

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JUNE 21, 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, June 21, 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
Donald Panetta – Trustee

Also Present: Denise Corcoran – Director
Steven Kashkin – Business Manager
Dr. Nichelle Rivers – NLR Consulting, LLC
Greg Marett, Bayview Landscape Architecture

Also Absent: Barry Smith – Trustee

CALL TO ORDER

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

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 matters.

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

Upon motion by Trustee Gold, seconded by Trustee Mairzadeh, 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

No action was taken in the executive session.

The board reconvened at 7:38 p.m.

PUBLIC COMMENTS ON PUBLISHED AGENDA

None

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 May 31, 2022, Board meeting as presented.

VOTE: Yes – 5 (Hu, Mairzadeh, Sontag, Gold, 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. June 21, 2022, Treasurer's Report;
- b. Warrant dated June 6, 2022, through June 12, 2022, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$215,220.57.
- c. Payroll Warrants for pay dates May 5th, and May 19th, 2022, which have been reviewed by the Treasurer (in the amounts of \$145,119.63, and \$134,023.63 respectively,) for a total of \$279,143.26

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

MOTION CARRIED UNANIMOUSLY

Business Manager, Steven Kashkin reported that this month the expenses were in line with revenue. He noted that the library's financial position continues to be strong.

President Hu stated that she would be changing the order of some items on the agenda to accommodate guests who are in attendance.

NEW BUSINESS

1. Acknowledgement of Gift

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

RESOLVED, that the Great Neck Library Board of Trustees accept the donation of two American Girl dolls (Rebecca Rubin and Melody Ellison) from Maia Mehring and that an acknowledgment and thank you letter be issued to Ms. Mehring.

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

Director Denise Corcoran introduced Maia Mehring. Ms. Mehring shared that she hopes that with this donation, children are inspired to read and research the history of each doll, which is unique to each one. Director Corcoran stated that Ms. Mehring is the best of the best in the community because not only is she a young, brilliant entrepreneur but she is generously sharing these gifts. The dolls will be added to the Library of Things lending program where so many people will have access to them.

2. Presentation – Greg Marett, Bayview Landscape Architecture

Greg Marett, the owner of Bayview Landscape Architecture, provided an overview of the landscaping project. President Hu questioned how far the new structures outside of the children’s area will be from the water. Mr. Marett stated that the new design includes fencing that will prohibit anyone from wandering off into the water. President Hu asked if another space has been identified for the children’s garden that is not as close to the water. She said that anything near water makes her nervous and wonders what the risks are since presenting colorful structures will draw the children to the area. Mr. Marett responded that safety is first and foremost therefore there is the addition of a fence. He reiterated that the structures are not play equipment but rather large planters. Trustee Mairzadeh echoed President Hu’s concerns based on the children’s inquisitive nature. She suggested partnering with the Nassau County Museum of Art to possibly display some of their collections. Director Corcoran asked if the design includes all new concrete. She noted that people frequently visit the elevated structure overlooking the wetlands and wonders if there will still be a raised structure after the redesign. Mr. Marett said that a previous design included an overlook deck but it has since been eliminated. Trustee Mairzadeh asked to see samples of the proposed fencing. Director Corcoran wants to ensure that the fence does not obstruct the view of the water. President Hu wondered about the environmental impacts of the design given the library’s proximity to wetlands. Trustee Mairzadeh questioned if climate change will cause increased flooding. Mr. Marett stated that approval for the design was received from the NYS Department of Environmental Conservation (DEC). With no further comments, Mr. Marett ended his presentation.

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes report of May 19 through June 16, 2022, as presented.

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

REPORTS

Long Range Planning Committee

Trustee Panetta shared that the Long-Range Planning committee met on June 14th. He said that the basic structure of the plan is set so they spent the time fine-tuning the details. Trustee Panetta stated that the committee discussed green space, staff building, and the library’s reputation among other things. President Hu announced that the next Long-Range Planning meeting will be held on July 6th.

Director's Report

Director Denise Corcoran reported that as part of outreach several staff members and herself attended Great Neck's Gatsby Festival on June 12th. She said that they provided a lot of information about the library and upcoming programs. Director Corcoran noted that they received a lot of positive feedback from the festival attendees. She announced that the World Language collection has been moved behind the reference desk for better visibility. Director Corcoran shared that they have been accepting many new book donations since they began taking them on June 1st. She stated that publicity for our Summer of Amnesty program has begun. Director Corcoran said that they continue to post, interview, and select candidates to fill several vacancies. She announced all the exciting programming that is happening at the library, including the successful egg drop event at Main and the therapy dog program at Station. Director Corcoran stated that she had a visit with Bill Keller, NLS Trustee, and Caroline Ashby, Director of NLS, where they toured all the library locations.

President Hu asked if there is anything the board can do to help advocate for the library and its programs. Director Corcoran responded that she would like the board to partner with staff in promoting library happenings. Although programs are posted on the website and the newsletter does go out to all the households sometimes people do forget and miss out on many exciting things. Trustees Gold and Sontag stated that they receive a lot of feedback regarding obstacles in registering for programs. Director Corcoran responded that they are currently working on ways to improve the registration process. She said that one of the things they are looking at, specifically for children's programs, is to monitor the waiting list. Director Corcoran stated that her goal is to set up a system that if you want to go to a program you get to go to the program.

Director Corcoran announced that she will be attending the ALA conference in Washington D.C. from June 24 through June 27.

The text of Director Denise Corcoran's written report is below:

ADMINISTRATION

- We have posted and advertised for our Summer of Amnesty program.
- The Great Neck Library has been accepting donations of new and gently used books in good condition at all locations. Our official launch date was June 1st. Many patrons have donated books.
- We continue to meet with our vendor to resolve glitches with Vega.
- We had a general staff meeting on June 8th. We will be re-incorporating staff recognition awards going forward.
- We are currently in negotiations with the Staff Association.
- We received some directions for clarification on some items in the NYS Annual Report. The amended report will be submitted.
- We continue to post, interview, and select candidates to recommend for appointment. We conducted several interviews to fill our two F/T Librarian positions.
- Our onboarding program for new staff members which includes the history of the library, tours of Main and the branches, and introduction to 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 and I participated in the Long-Range Planning Committee meeting.

COMMUNITY & OUTREACH

- Staff and I had a booth at the Gatsby Festival on Sunday, June 12th.
- I attended the LILRC Annual meeting hosted by the Brentwood Library on June 14th.
- On June 17th, I met with Bill Keller, NLS Trustee representing Area 7, and Caroline Ashby, Director of NLS to tour Main and the branches.
- I have had several phone conversations and met with our patrons to resolve issues and hear suggestions for better service.
- We continue to collaborate 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 very excited to have added Mango Languages to our online resources.
- Our World Language collection at Main has been relocated for better visibility and access.
- The new family-friendly area in the Children’s room has been well received.
- The dedication plaque has been added to our new tree donated by Mr. Weinstein in memory of his wife Judy.
- I met again with a patron who is interested in donating to the Library in memory of his wife and having a plaque installed.

BRANCHES

- We have been experiencing problems with the HVAC system at Station in the quiet study area. The HVAC is the responsibility of the landlord who has been contacted. We are awaiting parts to fix the unit. In the meantime, we have been utilizing the Create Lab and multipurpose spaces to use for patrons.
- We have had one building evacuation at Station due to fire alarms accidentally being triggered by workers. 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.

OLD BUSINESS

1. Proposed Policy Changes – 3rd Read & 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 changes listed in items 1a –h to be made to the Policy Manual.

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

MOTION CARRIED UNANIMOUSLY

2. Proposed Policy Changes – 2nd Read

- a. REMOVE: Section 700-62 Transparent Language – 2nd Read
- b. REMOVE: Section 700-63 Compact + Magnifier Agreement – 2nd Read
- c. REMOVE: Section 700-55 Direct Access – 2nd Read
- d. REMOVE: Section 100-20 Applicable Laws – 2nd Read
- e. MOVE: Section 400-65 Staff Employment Contracts TO Section 300-20 – 2nd Read
- f. MOVE: Section 500-38 Staff Training and Development TO Section 300-30 – 2nd Read
- g. MOVE: Section 500-80 Conduct of Employees TO Section 300-40 – 2nd Read
- h. MOVE: Section 500-37 Workplace Violence Prevention Policy TO Section 300-50 – 2nd Read
- i. REVISE: Section 400-70 Procurement Policy – 2nd Read
- j. REVISE and MOVE: Section 500-60 Access to Records TO Section 100-50 – 2nd Read
- k. ADD: Section 500-80 Library Recording Policy – 2nd Read

President Hu said that these policies are from last month and are being presented for a second read. The only minor change is to Section 500-60 Access to Records, which now lists the Director’s Assistant as the FOIL officer instead of the Director.

NEW BUSINESS

1. 2022 Year-End Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the year-end line-item changes to 2022 Operating Budget as detailed in the 2022 Budget Transfer Worksheet, a copy of which is to be appended to the minutes of the meeting, as well as to the copies of the 2022 Budget maintained on file for the public at all branches.

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

2. Approve 2022 Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the transfer of \$268,000.00 to the Bond Retirement Fund and \$850,000.00 to the Main Building & Special Services Fund with both transfers coming from the General Fund.

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

3. Approve Purchase of Formech 450DT Vacuum Former

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of one (1) Formech 450 DT Vacuum Former from Product Development, Inc. at a cost of \$5,928 to be charged to the automated library fund.

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

Director Corcoran stated that the Formech Vacuum Former is used to create molds, replacement parts, and other things. It will be used in the STEM lab for programming and appointment services.

4. Approve Creation of Full-Time Librarian Position by merging three Part-Time Librarian 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 librarian position by merging three (3) part-time librarian positions.

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

Trustee Panetta asked if we are losing hours with this merge. Director Corcoran explained that the three part-time positions combined equal 37 hours. Since a full-timer is 35 hours the two remaining hours will be moved over to another part-timer.

5. Proposed Policy Changes – 1st Read

- a. MOVE: Section 500-95 Anti-Nepotism TO Section 300-60 – 1st Read
- b. MOVE: Section 500-96 Sexual Harassment TO Section 300-70 – 1st Read
- c. MOVE: Section 600-20 Censorship TO Section 100-20 – 1st Read
- d. MOVE: Section 600-30 Freedom to Read TO Section 100-60 – 1st Read
- e. MOVE: Section 600-40 Library Bill of Rights TO Section 100-70 – 1st Read

- f. MOVE: Section 600-50 Freedom to View TO Section 100-80 – 1st Read
- g. MOVE: Section 400-80 Continuing Education TO Section 300-80 – 1st Read
- h. MOVE: Section 400-90 Conference/Meeting Reimbursement TO Section 300-90 – 1st Read
- i. REVISE and MOVE: Section 500-85 Conflict of Interest TO Section 100-90 – 1st Read
- j. REVISE and MOVE: Section 500-90 Whistleblower TO Section 300-95 – 1st Read

Board Comment: President Hu stated that, with the exception of Section 500-85 and 500-90, these policies are just being moved to another section of the manual. Sections 500-85 and 500-90 were revised as indicated on the attached and were reviewed by the library counsel.

6. 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, and 2a-b; on the attached Personnel Report.

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

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

S. Rivka Khodadadian email

OPEN TIME

Trustee Gold said that she was asked why the complete last name is not included in the pickup slip for reserved materials. Director Corcoran stated that this is done to protect the patron's privacy.

Director Corcoran highlighted an article that was published in the Great Neck Record where Anoush Baghassarian, a Great Neck High School South graduate, credited the library and Levels as being an important and supportive space. Anoush has since gone on to graduate from Harvard Law School.

DATE OF NEXT MEETING

July 19, 2022 – Board Meeting

ADJOURNMENT

The meeting was adjourned at 9:08 pm on a motion by Trustee Gold and seconded by Trustee Panetta.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees