
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
MONDAY, MAY 22, 2023, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with two executive sessions was held on Monday, May 22, 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
Stephen Martir – Bee Ready Law
Caroline Heller – GT Law (via Zoom)
Charles Segal – Jaspan Schlesinger
Alexander Hochhausl – H2M
Adriana Concepcion – H2M
Marsha Ann Cadougan – MDA designgroup (via Zoom)

CALL TO ORDER

President Lancman called the meeting to order at 6:05 p.m. Trustees Sontag, Gold, Hu, Mairzadeh, Panetta, and Smith were in attendance along with Library Director Denise Corcoran and Business Manager Steven Kashkin.

EXECUTIVE SESSION

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

RESOLVED, that the Great Neck Library Board of Trustees enter into Executive Session to discuss personnel, litigation, and other matters, and to receive advice of counsel.

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

Abstain – 1 (Hu)

MOTION CARRIED

Trustees Lancman, Sontag, Gold, Hu, Mairzadeh, Panetta, and Smith were present at the executive session which began at 6:10 p.m.

Trustee Smith left the executive session at 6:10 p.m. Trustee Panetta left the executive session at 6:15 p.m. The executive session concerned litigation (Great Neck Library et al v. Marietta DiCamillo et al, Index No 601250/2022) and personnel matters related thereto.

Trustees Panetta and Smith joined the executive session at 7:30 p.m., which concerned litigation (V.R.D. Contracting Inc., v. Great Neck Library, Index No. 602629/2019 and Great Neck Library v. Kaeyer, Garment & Davidson Architects, P.C., Index No. 605614/2019)

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

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

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

MOTION CARRIED UNANIMOUSLY

Trustee Mairzadeh stepped away during the time of the vote.

No action was taken in the executive session.

The board reconvened at 8:35 p.m.

PUBLIC COMMENTS ON PUBLISHED AGENDA

R. Gilliar – Resume for Kate Berman, Nominating Committee Member

I. Amir – Greenberg Traurig hiring resolution

N. Tabari – Total amount spent on lawsuit

NEW BUSINESS

1. Presentation: Parkville Bid and RFP Analysis, MDA designgroup

Marsha Ann Cadougan, MDA designgroup, presented the bids received for contracts for the construction renovation, moving and storage, and furniture procurement and installation and shelving for the Parkville Branch project.

2. Award Contract for Parkville Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees award the contract for construction renovation of the Parkville Branch to Jobco per the attached quotation, in an amount of \$867,500.00 to be charged to the Branch and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

3. Award Contract for Moving and Storage for Parkville Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees award the contract for moving and storage for the Parkville Branch renovation to National Library Relocations per the attached quotation, in an amount of \$48,938.00; to be charged to the Branch and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

4. Award Contract for Furniture Procurement and Installation and Shelving for Parkville Branch Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees award the contract for furniture procurement and installation for the Parkville Branch renovation to Inside Source per the attached quotation, in an amount of \$205,905.12; to be charged to the Branch and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

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 April 18, 2023, board meeting as presented.

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

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. May 22, 2023, Treasurer's Report;
- b. Warrant dated May 4, 2023, through May 14, 2023, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$335,769.85.
- c. Payroll Warrants for pay dates April 6 and April 20, 2023, which have been reviewed by the Treasurer, (in the amounts of \$168,537.24 and \$158,119.59 respectively,) for a total of \$326,656.83.

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

No – 1 (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 April 13, 2023, through May 17, 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

- On May 4th I met with 12 patrons during the “Director’s Coffee Hour.” It was very successful and we are planning on continuing it quarterly. Thank you to Scott Sontag for the suggestion.
- Since our Technical Services Manager has resigned, I have taken on those responsibilities and duties. In addition to supervising staff, the role is that of a Systems Librarian includes the management of our integrated library system, cataloging, acquisitions, serials, circulation, online catalog, reserves, etc. I have had meetings with several vendors involved in these processes and will be continuing training in all of these areas to ensure smooth operations.
- We continue to review policies and procedures.
- 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.
- The Staff Association CBA has been fully executed. Staff are receiving copies of the agreement.
- I reviewed invoices to be processed for BoT approval.
- Eight staff members attended the Long Island Library Conference on May 11th and brought back new information and ideas.
- We will be participating in the NLS Summer Tour. Patrons from Nassau County are invited to visit and tour each Nassau Library.

COMMUNITY & OUTREACH

- We hosted the opening reception for the North Shore Hebrew Academy art exhibit, “The Art of Our Judaism” on May 1, 2023. It was a well-attended event. The art will be displayed for the community to enjoy through May 30th. Thank you to Kathy Gold for the suggestion.
- In collaboration with SEPTA, we hosted “Emotional Regulation and Time Management with Dr. Thiele.”
- 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

- Our van was in a fender bender in the parking lot. No injuries were reported. Repairs are being done.
- Chairs have been replaced on the balcony at Main.
- We had an inquiry regarding lights at Main at night. The lights are on after regular hours when Levels is open or the cleaning crew is working. Otherwise, the lights you see are nighttime safety lighting. We are in contact with the town and reviewing the requirements by town code.
- At patron request, the Chemistry Regents Exam Crash Course will now take place on Tuesday, 6/13 at 6 p.m.
- Registration will begin on Monday, May 22, 2023, at 10:00 AM

BRANCHES

- Bids for the Parkville branch renovation were opened on May 3, 2023, at 4:00 pm.
- On 4/24, Station reported ceiling leaks during the previous weekend due to rain. Repairs have been done by the landlord.
- Parkville had a leak in the ceiling in the Children’s room caused by the sprinkler system. The school district had repairs done.

Long-Range Planning Committee

Trustee Sontag reported that the committee met on May 11. He highlighted several outreach activities which have been accomplished; including “Coffee with the Director”; art shows with one by the North Shore Hebrew Academy; new programming at Parkville for teens; and continuation of the SEPTA partnership. Trustee Sontag shared some future initiatives that were discussed, including the formalization of Community Partnerships with non-profits and updates to the website; school outreach meetings with the heads of the various school PTOs; and collaboration with the Great Neck Park District for programs during the summer.

Trustee Sontag explained that the purpose of community partnerships is to promote mutually beneficial relationships between the library and community organizations. Director Denise Corcoran presented the proposed Community Partnership agreement. She displayed a mockup of the information that would be shared on the library website pertaining to this program. Director Corcoran stated that the partnership would offer different types of services. Such as **Programs**: Organization would like a program to be held at the Great Neck Library; **Outreach**: Organization would like Great Neck Library to come to their place of business or event to share information about the library and its services.; and, **Partnership**: Organization would like to partner on a project that will meet both organizations’ missions and create new resources. Director Corcoran noted that all these services are already in place at the library but this initiative is a way to formalize them. President Lancman thanked Trustee Sontag and the members of the Long-Range Planning Committee for all their work on this endeavor.

OLD BUSINESS

1. Proposed Policy Change

The addition of Section 600-15 Weeding/Discard of Library Materials to the policy manual was presented for a second read.

NEW BUSINESS

5. Approve Amended Contract for Work Sponsorship Application

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

RESOLVED, that the Great Neck Library Board of Trustees approve the amended contract with the law firm of Harris Beach in the amount of \$5,460 for H1B process for library staff; funds for this service will be taken from the Legal Fees – General line of the operating budget.

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

MOTION CARRIED UNANIMOUSLY

6. Approve Retainer Agreement for Legal Counsel to the Library

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

RESOLVED, that the Great Neck Library Board of Trustees approve the retainer agreement for Bee, Ready, Fishbein, Hatter & Donovan to represent the Library as its general counsel in all pertinent matters until May 31, 2024, at a uniform hourly rate of \$275 for the time of any attorney, and authorize the Director to execute agreement; funds for this service will be taken from the Legal Fees – General line of the operating budget.

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

7. Authorize Request for Proposal (RFP) for Main Library Entryway

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

RESOLVED, that the Great Neck Library Board of Trustees authorize a Request for Proposal (RFP) for repair/reconstruction of the Main Library Entryway, to be reviewed by legal counsel prior to release.

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

Trustee Hu noted that this item was discussed in the executive session.

8. Approve Reupholstery of Lounge Seating in Main

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

RESOLVED, that the Great Neck Library Board of Trustees award the contract for the reupholstery of the lounge seating in the Main Library to Creative Library Concepts per the attached proposal, in an amount of \$6,234.60; to be charged to the Main Building Fund.

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

9. Approve Insurance Appraisal for all Library Locations

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

RESOLVED, that the Great Neck Library Board of Trustees approve the appraisal agreement with Industrial Appraisal Company for appraisal of all four library locations, in the amount of \$5,975.00; to be charged to Property Insurance Expense Line in the General Fund.

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

Business Manager Steven Kashkin explained that the last appraisal was done in 2011 and needs to be done again to ensure an accurate property value.

10. 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-b, on the attached Personnel Report.

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

11. DISCUSSION – Locker Procedures and Agreement

Director Denise Corcoran presented a copy of the library’s Locker Procedure and Agreement that will be distributed to staff for use of the lockers that are being installed at the Main Library. No resolution is needed to move this item forward.

12. DISCUSSION – Strategies for Reducing Program No-Shows

Director Denise Corcoran stated that staff continues to look into ways to reduce program no-shows. Currently, extra spots for programs are being allotted to account for registered patrons who do not attend.

CORRESPONDENCE

R. Gilliar

OPEN TIME

R. Gilliar – Three minute time allotted to the public during open time

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 – 7 (Lancman, Sontag, Gold, Hu, Mairzadeh, Panetta, Smith)
MOTION CARRIED UNANIMOUSLY

Trustees Lancman, Sontag, Gold, Hu, Mairzadeh, Panetta, and Smith were present at the executive session, which concerned personnel matters.

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

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

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

No action was taken in the executive session.

The board reconvened at 10:52 p.m.

NEW BUSINESS

13. Accept Head of Emerging Technologies (STEM Lab) Job Description

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Head of Emerging Technologies (STEM LAB) Job Description as attached and approve its posting.

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

14. Authorize Department Head Contract Negotiations

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the Library Director to reopen contract negotiations with the Department Head Union.

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

15. Approve Partnership Agreement and Authorize Website Update

Upon motion by Trustee Sontag, seconded by Trustee Hu and after discussion, it was, subsequently TABLED,

MOVED, that the Great Neck Library Board of Trustees table the Community Partners Program and Agreement and authorization of a website update with this information.

VOTE: Yes – 5 (Lancman, Gold, Hu, Mairzadeh, Panetta)
Abstain – 2 (Sontag, Smith)
MOTION CARRIED

Trustee Hu likes the idea but feels an initiative such as this should go through policy. It is a big undertaking that requires many details to be finalized prior to being voted on.

DATE OF NEXT MEETING

June 20, 2023 – Board Meeting (Main Library)

ADJOURNMENT

The meeting was adjourned at 10:58 pm on a motion by Trustee Gold and seconded by Trustee Smith.

Respectfully submitted,

Kathleen Gold
Secretary, Board of Trustees