

---

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, MAY 31, 2022, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Tuesday, May 31, 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

## **CALL TO ORDER**

President Hu called the meeting to order at 6:08 p.m. She announced that the library budget passed and thanked the community for their support. President Hu acknowledged the efforts of the trustees who went out and advocated for the library budget. She shared that several trustees, including herself, participated in Great Neck’s Memorial Day Parade. President Hu noted Trustee Panetta’s work, as chair of the parade committee, in organizing the event and inviting the board to partake. Trustee Panetta extended an early invitation to the trustees for next year’s parade. He stated that he would like to see library staff march or, perhaps have the Levels kids join. Everyone concurred. President Hu reported that all board members are now utilizing their official Great Neck Library email addresses. Director Denise Corcoran is working on the creation of a general board email to be made available on the library website.

## **EXECUTIVE SESSION**

**Upon motion by Trustee Sontag, 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 Gold, seconded by Trustee Panetta, 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 7:31 p.m.

## **PUBLIC COMMENTS ON PUBLISHED AGENDA**

- S. Khodadadian – 1. Is the retainer for the legal counsel related to the library or the current litigation?  
President Hu responded that it is for the library’s general counsel. She added that for specific litigation the library may need to hire an outside counsel to handle that particular business. For example, when a group of trustees is suing another group of trustees the general counsel is conflicted because it represents the entire library and board.
2. What is the equity audit mentioned in the Director’s Report?  
President Hu said this will be answered by the Director later in the meeting.
3. Will future board meetings be live-streamed?

## **MINUTES**

### **Regular Board Minutes**

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

**MOVED,** that the Great Neck Library Board of Trustees approve the minutes of the April 26, 2022, Board 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. May 31, 2022, Treasurer’s Report;
- b. Warrant dated May 9, 2022, through May 15, 2022, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$309,066.75.
- c. Payroll Warrants for pay dates April 7, and April 21, 2022, which have been reviewed by the Treasurer (in the amounts of \$148,123.53, and \$131,277.45 respectively,) for a total of \$279,400.98.

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

*Business Manager, Steven Kashkin reported that there was not a lot of activity in the fund accounts for the month of April. The library continues to be in a solid financial position. Mr. Kashkin stated that at next month's meeting he will be presenting end-of-year budget changes and transfer recommendations.*

## **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 April 22 through May 19, 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 held its second meeting on May 19<sup>th</sup>. She said that at the first meeting the committee focused on the library's mission, vision, and values. The second meeting's focus was spent on strategic priorities. Trustee Mairzadeh announced that the committee will be meeting again on June 14<sup>th</sup>. President Hu stated that the meetings have been very productive and invited everyone to attend the upcoming one.

### **Director's Report**

Director Denise Corcoran announced that the library has launched Vega, its new online catalog that is used to search for and reserve books. Vega offers many additional patron features but as an early adopter of this new technology, we have come across some challenges and are working with the vendor to resolve them. Director Corcoran shared that this has been in the works for over a year under George Trepp's tenure with James Pagano, Technical Services Manager, and Nicholas Camastro, Circulation Manager spearheading the effort. She reported that the crosswalk at Bayview and Gristmill has been repainted by the Nassau County Department of Public Works after she reached out to them early this year. Director Corcoran stated that they continue to post and interview for open positions with three appointments being recommended on tonight's agenda. She said that on June 1<sup>st</sup> the library will begin accepting donations of new and gently used books in good condition. Director Corcoran shared that staff is completing mandatory workplace violence training. She announced that Dr. Rivers is finalizing the equity audit which looks at the library's operations, staff, and the way we do business. Director Corcoran stated that she met with staff to discuss expired patron cards because when the library was closed for COVID the cards were automatically renewed but when the buildings reopened there was no system in place to notify patrons of their expired cards. Staff is now compiling email and mailing addresses to begin the process of letting people know of the need to renew their cards. Director Corcoran reported that she continues to meet with the presidents of the Department Head Union and Staff Association to ensure open communication and good working relationships. She shared that she and Business Manager, Steven Kashkin, have been reviewing the library's insurance coverage with the broker to ensure adequate coverage. Director Corcoran announced that they were notified of a new Electronic Monitoring Law which was shared with staff. She noted that this law does not have any effect on library operations.

Trustee Smith wondered, in light of everything that is going on today if the library is having active shooter drills. Director Corcoran responded that staff is currently scheduling active shooter training, not only for staff but for patrons, as well.

President Hu stated that she loves the new Vega interface but has come across a few glitches including the inability to renew her LI Link books. Director Corcoran said that a link has been placed on the website that allows patrons to make these renewals. Regarding the library card renewals, President Hu asked if paper forms are available for homebound patrons who are unable to come into the library or complete forms online. Director Corcoran said that the applications are available in hard copy or electronic form. She added that patrons with homebound services can get these delivered to them.

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

#### **ADMINISTRATION**

- We launched our new online catalog Vega which adds additional patron features. As an early adopter of this new technology, we have encountered some challenges but have been working to resolve with vendor.
- On 5/17, we met with the Customer Success Manager at Innovative to detail issues for resolution.
- On 5/23, we met with the Customer Success Manager, the Director of Global Support and Success, and her team to determine timelines for resolution and communication of information. Some fixes will need to wait until the next Sierra update in August. Attempts at an earlier resolution may be problematic. We will continue to work with Innovative on the issues.
- We met with the Enterprise Sales Manager of Baker & Taylor to discuss their leasing and sustainable shelves programs to determine value for the Library.
- The Great Neck Library will be accepting donations of new and gently used books in good condition at all locations. Our official launch date is June 1<sup>st</sup>.
- We have started contract negotiations with the Staff Association.
- We have been working on the NYS Annual Report and have prepared for BoT approval.
- We continue to post, interview, and select candidates to recommend for appointment. We had interviews for P/T Librarians, P/T Clerks, P/T Art Coordinator for Levels, and Programming and Publicity Head.
- I had a meeting with Dr. Rivers on May 5<sup>th</sup> to discuss the full results of our equity audit. She is finalizing her report at this time.
- On May 9<sup>th</sup> and May 18<sup>th</sup>, I met with staff to discuss expired patron cards. During COVID closures, cards were automatically renewed. When the building reopened, that practice stopped and a process was not put in place of notification. We are working on notifying patrons with current expired cards and having a monthly process of notification going forward.
- On May 19<sup>th</sup>, I have met with Department and Branch Heads to discuss library operations, programming and upcoming initiatives.
- 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 continue to meet with the Presidents of the Department Head and Staff Association to ensure open lines of communication and a good working collaboration.
- Staff are completing Preventing Workplace Violence training. Staff has already completed Sexual Harassment training.
- Staff and I participated in the Long-Range Planning Committee meeting.

#### **COMMUNITY & OUTREACH**

- 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 24<sup>th</sup>-I contacted Nassau County Dept. of Public Works to request that the crosswalk at Bayview and Gristmill be repainted. It has been completed.
- I attended the NLS MLD meeting on 5/18.
- I have had several phone conversations and met with our patrons to resolve issues and hear suggestions for better service.
- We are collaborating with the Lions Club as a drop off site for their eyeglass collection program.
- We continue to collaborate with Island Harvest and continue to host a food donation box at Main.

#### **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.
- We are shifting the collection and moving our World Languages collections to other locations for better visibility and access.
- We are working to put out more toys and have additional activities for children who visit the library.

#### **BRANCHES**

- We have had two building evacuations at Station due to fire alarms triggering at Chipotle. Unfortunately, during these times, the elevator is not available for our patrons. We will continue to monitor the situation and work with the landlord if necessary if additional evacuations for the same reason occur.
- On 5/27/2022, Ever and I met with the Head Custodian and the Principal at Parkville. We discussed security.

## LEGISLATION

- [Civil Rights Law §52-c](#) - known as the Electronic Monitoring Law on May 7, 2022. Any employer who monitors or otherwise intercepts telephone transmissions, electronic mail or transmissions, or internet access must give notice to employees. We have sent the notice to be posted in each location on the staff board and each employee will be given a copy and asked to certify receipt.

### **Risk Management - Review of Insurance Coverage**

Risk management is important to the fiscal security of the Library. Risk management identifies, analyzes, assesses, and attempts to mitigate any potential threats to the organization. Steve Kashkin and I have been reviewing our insurance coverage with our broker. We confirmed that we have coverage in the specific categories listed. At this time, we are reviewing the specifics of the coverage to determine adequacy.

General Liability  
Business Continuity  
Directors & Officers-separate policy  
Cybersecurity  
Workers Compensation-separate policy with another vendor  
Commercial Umbrella  
Special Events

## OLD BUSINESS

### (a) Proposed Policy Changes

- REVISION: Section 200-40 Board Committees – 2<sup>nd</sup> Read
- REVISION: Section 300-10 Responsibilities of the Library Director – 2<sup>nd</sup> Read
- MOVE: Section 500-32 Diversity and Inclusion Statement to Section 100-30 – 2<sup>nd</sup> Read
- MOVE: Section 500-35 Harassment Policy to Section 100-40 – 2<sup>nd</sup> Read
- MOVE: Section 1300-50 Great Neck Municipalities to Section 800-10 – 2<sup>nd</sup> Read
- MOVE: Section 1400-30 Police to Section 500-35 – 2<sup>nd</sup> Read
- MOVE: Section 1400-40 Closing to Section 500-97 – 2<sup>nd</sup> Read
- REVISION: Section 800-10 Use of Meeting Rooms – 2<sup>nd</sup> Read

*Board Comment: President Hu stated that all these policies are being presented for a second read with no significant changes. She noted that in Section 800-10 Use of Meeting Rooms, the fee for the room use is being waived. Director Corcoran explained that this is due to a problem with the wording of the policy where it says that to qualify to use the room organizations need to have at least 51% of its members be residents of the Great Neck School District followed by a statement that says "... groups comprised of 51% or more residents in the Great Neck School District will not be charged a fee." Library counsel reviewed and agreed with the edits.*

## NEW BUSINESS

### (b) Approve Retainer Agreement for Legal Counsel to the Library

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the retainer agreement for Bee, Ready, Fishbein, Hatter & Donovan to represent the Library as its general counsel in all pertinent matters until May 31, 2023, at a uniform hourly rate of \$275 for the time of any attorney, and authorize the Director to execute agreement; funds for this service will be taken from the Legal Fees – General line of the operating budget.

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

**MOTION CARRIED UNANIMOUSLY**

**(c) Approve Creation of Full-Time Clerical Position by merging two Part-Time Clerical Positions**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the creation of one (1) full-time clerical position by merging two part-time clerical positions.

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

*Board Comment: Trustee Panetta asked what the advantage of having one full-timer over two part-time clerks is. Director Denise Corcoran responded that full-time staff provides for more flexibility with scheduling. Additionally, many of our recent part-time hires have left the library after being here for a few months for full-time opportunities elsewhere.*

**(d) Accept Holiday Closings & Sunday Hours**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the September 2022 to August 2023 Schedule of Holiday Closings and Sunday Hours as presented.

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

*Board Comment: Trustee Gold asked if Juneteenth should be closed since it is observed by the schools. President Hu noted that as an association library we do not need to follow the school calendar. After a brief discussion, the board agreed that the library should remain open on this day.*

**(e) Acceptance of NYS Annual Report**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the New York State 2021 Annual Report for the Great Neck Library as presented.

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

**(f) Approve Amnesty Period**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve an amnesty period for patrons for the months of July, August, and September as presented.

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

*Director Denise Corcoran explained that patrons with billed or overdue books and other materials who return the books and materials during the amnesty period will have their Great Neck Library account fines and fees waived. Patrons with fines and fees and no overdue items or billed items simply have to come to the library and borrow a book in person to have their Great Neck Library account fines waived. She noted the following exclusions from amnesty: LI Link books, OCLC books, museum passes, fees for STEM lab, headphones, flash drives, book sale items, and printing. The board suggested publicizing this through social media and at all library locations.*

### **(g) Acceptance of Donation**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the donation of 185 Russian language books from Michael Litvin and that an acknowledgment and thank you letter be issued to Mr. Litvin.

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

**MOTION CARRIED UNANIMOUSLY**

### **(h) Proposed Policy Changes**

- a. REMOVE: Section 700-62 Transparent Language – 1<sup>st</sup> Read
- b. REMOVE: Section 700-63 Compact + Magnifier Agreement – 1<sup>st</sup> Read
- c. REMOVE: Section 700-55 Direct Access – 1<sup>st</sup> Read
- d. REMOVE: Section 100-20 Applicable Laws – 1<sup>st</sup> Read
- e. MOVE: Section 400-65 Staff Employment Contracts TO Section 300-20 – 1<sup>st</sup> Read
- f. MOVE: Section 500-38 Staff Training and Development TO Section 300-30 – 1<sup>st</sup> Read
- g. MOVE: Section 500-80 Conduct of Employees TO Section 300-40 – 1<sup>st</sup> Read
- h. MOVE: Section 500-37 Workplace Violence Prevention Policy TO Section 300-50 – 1<sup>st</sup> Read
- i. REVISE: Section 400-70 Procurement Policy – 1<sup>st</sup> Read
- j. REVISE and MOVE: Section 500-60 Access to Records TO Section 100-50 – 1<sup>st</sup> Read
- k. ADD: Section 500-80 Library Recording Policy – 1<sup>st</sup> Read

*Board Comment: President Hu reiterated that this policy overhaul is a result of the advice of an industry professional who reviewed our manual in 2019. Many of these policies are either being moved or removed to streamline the policy manual and make it more coherent. Once everything is in place, policy changes should be rare. President Hu reminded everyone that this is the first read.*

### **(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-d, and 2a; on the attached Personnel Report.

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

**MOTION CARRIED UNANIMOUSLY**

*Director Denise Corcoran welcomed Chloe Baker who was in attendance. She stated that Chloe is joining the library as a part-time librarian. She is happy to have her on board. Ms. Baker thanked everyone for the opportunity and shared her excitement to join the team.*

## **CORRESPONDENCE**

A. Solomon letter  
J. Greenbaum email

## **OPEN TIME**

None

## **DATE OF NEXT MEETING**

June 21, 2022 – Board Meeting

## **ADJOURNMENT**

The meeting was adjourned at 8:19 pm on a motion by Trustee Sontag and seconded by Trustee Gold.

Respectfully submitted,

Scott Sontag  
Secretary, Board of Trustees