
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 18, 2023, AT 6:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Tuesday, April 18, 2023, at the Station Branch Library, 26 Great Neck Road, 2nd Level, Great Neck, NY 11021 [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

Also Present: Denise Corcoran – Director
Steven Kashkin – Business Manager
Adam Hinz – System Coordinator of Programming

Also Absent: Josephine Mairzadeh – Assistant Treasurer
Barry Smith – Trustee

CALL TO ORDER

President Lancman called the meeting to order at 6:38 p.m.

PUBLIC COMMENTS ON PUBLISHED AGENDA

R. Gilliar – Status of library litigation

EXECUTIVE SESSION

Upon motion by Trustee Gold, seconded by Trustee Hu, 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 Lancman, seconded by Trustee Gold, 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 7:16 p.m.

MINUTES

Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the minutes of the March 27, 2023, board meeting, and April 3, 2023, budget hearing and adoption as presented.

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

MOTION CARRIED UNANIMOUSLY

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. April 18, 2023, Treasurer's Report;
- b. Warrant dated April 4, 2023, through April 11, 2023, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$262,532.30.
- c. Payroll Warrants for pay dates March 9 and March 23, 2023, which have been reviewed by the Treasurer, (in the amounts of \$164,454.82 and \$159,778.10 respectively,) for a total of \$324,232.92.

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

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 March 17, 2023, through April 12, 2023, as presented, which has been reviewed by the Treasurer.

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

MOTION CARRIED UNANIMOUSLY

REPORTS

Director's Report

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

ADMINISTRATION

- National Library Week is April 23-29th with Tuesday, April 25th designated as National Library Workers Day!
- On 4/5 I attended a meeting and training with one of our book vendors, Ingram.
- We continue to review policies and procedures.

- I met with and spoke with several patrons regarding comments, feedback, and museum passes.
- I wrote performance reviews for my represented direct reports and had conferences with them.
- 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.
- 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.
- 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 Staff Association Union president and vice president.
- I reviewed invoices to be processed for BoT approval.

COMMUNITY & OUTREACH

- On 4/3 I met with and received the Valentine book donations from our patron which was approved by the board.
- 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.

MAIN LIBRARY

- We are refreshing the paint in the gallery section at Main.
- Our library van has had mechanical problems. We are working with our mechanic to see if repairs can be made.

BRANCHES

- On 4/11, we had the Public Bid walk-thru at Parkville. Bids are due on May 3rd.

Long-Range Planning Committee

Trustee Sontag reported that the committee will meet again in May.

NEW BUSINESS

1. Presentation: Library Programming

Adam Hinz, System Coordinator of Programming, provided an overview of the system-wide library programming.

2. Proposed Policy Change

The addition of Section 600-15 Weeding/Discard of Library Materials to the policy manual was presented for a first read. Director Denise Corcoran stated that this policy needs to be included in the manual for transparency on how weeded materials are handled.

3. Approve Subscription with Collection HQ

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

RESOLVED, that the Great Neck Library Board of Trustees approve a three-year subscription for Collection HQ services at an annual cost of \$7,500, with an additional \$800 implementation fee, to be charged to the Automated Library Fund. Pending legal review.

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

MOTION CARRIED UNANIMOUSLY

Director Denise Corcoran noted since this is proprietary software no other quotes can be obtained. She added that there is money allotted in the budget specifically for items such as this.

4. Approve Submittal of 990 Tax Return Form

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

RESOLVED, that the Great Neck Library Board of Trustees approve the submittal of the 990 tax return for the fiscal year beginning July 1, 2021 – June 30, 2022, Cullen & Danowski, to submit the form to the Internal Revenue Service (IRS).

VOTE: Yes – 5 (Lancman, Sontag, Gold, Hu, Panetta)
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 item, 1a, on the attached Personnel Report.

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

6. Accept Holiday Closings & Sunday Hours

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

RESOLVED, that the Great Neck Library Board of Trustees accept the September 2023 to August 2024 Schedule of Holiday Closings and Sunday Hours as presented.

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

CORRESPONDENCE

None

OPEN TIME

Trustee Panetta inquired as to library participation at the Great Neck Memorial Day Parade.

DATE OF NEXT MEETING

May 16, 2023 – Board Meeting (Parkville Branch Library)

ADJOURNMENT

The meeting was adjourned at 9:00 pm on a motion by Trustee Sontag and seconded by Trustee Hu.

Respectfully submitted,

Kathleen Gold
Secretary, Board of Trustees