BRANCHES

- I have had conversations with GN Schools regarding using space at the school for book pick-up during renovation. None is available.
- STEM equipment and programs have been added at Parkville.

LEGISLATION

- On Feb. 9, 2022, Governor Kathy Hochul lifted the mask mandate for public places. We have been continuing to require masks for all staff and patrons over 2 years of age.
- On February 14, 2022 Governor Hochul issued Executive Order 11.3 extending the state's disaster emergency through 3/16/22.
- On March 2, 2022, Governor Hochul lifted the mask requirement in schools.
- On March 16, 2022 Governor Hochul issued Executive Order 11.4 extending the state's disaster emergency through 4/15/22. This necessitates the library to continue to comply with the NYS Hero Act.

OLD BUSINESS

(a) Proposed Policy Changes

President Trustee Hu reiterated that sections being presented tonight for removal on a second read are because many of them are procedures and not actually at a policy level. She added that the forms being proposed for removal from the manual will be made available online or for print at the library. Trustee Smith suggested providing a hyperlink to the specific laws that are being removed from the manual. Director Corcoran said perhaps the links can be added to the website rather than the policy manual. Trustee Hu reminded everyone that all these changes have been vetted by industry professionals.

Remove the following sections from the Policy Manual

- a. Remove: Section 300-30 Responsibilities of Department Heads and Branch Heads – 2nd Read
- b. Remove: Section 400-12 GASB 54 – 2nd Read
- c. Remove: Section 500-10 Mission Statement – 2nd Read
- d. Remove: Section 500-50 Hours of Service – 2nd Read

- e. Remove: Section 500-82 Time Recording – 2nd Read
- f. Remove: Section 600-15 Discarding of Excess Volumes – 2nd Read
- g. Remove: Section 1300 Relationships with Other Agencies – 2nd Read
- h. Remove: Section 1400-10 Bomb Threats – 2nd Read
- i. Remove: Section 1400-20 Fire – 2nd Read

Remove the following forms from the Policy Manual

- j. Remove: Page 76 (500-65) Application for Access to Public Records – 2nd Read
- k. Remove: Page 87 Conflict of Interest – 2nd Read
- l. Remove: Page 95 (600-10) Deed of Gift Agreement – 2nd Read
- m. Remove: Pages 173 - 176 Meeting Room Application – 2nd Read
- n. Remove: Page 178 Application for Use of the Piano – 2nd Read
- o. Remove: Pages 182 - 183 Application to Exhibit in the Great Neck Library Gallery – 2nd Read
- p. Remove: Pages 191-192 (800-75) Liability Waiver – 2nd Read
- q. Remove: Page 196 3D Printing Consent Form – 2nd Read
- r. Remove: Pages 206 – 207 (1100-10) Rules for Non-Sponsored Programs in Levels – 2nd Read

Remove the following attachments from the Policy Manual

- s. Remove: Pages 59-61 ADA Service Animals Guideline – 2nd Read
- t. Remove: Pages 138- 141 (600-30) Freedom to Read – 2nd Read
- u. Remove: Page 143- 145 (600-40) Library Bill of Rights – 2nd Read
- v. Remove: Page 147 (600-50) Freedom to View Statement – 2nd Read
- w. Remove: Pages 231 - 233 (1500-10) Trustee Duties and Responsibilities – 2nd Read

NEW BUSINESS

(b) In appreciation of Lisa Wu Stowe, Children’s Librarian - Station

President Hu shared that Lisa Wu Stowe, Children’s Librarian, retired on March 14, 2022, after 31 years. She thanked her for her service.

(c) Approve Submittal of 990 Tax Return Form

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

MOVED, that the Great Neck Library Board of Trustees approve the submittal of the 990-tax return for the fiscal year beginning July 1, 2020 – June 30, 2021, Cullen & Danowski, to submit the form to the Internal Revenue Service (IRS).

Business Manager, Steven Kashkin, stated that per the instructions for Schedule 7, the current trustees and former key staff from were listed. He added that he will look into necessary changes to Schedule O. The board agreed to approve the submittal of the tax form contingent on necessary revisions.

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

RESOLVED, that the Great Neck Library Board of Trustees approve the submittal of the 990-tax return for the fiscal year beginning July 1, 2020 – June 30, 2021, Cullen & Danowski, to submit the form to the Internal Revenue Service (IRS) subject to revision.

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

(d) 2022 Engagement Letter for Auditor

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to execute the letter of engagement with Cullen & Danowski, LLP, as dated January 11, 2022, for the performance of an audit of the library’s financial statements, as well as, preparation of the Library’s Federal Form 990, for the fiscal year ending June 30, 2022, at a cost not to exceed \$16,700.00 to be charged to the Audit Fees expense line in the General Fund.

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

(e) Approve Landscaper for General Maintenance at the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the contract with Roma Horticulture Inc. for landscaping services at the Main Library, at a cost of \$9,558.00; such funds to be taken from the Landscaping expense line in the General Fund.

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

(f) Approve New Scanners for Local History Room

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

MOVED, that the Great Neck Library Board of Trustees approve the purchase of a new scanner from either Epson.com or TigerDirect.com at a cost of \$3,999; to be recorded in the Computer Hardware – PC’s line in the General Fund.

The board amended the resolution to state “at a cost not to exceed \$4,500.”

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of a new scanner from either Epson.com or TigerDirect.com at a cost not to exceed \$4,500; to be recorded in the Computer Hardware – PC’s line in the General Fund.

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

Christy Orquera, the Local History Archivist, explained that she has been working on a scanner that scans only up to 8 ½ x 11 pages when many items, including maps and photographs, are much larger than that. This new scanner will allow for larger documents to be scanned at the archival quality for better preservation.

Director Corcoran announced that many local authors have been identified by Ms. Orquera. They have been added to the library's legacy collection with a note so that they will never be deleted. Ms. Orquera credited Director Corcoran with the idea of researching and keeping track of all of the legacy authors which is now at well over 650. She added that last year local history received a grant from LILRC to digitize the microfilm of the Nassau County telephone books. Ms. Orquera shared that she receives calls on this from all over the country and recently got a call from the army who identified the remains of a soldier and utilized the phone books to notify the next of kin.

(g) Approve Mini Servers for Three Branches

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of three (3) mini servers from Connection.com at a total cost not to exceed \$10,000; to be recorded in the Computer Hardware – PC's line in the General Fund.

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

MOTION CARRIED UNANIMOUSLY

(h) Authorize Contract Negotiations with Staff Association

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

MOVED, that the Great Neck Library Board of Trustees authorize the Library Director to resume contract negotiations with the Staff Association.

Trustee Smith recommended the resolution be amended to include the participation of library counsel.

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the library director and library counsel to resume contract negotiations with the Staff Association.

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

MOTION CARRIED UNANIMOUSLY

(i) Personnel

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

RESOLVED, that the Great Neck Library Board of Trustees approve personnel items, 1a-e; 2a-b; 3a-c; 4a, and; 5a-b; on the attached Personnel Report.

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

MOTION CARRIED UNANIMOUSLY

Director Corcoran congratulated Christy Orquera on her appointment as Head of Adult Services and Reference.

(j) Discussion – Mask Mandate

Director Denise Corcoran reported that the COVID infection rate in Nassau County is low. Many businesses are now allowing employees to go maskless, therefore, she would like to give the library staff the option to not wear masks. Staff who would still prefer to wear masks may continue to do so. The board concurred.

CORRESPONDENCE

J. Greenbaum emails
W. Akerib email
S. Walk email

OPEN TIME

R. Gilliar – Noted that NYS law always supersedes any organization’s bylaws and policies.

M. DiCamillo – 1. Does not agree with the current director not being listed on the 990-tax return form
2. Confirmed that the title change for the Youth Services Coordinator listed in the Personnel Report does not include a salary change.

DATE OF NEXT MEETING

March 24, 2022 (Thursday) – 1st Budget Workshop
April 5, 2022 (Tuesday) – 2nd Budget Workshop
April 7, 2022 (Thursday) – Budget Hearing & Adoption

ADJOURNMENT

The meeting was adjourned at 8:59 pm on a motion by Trustee Sontag and seconded by Trustee Gold.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees