
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, NOVEMBER 15, 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, November 15, 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 (*via Zoom*)
Steven Kashkin – Business Manager
Jill Sanders – Cullen and Danowski (*via Zoom*)

CALL TO ORDER

President Hu called the meeting to order at 6:08 p.m. She stated that Trustees Mairzadeh, Sontag, Smith, and Panetta are present and Director Denise Corcoran is attending via Zoom. She added that Trustee Gold will arrive shortly. President Hu then turned the meeting over to Vice President Mairzadeh because this month, due to a conflict of interest due to pending election results, she has not spoken to the Director, nor has she taken part in preparation for this board meeting. Vice President Mairzadeh opened the floor to public comments.

PUBLIC COMMENTS ON PUBLISHED AGENDA

None

NEW BUSINESS

1. Presentation & Acceptance of June 2022 Audited Financial Statements by Cullen and Danowski, LLP

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

RESOLVED, that the Great Neck Library Board of Trustees accept the audited financial statements and the Auditor's Report for the fiscal year ended June 30, 2022.

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

MOTION CARRIED UNANIMOUSLY

Jill Sanders from Cullen & Danowski, LLP presented the annual audit report. She stated that her role as the external auditor is to give an opinion on the financial statements by determining if they fairly present in accordance with the general accounting principles of the United States of America. Ms. Sanders went over the document. She said that the books are in order and that strong internal controls are in place. Ms. Sanders noted that the library was issued an “unmodified opinion”, which is the highest standard issued by them. She encouraged all to review the detailed report which is attached. Ms. Sanders thanked the library staff and board for being forthcoming with all the information requested.

Trustee Gold arrived at 6:13 p.m.

Trustee Smith asked Ms. Sanders to comment on the legal expenditure of this year as opposed to last year. Ms. Sanders responded that she did not have those numbers in front of her. Trustee Smith said it was brought to her attention to bring the detailed breakdown of the legal expenses to this meeting and he is surprised she does not have them. Ms. Sanders stated that it was not brought to her attention. Business Manager, Steven Kashkin noted that this presentation does not contain that level of detail but that all these expenses are listed in the warrant which is included in the monthly Treasurer’s Report and approved by the trustees at their board meetings. Trustee Smith stated that he only mentions this because the comptroller of Nassau County says that the auditor should know this information, especially when there is an expenditure that wasn’t approved by the board. Ms. Sanders stated that all the backup documentation confirms that these expenses were approved. Trustee Smith suggests that, as the auditor, Ms. Sanders look into this, specifically, the expenditures with Greenburg Traurig and whether or not they were approved by the board. Ms. Sanders reiterated that all the backup documentation indicates that the expenses were authorized to pay. Trustee Smith asked her by whom. Ms. Sanders responded that they were approved through the standard, normal process which was addressed and established by the board members during the course of the audit. She added that she also reached out to the legal counsel who confirmed that they are representing the library. In addition, they provided what they had billed in cost. President Hu repeated that library counsel indicated that the expenses are properly paid for. The current dispute is being litigated in court and a motion to dismiss has been filed. President Hu thanked Ms. Sanders for her time and efforts.

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 October 25, 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 Sontag, it was,

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

- a. November 15, 2022, Treasurer’s Report;

- b. Warrant dated November 3, 2022, through November 13, 2022, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$630,284.83.
- c. Payroll Warrants for pay dates October 6, and October 20, 2022, which have been reviewed by the Treasurer, (in the amounts of \$159,118.10 and \$158,671.32 respectively,) for a total of \$317,789.42.

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

Business Manager, Steven Kashkin reported that there has not been much change to the fund accounts and that they all look very good. He noted that the warrant is higher this month due to contribution to the retirement system.

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes report of October 17 through November 9, 2022, as presented, which has been reviewed by the Treasurer.

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

REPORTS

Director's Report

Director Denise Corcoran reported that she met with members of SEPTA to discuss program ideas and initiatives. She shared that the library will be collaborating with the LI Coalition for the Homeless for a winter clothing drive. Director Corcoran announced that they have begun buying materials from Books Window which specializes in World Language books. She noted that she continues to meet weekly with the Department and Branch Heads to share important library information and updates. Director Corcoran announced that she met with Elisabeth Martin via Zoom regarding the Parkville renovation. She also had a call with Steven Garafolo of the LI Coalition for the Homeless regarding services available to those without shelter. Director Corcoran concluded by congratulation Media Librarian, Camille DiPietro on her upcoming induction onto the NCLA Executive Board. Trustee Mairzadeh suggests collaborating with community organizations that may already be working on meaningful initiatives. Trustee Sontag wonders if putting more reels on Instagram than pictures is possible. Also, Facebook posts should include links with images whenever promoting programs. Director Corcoran said she will share these comments with the social media team.

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

ADMINISTRATION

- The Great Neck Library election results are not yet available. Due to litigation, there is a stay of election. We will continue to work with all candidates and judicial authorities to certify results and report as soon as available.
- We have started purchasing material from Books Window which specialized in World Language books.
- 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. However, this had to be put temporarily on hold until the Director could be onsite to interview candidates.
- 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.
- I have been working with the System Coordinator of Programming, the Head of Technical Services, and the Head of Circulation on coordinating all aspects of the Library of Things initiative.
- 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. Towards that end, I have been working with the Head of Technical Services to ensure that communication is conveyed to our vendors regarding any outstanding issues with shelf-ready books, Vega, Sierra, etc.
- 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

- Assemblywoman Sillitti presented Nobuko Saji with a certificate of distinguishment at her art reception in the gallery.
- I met with members of SEPTA on November 10, 2022 to collaborate and discuss new program initiatives.
- We continue to have school year class visits.
- We are collaborating with North Shore Hebrew Academy Secondary School and will be showcasing their art exhibit on Nov. 1st-Nov. 28th.
- 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.
- We will be collaborating with LI Coalition for the Homeless for a winter clothing drive of hats, gloves, and scarves.

MAIN LIBRARY

- Congratulations to Camille DiPietro Media Librarian, who will be inducted onto the Executive Board of NCLA on November 17, 2022.
- 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

- The Station branch experienced issues with a trouble code on the fire alarm which the landlord resolved.
- We have been in contact with Great Neck Public Schools regarding a trouble code with the fire alarm due to school construction. They are working to resolve the issues.
- I had a Zoom meeting on November 2, 2022 with Elisabeth Martin at MDAdesign regarding the plans for the Parkville renovation.
- I had a call on November 10, 2022 with Steven Garafolo of the LI Coalition for the Homeless who was visiting the Station branch with Nassau County Police, the Mayor and Deputy Mayor. We discussed services for those without shelter. LI Coalition for the Homeless provides housing, food, blankets, psychiatric services, transportation, etc. They also provide training for staff.

OLD BUSINESS

None

Trustee Hu left the meeting at 7:00 p.m.

NEW BUSINESS

2. Renew Flood Insurance

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

RESOLVED, that the Great Neck Library Board of Trustees renew its flood policy for the period of November 28, 2022, through November 27, 2023, with American Bankers Insurance Company, in the amount of \$3,769 to be charged to the Property/Liability Insurance line of the Operating Budget.

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

3. Renew D & O Insurance

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

RESOLVED, that the Great Neck Library Board of Trustees renew its Directors & Officers & Employment Practices Liability policy for the period November 28, 2022, through November 27, 2023, with Landmark American Insurance Co., in the amount of \$43,830 to be charged to the Property/Liability Insurance line of the Operating Budget.

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

Business Manager, Steven Kashkin explained that the library's current carrier of D & O insurance has decided to drop the library's coverage for the new year due to the exposure over the last 12 months. Our broker went out to the market to 16 different companies. Ten declined because of the claims and four did not respond at all. Two companies provided much higher quotes than the previous year due to ongoing claims, but this insurance is necessary. Mr. Kashkin recommends the higher amount because although the premium is higher, the deductible is significantly lower. Trustee Gold inquired how much the premium increased from last year. Mr. Kashkin responded that last year's premium was approximately \$8,000 for the same coverage.

CORRESPONDENCE

None

OPEN TIME

None

EXECUTIVE SESSION

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

RESOLVED, that the Great Neck Library Board of Trustees enter into Executive Session to receive advice from Counsel.

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

Trustee Hu returned to the meeting at 7:17 p.m.

Upon motion by Trustee Gold, seconded by Trustee Hu, 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 7:48 p.m.

DATE OF NEXT MEETING

December 6, 2022 – Board Meeting

December 20, 2022 – Board Meeting

ADJOURNMENT

The meeting was adjourned at 8:00 pm on a motion by Trustee Gold and seconded by Trustee Sontag.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees