

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 26, 2022, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with two executive sessions was held on Tuesday, April 26, 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
Stephen Martir – Bee Ready Law

Also Absent: Jenni Lurman – Trustee
Steven Kashkin – Business Manager

CALL TO ORDER

President Hu called the meeting to order at 6:08 p.m.

EXECUTIVE SESSION

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

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

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

Upon motion by Trustee Gold, seconded by Trustee Sontag, 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 7:00 p.m.

PUBLIC COMMENTS ON PUBLISHED AGENDA

M. Wohlgemuth – What happens to library users whose fines are being absolved?
Why is Jenni Lurman still listed as a trustee on board minutes?
President Hu stated that these questions will be addressed during this meeting.

S. Khodadadian – Will future board meetings be live-streamed?
President Hu responded that the board will look into this.

MINUTES

Regular Board 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 March 23, 2022, Board meeting as presented.

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

Budget Workshops

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 March 24, 2022, and April 5, 2022, Budget Workshops as presented.

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

Budget Hearing and Adoption

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 April 7, 2022, Budget Hearing and Adoption 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 Sontag, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the following financial reports:

- a. April 26, 2022, Treasurer's Report;

- b. Warrant dated April 5, 2022, through April 14, 2022, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$211,010.37.
- c. Payroll Warrants for pay dates March 10, and March 24, 2022, which have been reviewed by the Treasurer (in the amounts of \$140,993.13, and \$134,334.28 respectively,) for a total of \$275,327.41.

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

MOTION CARRIED UNANIMOUSLY

Board Comment: President Hu announced that since there is no longer an Audit Committee, financial reports will be presented and reviewed at the monthly board meetings by Business Manager, Steven Kashkin, who was not able to attend tonight. Trustee Gold stated that there were no significant changes to the report from last month. Trustee Smith asked what the \$7,700 consulting services charge for Parkville was. Director Corcoran responded that it was for the expedited review of the application for the Parkville renovation.

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 March 11 through April 21, 2022, as presented.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Long Range Planning Committee

Trustee Mairzadeh reported that the Long-Range Planning committee met on April 11. She said it was wonderful to hear the input, not only of the trustees on the committee but of the many staff members that were in attendance. She stated that Director Denise Corcoran presented an excellent PowerPoint with information that will help the committee develop and finalize the library's long-range plan. Trustee Mairzadeh shared that the committee engaged in activities to identify keywords or expressions that encompass what the long-range plan should be. She is looking forward to continuing the work at the committee's next meeting in May. President Hu thanked Trustee Mairzadeh for all her work preparing for the committee meeting. She said it was a very successful and productive meeting. President Hu noted that having a long-range plan is a NYS requirement.

Director's Report

Director Denise Corcoran announced that curbside pickups has been discontinued and that there is a new system in place for checking out holds, which has been working very well. She reported that the library will soon be launching its new online catalog with many new patron features. Director Corcoran shared that a new "Tween" section has been added to the Children's Department. This will provide parents and children with more information to make decisions about their book choices, as well as more information on Junior Levels. She stated that the library hosted a demonstration by a vendor on scanners and wireless printers since it is time to replace the scanners. Technology has come really far and they will be presenting more information on this to the board at its next meeting. Director Corcoran said that they

will be bringing many new programs to Parkville, including Children's, STEM, and concerts. She noted that Station has open items that need to be addressed including braille signage and braces for the back of the shelves. Director Corcoran stated that staff at Station has also brought several items to her attention, for example, the need for a water system with hot and cold water. This system is something that they had prior to the renovation that was removed. Director Corcoran continued that Station staff has also expressed the need for security cameras to be installed to cover some of the blind spots in the branch. She stated that new Great Neck Library window signage is needed for both Station and Lakeville. Trustee Mairzadeh suggested looking into glow-in-the-dark options. Director Corcoran announced that the DLD has awarded the library additional funds in Library Construction Aid funds which will be used for the Parkville renovation.

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

ADMINISTRATION

- We have discontinued curbside pickup and bags. In its place, we have holds available for self-checkout. In order to secure privacy, we are 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 have been working on the NYS Annual Report.
- 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. Dr. Rivers and I will plan to have a conversation the first week of May so that the report can be finalized.
- 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.
- We had a demonstration by a vendor on Friday, April 8th regarding scanners and wireless printers. Other libraries asked to attend.
- Staff and I participated in the Long-Range Planning Committee meeting.
- We are adding a "Tween" section to the Children's area based on patron requests.

COMMUNITY & OUTREACH

- The collaboration with SHAI for our author event was very successful.
- I met with a patron who wanted to honor his wife's memory with a memorial plaque at the library. We will be exploring donations and memorials.
- Monday, January 24th-I contacted Nassau County Dept. of Public Works to request that the crosswalk at Bayview and Gristmill be repainted. We are still waiting for this project to be done.
- 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 and continue to host a food donation box at Main.
- We have collaborated with a GN South student at Parkville on a "Shoes for the Homeless, Inc." shoe drive.

MAIN LIBRARY

- The Main entrance outside staircase at the front of the building has deteriorated and is cautioned taped. I am working with external stakeholders and taking necessary steps so that they can be repaired.
- 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. We will need to purchase additional shelving for these holds. The Children's area needs additional shelving along the wall.

BRANCHES

- DLD has reallocated Library Construction Aid funds for NLS member libraries
- Great Neck Library will receive additional funds in the amount of \$44,339, for a project total award of \$276,675. The previous NLS capped funding for projects of our size at \$232,336.
- Station has some open items that still need to be addressed such as signage with Braille and braces for the back of the shelves. We will be getting pricing for these items. Additionally, staff is having some security concerns with the design. We will be getting pricing from our vendor to add security cameras to the branch.
- Both Station and Lakeville need new window signage. We will be getting price quotes.
- In person concerts will be taking place at Parkville as well as Main. On Sunday, May 15th, we will present: Two for the Road: Great Musical Couples Kirsten Thien and Erik Boyd share some of their favorite songs from musical couples such as: Les Paul & Mary Ford, Stevie Nicks & Lindsay Buckingham, John & Yoko, Paul & Linda McCartney, Ike & Tina Turner, and many more.

LEGISLATION

- NYS Open Meeting Law (OML) changes that will now permit videoconferencing and remote participation in public meetings under certain circumstances go into effect on June 8, 2022.
- Governor Hochul's Executive Order 11.4 extending the state's disaster emergency expired on 4/15/22.
- NYS Hero Act has expired. Staff have been relocating to their former work spaces.

OLD BUSINESS

(a) Proposed Policy Changes – 3rd Read and Vote

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

RESOLVED, that the Great Neck Library Board of Trustees has reviewed the attached document and hereby approves the removal of items 1a-i; 2j-r, and; 3s-w listed on the attached from the Policy Manual.

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

MOTION CARRIED UNANIMOUSLY

Board Comment: Trustee Gold suggested converting forms like the meeting room application, into a fillable format so that they may be completed and submitted online. She said it would be more convenient for people who want to use a room for a short period of time to have a private video conference call, etc. Director Corcoran explained that, as of now, the library does not have rooms for such requests. She noted that she is looking into making one of our quiet study rooms available to patrons by request through a scheduling system. President Hu recommended placing signs throughout the library explaining to patrons how they can reserve rooms, use the library piano, etc.

NEW BUSINESS

(b) Presentation – Rachel Sferlazza, Head of Children's Services

Rachel Sferlazza introduced the “Leveled Reader Tote”, a tote bag that includes three leveled books using the Fountas and Pinnell system, which is commonly used in schools. The totes will be offered for reading levels A – Z and contain books that encompass a wide range of topics, fiction, and non-fiction. The convenience of the totes will save parents time in searching for level-specific books and simplify the completion of homework assignments. Trustee Gold inquired if the totes can be returned to the outside dropbox. Ms. Sferlazza responded that the preference is for them to be returned inside due to their size. She explained that the tote can be checked out at self-check without the need to take the books out. Trustee Sontag asked if there has been any coordination with the schools on this new initiative. Director Corcoran said they will be getting the word out to the schools, public and private, as this moves forward. President Hu wondered how the library will handle if books from the tote are removed and displaced. Ms. Sferlazza stated that this will be taken care of in the same manner as when books are pulled on the shelf and set in another place. Director Corcoran added that librarians will be consistently checking that the correct books are in each tote. The board thanked Ms. Sferlazza for her presentation. They are looking forward to its launch.

(c) Action Item – Trustees to sign: Trustee Confidentiality Agreement, Code of Ethics, and Conflict of Interest Forms

Trustees Hu, Mairzadeh, Sontag, Gold, Smith, and Panetta signed the Trustee Confidentiality Agreement, Code of Ethics, and Conflict of Interest forms.

(d) Accept Board of Trustee Resignation

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

RESOLVED, that the Great Neck Library Board of Trustees accept the resignation of Jenni Lurman from the Board of Trustees.

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

MOTION CARRIED UNANIMOUSLY

(e) Proposed Policy Changes

- ~~a. REMOVE: Section 1300-10 Nassau Library System – NLS – 1st Read~~
- ~~b. REMOVE: Section 1300-20 Long Island Libraries Resources Council – LILRC – 1st Read~~
- ~~c. REMOVE: Section 1300-30 Library Associations – 1st Read~~
- ~~d. REMOVE: Section 1300-40 The Great Neck School System – 1st Read~~
- ~~e. REMOVE: Section 1300-60 Other Government Agencies – 1st Read~~
- ~~f. REMOVE: Section 1300-70 Community Organizations – 1st Read~~
- g. REVISE: Section 200-40 Board Committees – 1st Read
- h. REVISE: Section 300-10 Responsibilities of the Library Director – 1st Read
- i. MOVE: Section 500-32 Diversity and Inclusion Statement to Section 100-30 – 1st Read
- j. MOVE: Section 500-35 Harassment Policy to Section 100-40 – 1st Read
- k. MOVE: Section 1300-50 Great Neck Municipalities to Section 800-10 – 1st Read
- l. MOVE: Section 1400-30 Police to Section 500-35 – 1st Read
- m. MOVE: Section 1400-40 Closing to Section 500-97 – 1st Read

Board Comment: President Hu explained that Section 1300 of the Policy Manual is being presented at today's meeting on a third read and vote. Therefore, it does not need to be included with these proposed policy changes. She added that Sections 500-32 (Diversity and Inclusion Statement) and 500-35 (Harassment Policy) are being moved to Section 100 (Legal Responsibilities) of the manual due to their importance. Sections 1400-30 (Police) and 1400-40 (Closing) are being moved to Section 500 (General Operations). President Hu concluded that the text from Section 1300-50 (Great Neck Municipalities) is being embedded into Section 800-10 (Use of Meeting Rooms).

(f) Personnel

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

RESOLVED, that the Great Neck Library Board of Trustees approve personnel items, 1a-d; on the attached Personnel Report.

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

MOTION CARRIED UNANIMOUSLY

(g) Discussion - Amnesty

Director Denise Corcoran stated that currently, whenever an item is not returned, the account is sent to collections. Since 2009 over 3000 accounts have gone to a collection agency and, right now there are 417 accounts in collection. This means those patrons and families cannot use the library. Director

Corcoran proposes the board consider allowing an amnesty period of one month where people can return items without a penalty. That way the library will have the items back and patrons can begin using the library again. Director Corcoran noted that these are members of the community who are already paying taxes to use the library and that many surrounding libraries in Nassau County do not charge late fees. President Hu likes the idea of an amnesty program. She stated that waiving of late fees has been stuck with policy for a long time for various reasons. An amnesty program is a different idea. It's a day where patrons can bring back items, have their late fees erased, and be welcomed back to the library. She noted that NYPL did an amnesty program and thousands of items were returned. President Hu said the board supports this program. Director Corcoran said that she will prepare a formal plan to finalize the amnesty program for approval at the next board meeting.

CORRESPONDENCE

M. DiCamillo letter – President Hu stated that this letter will be addressed by library counsel.

OPEN TIME

S. Khodadadian – How will Jenni Lurman's vacancy be filled?

EXECUTIVE SESSION

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

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

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

MOTION CARRIED UNANIMOUSLY

Trustee Smith exited the executive session.

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

RESOLVED, that the Great Neck Library Board of Trustees authorize a statement to be made to the Nominating Committee on the Nominating Committee status.

VOTE: Yes –4 (Hu, Mairzadeh, Sontag, Gold)

Recused – 1 (Panetta)

MOTION CARRIED

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

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

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

MOTION CARRIED UNANIMOUSLY

The board reconvened at 9:50 p.m.

DATE OF NEXT MEETING

May 31, 2022 – Board Meeting

ADJOURNMENT

The meeting was adjourned at 9:52 pm on a motion by Trustee Sontag and seconded by Trustee Mairzadeh.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees