

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, DECEMBER 20, 2022, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 20, 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
Scott Sontag – Secretary
Kathleen Gold – Treasurer
Barry Smith – Trustee
Donald Panetta – Trustee

Also Present: Denise Corcoran – Director

Also Absent: Josephine Mairzadeh – Vice President
Steven Kashkin – Business Manager

CALL TO ORDER

President Hu called the meeting to order at 6:08 p.m. She acknowledged the presence of Trustees Sontag, Gold, Smith, Panetta, and Director Denise Corcoran. She added that Trustee Mairzadeh is excused from this meeting.

PUBLIC COMMENTS ON PUBLISHED AGENDA

R. Gilliar – Will send the board her comments in writing.

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 December 6, 2022, special board meeting as presented.

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

TREASURER/BUSINESS MANAGER REPORT

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

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

- a. December 20, 2022, Treasurer's Report;
- b. Warrant dated December 5, 2022, through December 11, 2022, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$428,209.34.
- c. Payroll Warrants for pay dates November 3, and November 17, 2022, which have been reviewed by the Treasurer, (in the amounts of \$171,001.47 and \$159,117.40 respectively,) for a total of \$330,118.87.

VOTE: Yes – 4 (Hu, Sontag, Gold, Panetta)
No – 1 (Smith)

MOTION CARRIED

Director Denise Corcoran reported that the library's cash position remains strong. Trustee Panetta wondered if the library could consolidate its utility bills throughout the four locations and pay for them in one lump sum to get a better rate.

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 November 10 through December 14, 2022, as presented, which has been reviewed by the Treasurer.

VOTE: Yes – 4 (Hu, Sontag, Gold, Panetta)
No – 1 (Smith)

MOTION CARRIED

REPORTS

Director's Report

Director Denise Corcoran summarized her written report which is attached below:

ADMINISTRATION

- All items eligible for renewal will be automatically renewed beginning Thursday, December 15, 2022!
- On 11/23, staff and I had a virtual meeting with Vicky Doherty of Baker and Taylor regarding issues with the processing of shelf ready books. We continue to work with B&T in order to ensure the process continues to improve and works for us. On 12/14, we had a follow-up call. Since our 11/23 call, our orders are being processed in a more expeditious manner. We will continue to monitor.
- The Great Neck Library continues to accept donations of new and gently used books in good condition at all locations. Patrons leaving their information when they donate receive a letter of gratitude.
- 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 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 members of SEPTA on November 10th to collaborate and discuss new program initiatives. Adam Hinz and I had a follow-up meeting on December 12th with SEPTA and GNSD in attendance. We have planned two collaborative projects.
- We continue to have school year class visits.

- 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 are collaborating with LI Coalition for the Homeless for a winter clothing drive of hats, gloves, and scarves.

MAIN LIBRARY

- Patrons have been notified via website and social media “An architectural firm has been engaged and plans are in process to repair the front entryway and make other necessary repairs at Main. The need for these repairs has its origin in unresolved problems emanating from the renovation of Main six years ago. The architectural and construction process may take several months. As the timeline evolves, the library administration will post progress, as necessary, on our website.”

BRANCHES

- Station branch has a new landlord, KK Great Neck 2470, LLC and a new property manager, Kimco Realty. They have been responsive to issues. On Dec. 1st a problem with the fire alarm panel caused the heating system to shut down. Calls to the property manager had the issue resolved shortly after reported.
- I have had several conversations with Elisabeth Martin at MDAdesign regarding the plans for the Parkville renovation.
- I had two calls with GNSD regarding the Parkville renovation.
- On 11/18, Lakeville had to be closed for the day due to unplanned emergency construction in front of the building.
- On 11/20, Parkville had to close for part of the day due to lack of heat. The GNSD had fixed the issue.

OLD BUSINESS

None

NEW BUSINESS

1. In Appreciation of Nicholas Camastro, Circulation Manager

Nicholas Camastro, Circulation Manager, is retiring on December 31, 2022, after 39 years of service. He was presented with a certificate that read, “In appreciation of your diligent and dedicated service to the Great Neck Library, your leadership role in the community, your integrity, and your professional manner.”

Mr. Camastro shared that he joined the library when Joe Covino was the director. He started as a part-time clerk and feels he has learned more working here than he could have learned in school or anywhere else. Mr. Camastro thanked all the former and current board members and library directors whom he has worked with. He extended a special thank you to all the staff whom he loves dearly. In his role as president of both unions, he fought hard and hopes he made a difference. Mr. Camastro said he wishes he could see all the current projects coming down the pipe into fruition but is happy that he played a part in getting them going. He thanks everyone from the bottom of his heart.

2. Extend Amnesty Period

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

RESOLVED, that the Great Neck Library Board of Trustees extend the current amnesty period for patrons through June 30, 2023.

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

MOTION CARRIED UNANIMOUSLY

Director Corcoran stated that the amnesty program has been very successful.

3. Excess Computer Equipment

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

RESOLVED, that the Great Neck Library Board of Trustees declare the items on the attached list to be excessed and authorize the Library Director to dispose of them. [copy attached]

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

MOTION CARRIED UNANIMOUSLY

4. 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-b, 2a, 3a, and 4a-j; on the attached Personnel Report.

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

MOTION CARRIED UNANIMOUSLY

5. Discussion – 2023/2024 Board Meeting Calendar

President Hu stated that the draft board meeting calendar is usually presented for approval at the annual reorganization meeting but is being shared early to give everyone the opportunity to review the dates.

CORRESPONDENCE

None

OPEN TIME

Trustee Gold inquired about the LI Coalition for the Homeless winter drive and the signage at the entrance of the library.

J. Hughes inquired about filters on children's library cards and computers; the election process; and SEPTA programming.

I. Amir inquired about the library's legal fees and the costs for the Parkville renovation.

DATE OF NEXT MEETING

January 3, 2023 – Annual Reorganization Meeting

January 31, 2023 – Board Meeting

ADJOURNMENT

The meeting was adjourned at 7:17 pm on a motion by Trustee Sontag and seconded by Trustee Gold.

Respectfully submitted,

Scott Sontag
Secretary, Board of Trustees