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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, OCTOBER 25, 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, October 25, 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

Also Absent: Barry Smith – Trustee

## **CALL TO ORDER**

President Hu called the meeting to order at 6:07 p.m. She noted the presence of Trustees Mairzadeh, Sontag, Gold, and Panetta. President Hu stated that Trustee Smith's absence will be discussed in executive session.

## **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 to receive advice from Counsel.

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

No action was taken in the executive session.

The board reconvened at 7:48 p.m.

## **PUBLIC COMMENTS ON PUBLISHED AGENDA**

- J. Hughes: 1. Can children check out adult books with their library cards?  
2. Are content filters on all the computers in the library?
- D. Zielenziger: 1. Thanked Director Corcoran for the new app used to order books.  
2. Would like the library to obtain a subscription to Foreign Affairs magazine.  
3. How much is spent on proposed policy changes?  
4. Applauds library staff for their professionalism and consistency.

## **MINUTES**

### **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 September 20 and October 12, 2022, Board meetings 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 Sontag, it was,**

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

- a. October 25, 2022, Treasurer's Report;
- b. Warrant dated October 10, 2022, through October 16, 2022, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$337,265.48.
- c. Payroll Warrants for pay dates September 8th, and September 22nd, 2022, which have been reviewed by the Treasurer, (in the amounts of \$150,918.64 and \$147,219.82 respectively,) for a total of \$298,138.46.

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

*MOTION CARRIED UNANIMOUSLY*

*Business Manager, Steven Kashkin reported that the library is a quarter of the way into the fiscal year. The cash position is very strong and all the fund accounts are very healthy. There are pending items in the Branch, Landscaping, and Main Building funds. Mr. Kashkin noted that the library will be receiving its revenue from the school district in November.*

## **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 September 8 through October 16, 2022, as presented, which has been reviewed by the Treasurer.

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

*Business Manager, Steven Kashkin shared his excitement over all the recent hires which have resulted in a reduction of the open positions on this report. He commended Director Corcoran on the onboarding program she started which is an orientation for new hires to familiarize themselves with all aspects of the library. Director Corcoran shared that the onboarding consists of everything from explaining employee benefits and library policies to letting new hires know where the best spots to eat are. She added that the program also includes a tour of all four library locations. Trustee Mairzadeh applauded the program and wishes there was one like that for new trustees. President Hu added that at a time when places are losing people, the library is thriving and attracting new talent. She thanked Director Corcoran and the staff for all their work in accomplishing this.*

## **REPORTS**

### **Director's Report**

Director Denise Corcoran reported that the administration is busy preparing for the upcoming library election. She said that the usual school visits are continuing. Director Corcoran noted that this is something that has always been done but it had to pause for some time due to the pandemic. She noted that she, along with Steven Kashkin and Kat Baumgartner, met with the Parkville Elementary School principal and GNDS administration members to discuss safety protocols. Trustee Sontag praised the library for providing an abundance of virtual programs during the height of COVID, which helped kids stay connected with the outside world. Director Corcoran added that she attended the UPTC meeting at Lakeville Elementary School and was able to speak about library programming. She continued that the library has been doing really well with its legacy collection. What started out as a small project to support the community has grown to include over 650 local authors. Director Corcoran said that going off the legacy collection, the library has begun to collect oral history. She stated that this started with a family that wanted to donate a tree to the library in memory of a relative. The conversation began as to why they chose the library for this donation and what the library means to them. Trustee Mairzadeh recommended reaching out to Shai who has an existing oral history project.

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

#### **ADMINISTRATION**

- The administration has been making preparations for the October Library election.
- The Great Neck Library continues to accept donations of new and gently used books in good condition at all locations.
- We are evaluating and streamlining our process of creating program flyers and social media postings.
- We continue to post, interview, and select candidates to recommend for appointment.
- 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 been having a weekly meeting together with the department and branch heads so that all program and initiative information is shared.
- We have been working on ways to improve ordering and maintenance of our collections. We anticipate that these shifts in workflows will have a positive effect on our offerings for our patrons.
- We have been evaluating rules for LI Link and OCLC to develop better ways to serve our patrons.
- 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.

#### **COMMUNITY & OUTREACH**

- I met with the Parkville Elementary School principal as well as other members of the GNDS administration to discuss and collaborate on safety protocols. Steve Kashkin and Kat Baumgartner were also in attendance.

- I attended the UPTC meeting on 10/19/2022 at the Lakeville Elementary School. I had an opportunity to speak about library programming.
- I have had several phone conversations and met with our patrons to resolve issues and hear suggestions for better service. One continued concern is the distance from the building of our parking spaces for our disabled patrons.
- We are resumed our beginning of the school year class visits.
- We are collaborating with North Shore Hebrew Academy Secondary School and will be showcasing their art exhibit on Nov. 1<sup>st</sup>-Nov. 28<sup>th</sup>.
- 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.
- We continue to collaborate with Humane Urban Group by contributing discarded outdated newspaper for their feral cat program.

#### **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.
- I have been speaking with several people interested in making donations to the Library.

#### **BRANCHES**

- I contacted Elisabeth Martin at MDAdesign to inform her of the results of the BoT resolution regarding the Parkville renovation. I will provide more information as the process moves forward.

#### **NLS**

- NLS will be alternating with onsite and virtual monthly MLD meetings.

## **OLD BUSINESS**

### **1. Proposed Policy Changes – 3<sup>rd</sup> 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 –f to be made to the Policy Manual.

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

No – 1 (Panetta)

**MOTION CARRIED**

*Trustee Panetta feels that the proposed changes to the Nominating Committee procedures are setting them up for failure and another lawsuit. Trustee Gold stated that at the last two readings of this policy she expressed that the requirement of six nominees needed to fill a vacancy was too high and it has now been reduced to four. She noted that the Manhasset Public Library and Bryant Library (Roslyn) do not use Nominating Committees to fill vacancies, as the board makes this election. Trustee Gold suggests Trustee Panetta make specific language recommendations if he feels something needs to be changed so a compromise can be reached. Trustee Panetta said that the whole idea of the Nominating Committee is confidentiality and this is infringing on that. Trustee Gold disagrees because if the Nominating Committee and Board are working together for the good of the library they can communicate. President Hu added that all library committees are answerable to the board and that the board has unfettered access to all information. Trustee Panetta repeated that all this is doing is opening the library up to another lawsuit. Trustee Sontag pointed out that although the community voted largely in favor of the dissolution of the Nominating Committee, the proposal did not pass due to the need for over 66% majority. Trustees Sontag and Gold reiterated that if Trustee Panetta is against some of the changes he should make specific recommendations rather than just saying he opposes them.*

*On the Donations and Naming Recognition policy, Trustee Mairzadeh questioned if “Gardens and exterior spaces may be sponsored, but not named, by an individual, foundation, or corporate donor.” includes the tree that someone donated in someone’s name or is that the following bullet which states*

*“Physical objects placed on the library premises may be named.” She opines that it is a bit confusing and should be clarified. Director Corcoran concurred and said she will look into the language. President Hu recommends moving forward with this policy update since there are donors lined up but agrees with continuing to look at the policy and improving upon it.*

## **NEW BUSINESS**

### **1. In appreciation of Judith Axler, Children’s Librarian**

Director Corcoran acknowledged the retirement of Judith Axler, Children’s Librarian, after 31 years of service to the library. Judy is adored by the staff and patrons. The board asked for a letter of appreciation to be sent to Ms. Axler on their behalf.

### **2. Snow Removal Contract**

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

**RESOLVED**, that the Great Neck Library Board of Trustees authorize the renewal of the snow removal contract for the season November 1, 2022, through April 30, 2023, with EPG Construction Corp at a base price of \$9,998, plus \$220 per sanding of accumulations under two (2) inches, and snowplow charges for accumulation over eight (8) inches, to be charged to the Snow Removal budget line of the Operating Budget.

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

### **3. Service Contract for Boiler**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the annual service contract for two boilers at the Main Library with Metro Group at an annual cost of \$2,175, which includes a maintenance kit of \$825, to be charged to the Service Contracts line in the General Fund.

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

### **4. Print Management, Mobile Printing, and Self-Serve Kiosks**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the hiring of Today’s Business Solutions to install and train the library staff for the new software and equipment, as attached, at a total cost not to exceed \$60,069 (which include optional items in the Kiosk section); such funds to be taken from the Automated Library Fund.

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

*Director Corcoran reported that this will allow patrons to print directly from a kiosk or send print jobs from home. The print jobs may be picked up at any of our library locations by entering a personal code. Payments are accepted by cash, credit card, phone, etc.*

## **5. Upgrade to Public Scanners**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the purchase of four (4) new scanners from Today's Business Solutions at a cost of \$23,520 (including optional items) to be recorded in the Automated Library Fund. Annual maintenance for subsequent years will be charged to the Service Contracts line in the General Fund.

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

**MOTION CARRIED UNANIMOUSLY**

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

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

**MOTION CARRIED UNANIMOUSLY**

*Director Corcoran stated that interviews continue for open, funded positions. She is excited about the new staff who have come onboard.*

## **CORRESPONDENCE**

None

## **OPEN TIME**

D. Zielenziger – How much has been spent on litigation?

## **DATE OF NEXT MEETING**

October 31, 2022 - Annual Meeting/Election – Main Library and Parkville Branch

November 15, 2022 – Board Meeting

## **ADJOURNMENT**

The meeting was adjourned at 9:00 pm on a motion by Trustee Gold and seconded by Trustee Sontag.

Respectfully submitted,

Scott Sontag  
Secretary, Board of Trustees