
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, SEPTEMBER 20, 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, September 20, 2022, at the Parkville Branch Library, 10 Campbell Street, New Hyde Park, NY 11040 [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

CALL TO ORDER

President Hu called the meeting to order at 6:09 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 and to receive advice from Counsel.

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

MOTION CARRIED UNANIMOUSLY

Trustee Smith arrived at 6:12 p.m.

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 – 6 (Hu, Mairzadeh, Sontag, Gold, Smith, Panetta)

MOTION CARRIED UNANIMOUSLY

No action was taken in the executive session.

The board reconvened at 7:16 p.m.

PUBLIC COMMENTS ON PUBLISHED AGENDA

Ellen Farhey – Commended Parkville Branch Head Librarian, Kathryn Baumgartner, on her excellent customer service and outreach work with the community.

Recommends the board consider setting up a temporary mobile library to provide some services to patrons who cannot travel to the other branches during the Parkville Branch renovation.

Betty Leong – What is the timeline for the Parkville Branch Renovations? Many patrons feel the Children’s Room should remain in the front of the branch. President Hu stated that all board members are committed to Parkville and that the delays are due to the coronavirus pandemic. She added that the process is under evaluation as the pandemic has caused changes in pricing, among other things. Technology has also improved and lessons have been learned from the recent Station Branch renovation.

SECRETARY’S REPORT ON INDEPENDENT CANDIDATES

Trustee Sontag read aloud:

Liman Mimi Hu has filed a petition as an Independent Candidate for the October 31, 2022 election for the Board of Trustees expiring seat of Liman Mimi Hu. The petition has the required 100 signatures which have been validated.

Jessica Hughes has filed a petition as an Independent Candidate for the October 31, 2022 election for the Board of Trustees expiring seat of Liman Mimi Hu. The petition has the required 100 signatures which have been validated.

Karen Hirsch Romero has filed a petition as an Independent Candidate for the October 31, 2022 election for the Board of Trustees expiring Vacant seat. The petition has the required 100 signatures which have been validated.

Rory Lancman has filed a petition as an Independent Candidate for the October 31, 2022 election for the Board of Trustees expiring Vacant seat. The petition has the required 100 signatures which have been validated.

Christina Rusu has filed a petition as an Independent Candidate for the October 31, 2022 election for the Board of Trustees expiring Vacant seat. The petition has the required 100 signatures which have been validated.

Sara Rivka Khodadadian has filed a petition as an Independent Candidate for the October 31, 2022 election for the Nominating Committee expiring seat of Steve M. Jacob. The petition has the required 100 signatures which have been validated.

Kim Schader has filed a petition as an Independent Candidate for the October 31, 2022 election for the Nominating Committee expiring seat of Steve M. Jacob. The petition has the required 100 signatures which have been validated.

The October election ballot will contain the following:

- Liman Mimi Hu and Jessica Hughes for the expiring seat of Liman Mimi Hu; Board of Trustees
- Karen Hirsh Romero, Rory Lancman, and Christina Rusu for the expiring Vacant seat; Board of Trustees
- Sara Rivka Khodadadian and Kim Schader for the expiring seat of Steve M. Jacob; Nominating Committee.

MINUTES

Special 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 July 19, 2022, and August 5, 2022, Special Board meetings 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. September 20, 2022, Treasurer's Report;
- b. Warrant dated July 15, 2022, through July 17, 2022, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$532,851.09.
- c. Warrant dated August 2, 2022, through August 14, 2022, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$277,720.20.
- d. Warrant dated September 8, 2022, through September 11, 2022, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$256,321.08.
- e. Payroll Warrants for pay dates June 2, June 16, and June 30, 2022, which have been reviewed by the Treasurer, (in the amounts of \$146,730.43, \$140,641.50, and \$145,098.73, respectively,) for a total of \$432,470.66.
- f. Payroll Warrants for pay dates July 14, and July 28, 2022, which have been reviewed by the Treasurer, (in the amounts of \$169,323.56, and \$131,865.85, respectively) for a total of \$301,189.41.
- g. Payroll Warrants for pay dates August 11, and August 25, 2022, which have been reviewed by the Treasurer, (in the amounts of \$150,073.89 and \$154,893.53 respectively,) for a total of \$304,967.42.

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

MOTION CARRIED UNANIMOUSLY

Business Manager, Steven Kashkin reported that the library remains in a good financial position. He explained that the fluctuations in payroll are due to the current hiring, as well as, longevity pay which

was given out in July. Mr. Kashkin noted that the June warrant is high because the majority of service contracts are paid out at the beginning of the year.

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 July 15 through September 7, 2022, as presented.

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

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. Board Volunteers to Open and Close Polls

For the October 31, 2022, Annual Election, Trustee Sontag volunteered to open and close the polls at the Main Library. Trustee Panetta volunteered to open the polls at the Parkville Branch Library. Trustee Gold volunteered to close the polls at the Parkville Branch Library.

Trustee Sontag left the meeting at 7:38 p.m.

REPORTS

Director's Report

Director Denise Corcoran referenced the board packet which includes reports from staff who are doing a wonderful job with customer service, programs, and outreach. She reported that the library has been accepting donations of new and gently used books. To date, of those who have requested a receipt, there have been a total of 87 donors with 811 books donated. Director Corcoran continued that there has been positive feedback regarding the Summer of Amnesty program. She recommends continuing this program and a resolution to do so will be presented later on this agenda. Director Corcoran noted that school visits have resumed where staff does outreach to both public and private schools. She shared that the library is collaborating with the North Shore Hebrew Academy Secondary School which will be showcasing its art exhibit at the library in November. Director Corcoran stated the Bowery Mission collection of suitcases, coordinated with students, has been very successful.

President Hu said that people are absolutely noticing the changes that are being made in the library and reacting very positively to them. She pointed out that Director Corcoran has ensured that there is a balanced approach to programming and services for all the branches.

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

ADMINISTRATION

- A new CBA has been reached with the Staff Association.
- LI Link books can now be renewed using Vega.
- Summer Reading programs have ended and prizes are being awarded. We are gathering all of the final statistics.
- We have moved and renamed our World Language Collection. We are currently adding and expanding the collection.
- We have been receiving positive feedback regarding our Summer of Amnesty program. My recommendation is to continue the 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. Of those who wanted a receipt, there were 87 donors of 811 books. We have acknowledged their generous donations with letters of gratitude.

- 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.
- We are in the process of completing annual reviews for non-administrative staff.
- Staff will be completing DEI training in September. All staff have already completed Preventing Workplace Violence training either in May or upon initial hiring. Staff will be completing their annual Preventing Sexual Harassment training either in November or upon initial hiring. Staff has also completed Customer Service Training.
- I have been having a weekly meeting with the department and branch heads so that all program and initiative information is shared.
- We have been working on ways to improve the ordering and maintenance of our collections. We anticipate that these shifts in workflows will have a positive effect on our offerings to 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 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 accessible parking spaces.
- We are resuming 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- Nov. 28
- We collaborated as a drop-off location for suitcases students were collecting for the Bowery Mission.
- 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 newspapers 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 met again with a patron who is interested in donating to the Library in memory of his wife and having a plaque installed and have been contacted by other patrons interested in donating to the Library.
- I was contacted regarding a past donation for a bench for Levels.

BRANCHES

- We have been adding family-friendly items to the Children's room at Station. Our latest addition is a new play kitchen.
- New family-friendly items are also planned for Lakeville and Parkville.
- Repairs and replacements have been made to the HVAC system at Station in the quiet study area by the landlord.
- Parkville experienced some issues with the alarm system. Those issues have been resolved.

NLS

- NLS will be alternating with onsite and virtual monthly MLD meetings.
- At their July 25th meeting, the NLS Board passed a Resolution in Support of Intellectual Freedom. Their resolution is attached.

LEGISLATION

The Governor did not extend the disaster emergency that expired on 9/12/22. Starting 9/13/22, board meetings must be held in person and trustees may only participate remotely under extraordinary circumstances if the board has already passed a resolution/policy on the use of videoconferencing.

NEW BUSINESS

2. Personnel

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

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

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

MOTION CARRIED UNANIMOUSLY

The board welcomed Ryan Badke to the library in his role of Facilities Manager. Mr. Badke thanked them and said he is happy to be onboard.

OLD BUSINESS

1. Proposed Policy Changes – 3rd Read & Vote

Upon motion by Trustee Mairzadeh, seconded by Trustee Gold, 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 –k to be made to the Policy Manual.

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

MOTION CARRIED UNANIMOUSLY

President Hu stated that all these policies are on their third and final read. She noted that Section 100-50 Access to Records was already approved but is being included again because the incorrect version was attached with the meeting materials at the last meeting.

2. Proposed Policy Changes – 2nd Read

- a. ADD: Section 400-80 M/WBE Policy
- b. ADD: Section 700-90 Library of Things Policy
- c. MOVE: Section 600-10 (f. Local History Collection Policy) to Section 900-40
- d. MOVE: Section 900-40 Streaming to Section 700-95
- e. REVISE: Section 1500-20 Nominating Committee Procedures
- f. REVISE and MOVE: Section 1200-20 Gifts and Donations to Section 600-20 Donations and Naming Recognition

Trustee Mairzadeh referenced Section 1200-20 Gifts and Donations. She feels it is important to identify what a gift is from the very beginning by using the terminology “monetary” or “in-kind”. Trustee Mairzadeh opines that wherever cash gifts are mentioned in the document, “in-kind” should also be added. President Hu said that the terms “cash” or “monetary” are used because the library does not assess the value of in-kind gifts. Director Corcoran added that although the library does not assess value for in-kind gifts, in the past, if it was believed that the donation was worth over a certain amount then the gift was officially accepted by the board at a meeting. President Hu noted that once something is donated to the library, it is up to the library to decide what to do with it. Trustee Panetta questioned how restricted donations will be handled. President Hu said that the procedure for restricted donations needs to be spelled out in the policy. Trustee Mairzadeh suggests removing what is included in naming and sponsorship opportunities. She thinks including it limits the library in what it can do. Trustee Panetta recommends placing a “Donate” tab on the library website. Trustee Mairzadeh added that flyers with QR codes and placement in the library newsletter can also be utilized to spread the word.

Trustee Panetta referenced Section 1500-20 Nominating Committee Procedures. He said that after doing some research he discovered that this policy is the same exact one that was given to the Nominating Committee that they immediately turned down. There was no vetting or discussion on it. He had many concerns with this policy at the last meeting and since then there has been no discussion or revisions to it. President Hu made it clear that any settlement discussions are confidential and he should not have had any access to this information meaning that someone breached confidentiality when sharing this. She said that she is not going to comment on his statement since the information is confidential. President Hu continued that all policy changes, including this one, are vetted by library counsel and then moved forward for all board members to review and vote on. Trustee Panetta responded that this is obnoxious and that what is being proposed here is totally obnoxious. Trustee Smith feels that the Nominating

Committee Procedures should not be a part of this and should be left for the next board. Trustee Gold's only suggestion is for the number of candidates being presented to be lowered from six to four or five. Trustee Panetta agrees with Trustee Smith's idea of leaving changes to this policy up to the next board.

NEW BUSINESS

3. Property Liability Insurance Renewal

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

RESOLVED, that the Great Neck Library Board of Trustees renew its property/liability insurance Commercial Package, Automobile, and Umbrella policies for the period September 1, 2022, through August 31, 2023, with Utica Insurance Companies as presented by Edwards and Company, for a total of \$86,085.31 to be charged to the Property/Liability Insurance line of the operating budget.

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

MOTION CARRIED UNANIMOUSLY

4. Approve LendingKey Subscription

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

RESOLVED, that the Great Neck Library Board of Trustees approve an annual subscription from OCLC for LendingKey services at a cost of \$863.14 to be charged to the Automated Library Fund

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

MOTION CARRIED UNANIMOUSLY

Director Corcoran reported that this subscription will allow for the management and display of Library of Things reservations and lending. She said that they are in the process of purchasing items to be lent out through this program. Items may include telescopes, DVD players, etc. President Hu stated that this is a very exciting start and credited Trustee Sontag for his initiative. She encouraged all trustees to bring forward any ideas or passions they may have so that the board can help move them forward. These sorts of things can be the legacy they leave behind of their time spent on the board.

5. Extend Amnesty Period

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

RESOLVED, that the Great Neck Library Board of Trustees extend the current amnesty period for patrons through December 31, 2022.

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

MOTION CARRIED UNANIMOUSLY

Director Corcoran stated that the amnesty program has helped bring people back to the library and that the program has been very successful.

6. Accept Nominating Committee 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 Steve M. Jacob from the Nominating Committee.

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

MOTION CARRIED UNANIMOUSLY

The board agreed to acknowledge Mr. Jacob's service on the Nominating Committee with a plaque.

CORRESPONDENCE

M. Glazer letter

V. Lurvey letter

OPEN TIME

Trustee Panetta inquired as to the age and general appearance of one of the new hires as he believes that he may know him. Director Corcoran reminded him that personnel discussion is confidential. Furthermore, asking someone's age during an interview is not permissible. Director Corcoran continued that she feels including the hires' names and salary information is a bit excessive and noted that the school district and other libraries do not provide this much detail. President Hu stated that this is definitely something that should be discussed in the future.

DATE OF NEXT MEETING

October 12, 2022 – Board Meeting

October 25, 2022 - Board Meeting

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

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