
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 21, 2023, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Tuesday, February 21, 2023, at the Parkville Branch Library, 10 Campbell Street, New Hyde Park, NY 11040 [Agenda attached]

The following Trustees were present constituting a quorum:

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

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

Also Absent: Josephine Mairzadeh – Assistant Treasurer

CALL TO ORDER

President Lancman called the meeting to order at 6:05 p.m. He welcomed everyone to the Parkville Branch Library.

PUBLIC COMMENTS ON PUBLISHED AGENDA

E. Farhey – Thankful for programs at the Parkville; ADA Compliant Entrance at Parkville; Parkville Renovations

J. Brookstone – Commended library staff for excellent customer service.

MINUTES

Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the minutes of the January 24, 2023, Board meeting, as presented.

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

TREASURER/BUSINESS MANAGER REPORT

Business Manager Steven Kashkin summarized his report. He noted that the library's financial position remains strong and that they are spending at a better pace than last year.

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. February 21, 2023, Treasurer's Report;
- b. Warrant dated February 6, 2023, through February 12, 2023, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$264,693.30.
- c. Payroll Warrants for pay dates January 12 and January 26, 2023, which have been reviewed by the Treasurer, (in the amounts of \$165,028.90 and \$161,627.50 respectively,) for a total of \$326,656.40.

VOTE: Yes – 5 (Lancman, Sontag, Gold, Hu, Panetta)
Abstain – 1 (Smith)

MOTION CARRIED

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes report of January 19, 2023, through February 16, 2023, as presented, which has been reviewed by the Treasurer.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Director's Report

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

ADMINISTRATION

- Great Neck Library had the highest circulation of Ebooks in Nassau County for 2022. We were ranked 6th for Audiobooks.
- In order to better serve our patrons, we have changed the format of the newsletter. It now contains highlighted programs with QR codes to the full schedule of offerings and an index of programs with registration dates.
- On January 19th, I met with a potential donor.
- On January 30th, I attended a virtual meeting with vendor Innovative regarding LX Starter and patron notices.
- On Feb. 7th I attended the virtual meeting: Social Media in 2023 presented by NLS.
- On Feb. 8th we had our bi-monthly all staff meeting.
 - We continue to acknowledge with awards at all staff meetings the excellent work of our staff.
 - We continue to acknowledge staff annual work anniversaries and milestone anniversaries.
- On Feb. 9th I attended the virtual meeting: Services for the Visually Impaired: The Andrew Heiskell Braille and Talking Book Library Presentation.
- On Feb. 10th, I spoke with a potential donor about a bequest.
- On Feb. 13th, the business office and IT met with our wireless printing vendor, TBS, to discuss next steps to prepare for the new equipment.

- On Feb. 15th, I attended the virtual session of the NLS Library Advocacy Prep.
- On Feb. 16th, I had a virtual meeting with a potential donor.
- On Feb. 17th, staff and I attended NLS NYS Annual Report training.
- I met with and spoke with several patrons regarding comments and feedback.
- I reviewed and approved several staff performance evaluations.
- I reviewed and approved vacation, leave, FMLA requests.
- I had several meetings with various staff to resolve HR questions, queries, and issues.
- I met with staff regarding new initiatives planning.
- We continue to post, interview, and make recommendations for hire for open funded positions.
- 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.
- 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 met with the Department Heads' Union president and vice president.
- We have been evaluating rules for LI Link and OCLC to develop better ways to serve our patrons.

COMMUNITY & OUTREACH

- On January 29th, I attended the GNCA Lunar New Year Celebration at North Middle School.
- On February 14th, the Great Neck Library in collaboration with the GNCA hosted a talk with comedian Joe Wong. The event was well attended.
- On February 16th, I met with NSHA- Ms. Borgese, Principal 1-5, and Ms. Weinstein, Director of Curriculum and Instruction, at Main.
- Upcoming Events-
 - On February 25th from 2-4 pm, there will be a reception for Light in Motion: paintings by Clemente Ettrick. The exhibit will be displayed from February 14th through March 24th.
 - March 4th-SAT Crash Course -3-5:30 pm. Registration open.
 - April 3rd-College Admissions and Getting The Most Out of Your Summer Activities 7-8 pm Reg. Feb. 27th.
 - April 10th-ACT Crash Course 2-4:30 pm. Reg. begins March 20th.
- I contacted NICE Bus to join the partnership to have the library listed on the metal bus signs within walking distance of the library. This initiative is at no cost to the library.
- 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

- On February 1, 2023, I met with H2M regarding the front entryway and roof.

BRANCHES

- The annual fire sprinkler inspection was performed at Station on February 15th.
- I have had several conversations with Elisabeth Martin at MDA design 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 after many conversations with Director Denise Corcoran, it has been decided that the most constructive way to move forward regarding committees is to use the existing Long Range Planning Committee as a vehicle to allow board members the opportunity to fulfill their responsibility as trustees and make sure the library is doing the things that are important to them. The Long-Range Planning Committee came up with a very comprehensive and thoughtful long-range plan last year which is on the library website. He encourages everyone to read it. Josephine Mairzadeh, last year's chair, is unable to continue in that role so he has appointed Scott Sontag as chair. Trustees Mairzadeh, Panetta, and himself along with Director Denise Corcoran will be members of the committee. The plan is to hold an initial meeting where they will get an update from Director Corcoran on where the library is in terms of meeting the objectives of the long-range plan. The members of the committee will then have an opportunity to drill down on aspects that are important to them. President Lancman continued to discuss forging more formal partnerships with institutions, such as schools, civic/neighborhood associations, etc., in the library district. The library currently does a lot of things

with many groups in the district and the team does a terrific job reaching out and coordinating programs and events. President Lancman would like to formalize this. He has spoken with Director Corcoran about what this partnership program will look like. The goal is for every institution in the district that wants to have a relationship with the library to have it. President Lancman hopes that by the next meeting, he will be able to share the formal parameters of the program and maybe even list some initial organizations that have signed on to be partners.

NEW BUSINESS

1. Presentation – Parkville Branch Renovation

Library Director Denise Corcoran shared the timeline of the Parkville Branch Renovations from its conception in 2016 through the present day. She noted that in the past there were Branch and Building Committees that met almost every month to give patrons the opportunity to attend and give their input on the anticipated renovations. During this time there were many changes incorporated into the design based on the feedback. Director Corcoran reported that in June 2018 the Board of Trustees approved the final renovation plans. As required for the renovation, a NYS DEC (New York State Department of Environmental Conservation) environmental impact study was done. Also, because the Parkville Branch is in a school-owned building, the plans were sent to the NYS Department of Education for approval. In order to move the project along, the library paid extra money to have the review and approval of the plans expedited. Director Corcoran stated that the library applied for, and was awarded, a DASNY (Dormitory Authority of the State of New York) grant in the amount of \$279,281 of which 90% has already been received. Director Corcoran concluded the presentation by sharing the architect's renderings of the renovation.

Trustee Panetta inquired if there is more or less room for books. Director Corcoran responded that the book count will stay the same. Trustee Panetta stated that the main feedback he has received from the community is their opposition to the relocation of the Children's Room to the back. President Lancman said that based on the timeline there were plenty of opportunities for input into the plans before they were approved. Director Corcoran shared that in the Branch Committee meeting minutes from 2017, the board specifically discussed moving the Children's Room to the back. Since then, it was decided by the board and the architect that the back was the best place for the Children's Room. Director Corcoran added that what is being gained by this move is a larger space for the children, a self-contained family restroom, and a beautiful design that has been approved by the NYS Department of Education.

Trustee Gold thinks the plans look stunning and really appreciates the use of the light throughout the entire branch. She is eager to see this renovation move forward.

Trustee Hu recalls multiple discussions on the location of the Children's Room that were fully vetted by the board. She is excited for the renovation to start and added that much has been learned from the recent Station renovation which will be to the benefit of the Parkville Branch.

President Lancman thanked Director Corcoran for her thorough presentation and invited members of the public to speak on the anticipated renovation.

Members of the public shared their input.

2. Approve Invitation to Bid for Construction for the Parkville Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees approve the invitation to bid for construction for the Parkville Branch renovation, subject to legal review

VOTE: Yes – 4 (Lancman, Sontag, Gold, Hu)

No – 1 (Panetta)

Abstain – 1 (Smith)

MOTION CARRIED

3. 2023 Engagement Letter for Auditor

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the President to execute the letter of engagement with Cullen & Danowski, LLP, dated February 1, 2023, for the performance of an audit of the library's financial statements, as well as, preparation of the Library's Federal Form 990, for the fiscal year ending June 30, 2023, at a cost not to exceed \$17,100.00 to be charged to the Audit Fees expense line in the General Fund.

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

MOTION CARRIED UNANIMOUSLY

4. Purchase Staff Lockers for the Main Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of 30 staff lockers for the Main Library from Grainger at a total cost of \$3,222.45. Such funds are to be charged to the Equipment, Furniture, and Fixtures line in the General Fund.

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

MOTION CARRIED UNANIMOUSLY

5. 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 – 6 (Lancman, Sontag, Gold, Hu, Panetta, Smith)

MOTION CARRIED UNANIMOUSLY

6. Discussion – Memorial Day Parade

Trustee Panetta in his role as a member of the Memorial Day Committee officially invites the Great Neck Library to march. He would love for more library representation this year as last year it was only him and Trustee Hu.

CORRESPONDENCE

E. Walk letter – President Lancman thanked Mrs. Walk for her lovely “Valentine” to Director Denise Corcoran, Library Staff, and the Board of Trustees.

I. Amir letter – President Lancman responded to the questions listed in Ms. Amir’s letter.

Trustee Smith left the meeting at 7:33 p.m.

OPEN TIME

E. Farhey: Publicizing more in local newspapers

K. Schader: Excited for Parkville Branch renovation to begin; Importance of attending board meetings to be informed; Grateful to board for listening to community input.

EXECUTIVE SESSION

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

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

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

MOTION CARRIED UNANIMOUSLY

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

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

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

MOTION CARRIED UNANIMOUSLY

No action was taken in the executive session.

The board reconvened at 7:55 p.m.

7. Authorize and Support Work Sponsorship Application

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

RESOLVED, that the Great Neck Library Board of Trustees authorize and support the work sponsorship and H1B application of a library staff member and authorize the engagement of the law firm of Harrisbeach for the aforementioned process. The Board of Trustees further authorizes the contract with

Harrisbeach to be expedited by the director. The total cost of the H1B application plus attorney fees is not to exceed \$4970.

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

DATE OF NEXT MEETING

March 13, 2023 (Monday) – Budget Workshop (Main Library)

March 21, 2023 – Board Meeting (Main Library)

March 27, 2023 (Monday) – Budget Workshop (Parkville Branch Library)

ADJOURNMENT

The meeting was adjourned at 8:02 pm on a motion by Trustee Lancman and seconded by Trustee Sontag.

Respectfully submitted,

Kathleen Gold
Secretary, Board of Trustees