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**GREAT NECK LIBRARY  
MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
MONDAY, MARCH 27, 2023, AT 6:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Monday, March 27, 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  
Josephine Mairzadeh – Assistant Treasurer  
Donald Panetta – Assistant Treasurer  
Barry Smith – Trustee

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

## **CALL TO ORDER**

President Lancman called the meeting to order at 6:40 p.m.

## **PUBLIC COMMENTS ON PUBLISHED AGENDA**

None

## **MINUTES**

### **Board Minutes**

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

**MOVED**, that the Great Neck Library Board of Trustees approve the minutes of the February 21, 2023, Board meeting, as presented.

**VOTE:** Yes – 6 (Lancman, Sontag, Gold, Hu, Panetta, Smith)  
Abstain – 1 (Mairzadeh)

*MOTION CARRIED*

## **TREASURER/BUSINESS MANAGER REPORT**

Business Manager Steven Kashkin summarized his report.

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

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

- a. March 27, 2023, Treasurer's Report;
- b. Warrant dated March 6, 2023, through March 12, 2023, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$387,705.63.
- c. Payroll Warrants for pay dates February 9 and February 23, 2023, which have been reviewed by the Treasurer, (in the amounts of \$166,847.17 and \$160,148.76 respectively,) for a total of \$326,995.93.

**VOTE:** Yes – 7 (Lancman, Sontag, Gold, Hu, Mairzadeh, Panetta, Smith)

*MOTION CARRIED UNANIMOUSLY*

## **PAYROLL CHANGES**

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

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

**VOTE:** Yes – 7 (Lancman, Sontag, Gold, Hu, Mairzadeh, Panetta, Smith)

*MOTION CARRIED UNANIMOUSLY*

## **REPORTS**

### **Director's Report**

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

#### **ADMINISTRATION**

- We had a "flash" book sale which was very successful with sales of \$358.00. We plan to add quarterly "flash" sales at all locations as well as keeping our book sale shelf.
- We had an issue with our online WSJ subscription. Unfortunately, the outage lasted several days. It is now resolved.
- We have received positive feedback regarding changes to our newsletter and are working on implementing additional suggestions for improvement.
- On 3/21, I met with vendor for CollectionHQ.
- On 3/23, I met with our Baker and Taylor vendor regarding shelf-ready book preparations.
- I met with and spoke with several patrons regarding comments, feedback, and museum passes.
- 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.

#### **COMMUNITY & OUTREACH**

- On 3/15, I attended the MLD meeting at NLS in Uniondale.
- On 3/20, I attended a virtual advocacy session with NLS libraries and Assemblywoman Gina Sillitti.

- On 3/22, I attended a virtual advocacy session with NLS libraries and Senator Jack Martins.
- The Great Neck Library logo and closest library location information is now listed on NICE Bus signs with routes near our locations. This was a partnership originated by NLS which we joined 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 newspapers for their feral cat program.

#### MAIN LIBRARY

- Great Neck Library Station branch was included in the Newsday article Play & Read on March 22, 2023.
- Great Neck Library was included in the Great Neck Record article Historical Walking Tour in the March 15-21, 2023, Vol. 73, No.6 edition.
- We had to close another section of the entryway at Main with caution tape. We continue to work with the engineer on plans. I have a meeting with the engineers scheduled for 3/29.
- A new American flag was installed at Main. The old flag was placed in the public flag box for retirement.
- We are working with a vendor on pricing to reupholster some of the soft seating at Main which is worn.
- We had a leak in the Children's room water fountain. Repairs will be scheduled for the week of March 20th. The fountain has been turned off until repairs are completed.

#### BRANCHES

- We had a leak in the water fountain at Station which has been repaired.
- On 3/16, we had another false fire alarm at the Station branch. We have been in contact with the management company to try to resolve this issue.
- I have had several conversations with Elisabeth Martin at MDA design regarding the plans for the Parkville renovation.
- We are working with the GNSD regarding the Parkville renovation and the specs for the public bid.

### Long-Range Planning Committee

Trustee Sontag reported that the committee met on March 9<sup>th</sup>. He stated that several topics were discussed to catalog what has been achieved. The committee reviewed Objectives 2, 3, and 4 of the Long-Range Plan. For Objective 2's goal of establishing a positive reputation in the community, the library has: increased its attendance at community events; improved its social media (Instagram, Facebook, TikTok, etc.) presence; and worked on refining the newsletter. The library continues to plan events and build partnerships. For Objective 3's goal to attract and retain talent, the library has: finalized a new staff association contract; established a new hire onboarding program; and encouraged staff professional development. For Objective 4's goal to develop resources, the library has: added a Library of Things Collection; expanded its world language collection; added to its Local History collection; and improved its program registration process. The committee will discuss proposed partnerships with community organizations and library programming at its next meeting.

### President's Report

President Lancman distributed proposed trustee bios to be posted on the library website. He asked for them to be reviewed and edited, as needed. The board discussed the subject.

## **NEW BUSINESS**

### **1. Accept NYS Annual Report**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the 2022 New York State Annual Report for the Great Neck Library as presented.

**VOTE:** Yes – 7 (Lancman, Sontag, Gold, Hu, Mairzadeh, Panetta, Smith)

**MOTION CARRIED UNANIMOUSLY**

## **2. Accept Donation – Special Education Books**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the donation of 20 special education books from Bin Feng and authorize an acknowledgment and thank you letter to be issued to him.

**VOTE:** Yes – 7 (Lancman, Sontag, Gold, Hu, Mairzadeh, Panetta, Smith)  
*MOTION CARRIED UNANIMOUSLY*

## **3. Accept Donation – Collection of “*Valentine’s Manual of Old New York*”**

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

**RESOLVED**, that the Great Neck Library Board of Trustees accept the donation of 65 books from the “*Valentine’s Manual of Old New York*” collection from Leora Ellen Comis and Emily Cohen and authorize an acknowledgment and thank you letter to be issued to them.

**VOTE:** Yes – 7 (Lancman, Sontag, Gold, Hu, Mairzadeh, Panetta, Smith)  
*MOTION CARRIED UNANIMOUSLY*

## **4. Personnel**

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

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

**VOTE:** Yes – 7 (Lancman, Sontag, Gold, Hu, Mairzadeh, Panetta, Smith)  
*MOTION CARRIED UNANIMOUSLY*

## **5. Discussion – Museum Passes**

The trustees discussed the circulation period for print and return museum passes.

## **CORRESPONDENCE**

None

## **OPEN TIME**

None

## **DATE OF NEXT MEETING**

April 3, 2023 (Monday) – Budget Hearing and Adoption (Main Library)

April 18, 2023 – Board Meeting (Station Branch Library)

## **ADJOURNMENT**

The meeting was adjourned at 8:13 pm on a motion by Trustee Gold and seconded by Trustee Mairzadeh.

Respectfully submitted,

Kathleen Gold  
Secretary, Board of Trustees