

**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
TUESDAY, JANUARY 24, 2023, AT 7:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Tuesday, January 24, 2023, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

Rory Lancman – President  
Scott Sontag – Vice President  
Mimi Hu – Treasurer  
Donald Panetta – Assistant Treasurer  
Barry Smith – Trustee

Also Present: Denise Corcoran – Director  
Steven Kashkin – Business Manager

Also Absent: Kathleen Gold – Secretary  
Josephine Mairzadeh – Assistant Treasurer

**CALL TO ORDER**

President Lancman called the meeting to order at 7:03 p.m.

**EXECUTIVE SESSION**

**Upon motion by Trustee Lancman, seconded by Trustee Sontag, it was,**

RESOLVED, that the Great Neck Library Board of Trustees enter into Executive Session to discuss personnel matters.

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

*MOTION CARRIED UNANIMOUSLY*

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

RESOLVED, that the Great Neck Library Board of Trustees exit Executive Session.

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

*MOTION CARRIED UNANIMOUSLY*

No action was taken in the executive session.

The board reconvened at 7:25 p.m.

## **PUBLIC COMMENTS ON PUBLISHED AGENDA**

J. Pizer – Procedure for Public Comments; Landscaping Project; Program Statistics  
I. Amir – Money spent on lawsuits

## **MINUTES**

### **Board Minutes**

**Upon motion by Trustee Lancman, seconded by Trustee Sontag, it was,**

**MOVED**, that the Great Neck Library Board of Trustees approve the minutes of the December 20, 2022, Board meeting, and January 3, 2023, Annual Reorganization meeting, as presented.

**VOTE:** Yes – 4 (Lancman, Sontag, Panetta, Smith)  
Abstain – 1 (Hu)

*MOTION CARRIED*

## **TREASURER/BUSINESS MANAGER REPORT**

Business Manager Steven Kashkin summarized his report. He noted that the library's cash balance remains strong and that there was not much movement in the fund accounts. For legal expenses, Mr. Kashkin reported that through November 2022, Greenburg Traurig has been paid \$164,305.50. Concerning ongoing litigations, Bee Ready has been paid \$20,831.25. In addition, the board's charges against Trustee Smith have amounted to \$7,425. Defending the four complaints to the State Department of Human Rights has cost \$12,925 and the 2022 election litigation resulted in an expense of \$7,425.

**Upon motion by Trustee Hu, seconded by Trustee Lancman, it was,**

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

- a. January 24, 2023, Treasurer's Report;
- b. Warrant dated January 9, 2023, through January 15, 2023, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$353,380.66.
- c. Payroll Warrants for pay dates December 1, December 15, and December 29, 2022, which have been reviewed by the Treasurer, (in the amounts of \$167,412.21, \$156,782.94, and \$174,067.33 respectively,) for a total of \$498,262.48.

**VOTE:** Yes – 4 (Lancman, Sontag, Hu, Panetta)  
Abstain – 1 (Smith)

*MOTION CARRIED*

## **PAYROLL CHANGES**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the Payroll Changes report of December 15, 2022, through January 18, 2023, as presented, which has been reviewed by the Treasurer.

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

## **REPORTS**

### **Director's Report**

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

#### **ADMINISTRATION**

- Library of Things was launched on January 9, 2023.
- I led PIC training on January 11, 2023, for staff designated in charge in the absence of the director and administrators.
- We had an additional security measures training for PIC staff on January 18, 2023.
- I received Lending Key Training by OCLC
- 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 to 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 evaluating rules for LI Link and OCLC to develop better ways to serve our patrons.

#### **COMMUNITY & OUTREACH**

- We collaborated with SEPTA for a program on January 17, 2023, on the topic of executive function.
- I attended the NLS MLD meeting at the Port Washington Library on January 18, 2023.
- 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 newspapers 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**

- I met with H2M on January 4, 2023, regarding the front entryway and roof.
- I met with counsel and the BoT president regarding building litigation.

#### **BRANCHES**

- We received the DASNY grant for Parkville in the amount of \$251,352.
- 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. We are working on providing them with additional information.

### **President's Report**

President Lancman shared that he spent time with Director Denise Corcoran, Business Manager Steven Kashkin, and System Program Coordinator Adam Hinz. Director Corcoran leads an extraordinary team and it was wonderful to see that up close. He also met with the attorney regarding the Main Building renovation litigation and connected with some leaders of the Lakeville Estates Civic Association. Mr. Lancman said that at a future meeting, with the help of the staff, he would like to put together an annual capital plan identifying what they would like to accomplish for the year. He shared that he attended the SEPTA program last week which was well attended. Mr. Lancman would love the library to continue, and expand, its collaboration with the schools, and engagement with the community. He noted that Great Neck is blessed with an abundance of community institutions and would like to see more community partnerships. That leads to the question of whether or not it is worthwhile to have board committees. Mr. Lancman has discussed this with some trustees individually and with Director Corcoran and a few

members of her team. Currently, there is a long-range planning committee, chaired by Trustee Mairzadeh, that is required per the bylaws. Mr. Lancman believes that perhaps, a committee that focuses on programming or a committee that focuses on engaging patrons could be useful. Trustee Panetta feels that committees are vital and is in favor of them. Trustee Hu opposes committees as the board should not get involved in the job of the professionals. Less than five years ago there were up to 10 board committees where everything got repeated but nothing got accomplished. Committees also come at a huge cost to the staff who are already stretched thin. Trustee Hu opines that maybe in the future when the library is fully staffed this idea can be revisited. Director Corcoran noted that in the past committees have been problematic. She acknowledged the work of the Long-Range planning committee and thinks that creating subcommittees to work on ensuring that we reach the specific goals of our long-range plan would be more effective. Trustee Smith agrees and wants to find a way where all members of the board get the opportunity to bring their expertise to the table. Trustee Sontag thinks that subcommittees will make things more conflated but feels that their creation may address the public's feedback as to when they can comment at board meetings. The public can participate more in the process by attending committee meetings. President Lancman would like to continue this discussion and decide on this before the next meeting.

## **OLD BUSINESS**

### **1. 2023/2024 Board Meeting Dates**

**Upon motion by Trustee Lancman, seconded by Trustee Smith, it was,**

**RESOLVED**, that the Great Neck Library Board of Trustees accept the attached calendar for Board of Trustees meetings for 2023/2024.

**VOTE:** Yes – 4 (Lancman, Sontag, Hu, Smith)  
Abstain – 1 (Panetta)

*MOTION CARRIED*

## **NEW BUSINESS**

### **2. Sierra Upgrade**

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

**RESOLVED**, that the Great Neck Library Board of Trustees approve the contract with Innovative Interfaces, Inc., for the installation of new features and upgrade to Sierra., in the amount of \$2,678, to be charged to the Automated Library Fund.

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

### **3. Personnel**

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

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

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

#### **4. Discussion – Parkville Renovations**

Trustee Panetta requested a presentation be made on the Parkville Branch renovations at the February board meeting. The trustees and Director Corcoran concurred. The presentation will be added to the February 21<sup>st</sup> board agenda.

#### **CORRESPONDENCE**

None

#### **OPEN TIME**

Nilu: SAT Classes at the Library

R. Gilliar: Landscaping not linked to Main Building Renovation; Authority of Committees; Staffing

J. Pizer: Capital Plan for Library; Bond Savings; Committees

I. Amir: Library Programming

#### **DATE OF NEXT MEETING**

February 21, 2023 – Board Meeting (Parkville)

#### **ADJOURNMENT**

The meeting was adjourned at 8:39 pm on a motion by Trustee Lancman and seconded by Trustee Smith.

Respectfully submitted,

Scott Sontag  
Vice President, Board of Trustees