

GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, JUNE 20, 2023, AT 6:00 P.M.

A regular meeting of the Great Neck Library Board of Trustees with two executive sessions was held on Tuesday, June 20, 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
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
Charles Segal – Jaspan Schlesinger
Stephen Martir – Bee Ready Law (via Zoom)
Caroline Heller – GT Law (via Zoom)

CALL TO ORDER

President Lancman called the meeting to order at 6:13 p.m. Trustees 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 Gold, it was,

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

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

MOTION CARRIED UNANIMOUSLY

Trustees Lancman, Gold, Hu, Mairzadeh, Panetta, and Smith were present at the executive session which began at 6:13 p.m. and 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) and personnel matters.

Trustee Sontag joined the executive session at 6:43 p.m.

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

MOTION CARRIED UNANIMOUSLY

No action was taken in the executive session.

The board reconvened at 8:05 p.m.

PUBLIC COMMENTS ON PUBLISHED AGENDA

E. Farhey – Continuation of library services during Parkville renovation

H. Cintron – Electronic access to additional magazines

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 May 16, 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. June 20, 2023, Treasurer's Report;
- b. Warrant dated June 5, 2023, through June 11, 2023, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$218,180.06.
- c. Payroll Warrants for pay dates May 4 and May 18, 2023, which have been reviewed by the Treasurer, (in the amounts of \$172,880.66 and \$156,199.47 respectively,) for a total of \$329,080.13.

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

MOTION CARRIED UNANIMOUSLY

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes report of May 18, 2023, through June 15, 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

- Our election cycle has started. Independent petitions are now available at our locations and on our website. Eligible voters will elect three seats expiring in January 2024 – one on the Board of Trustees for a four-year term running January 2024-28 (*Scott Sontag*) and two on the Nominating Committee for a three-year term running January 2024-27 (*Marietta DiCamillo and Marianna Wohlgemuth*).
- June 12th was the first day of the 2023 Nassau Library Tour which encourages all patrons to visit as many Nassau County libraries as possible from June 12-August 12. To join the tour, visit any participating library and get your tour map.
- On June 14th we had our bi-monthly staff meeting.
- 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.
- I attended 12 hours of virtual training from our vendor Innovative in order to be able to perform the complex duties of the former Technical Services Manager.
- We continue to review policies and procedures.
- 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 reviewed invoices to be processed for BoT approval.
- I will be attending the American Library Association Annual Conference.

COMMUNITY & OUTREACH

- 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

- Fabric has been chosen for the curved seating to be reupholstered. Only the bottom portion will need to be replaced.

BRANCHES

- The Parkville branch will be closing for renovation. The anticipated last day for service will be June 30th. The renovation is anticipated to take between 4-6 months.
- I have been working on finalizing plans for continuance of services for Parkville patrons.
- The elevator at the Station branch has been broken for several weeks. Several issues with the elevator have had to be addressed. Parts needed to be ordered which caused some delays in repairs. We are hopeful that the elevator will be operable within a few days.
- There has been excessive noise from the neighboring business next to Lakeville. We have been in contact with the landlord and the business owner as they try to remedy the problem.
- A construction kick-off meeting is planned for the coordination between MDA and the construction vendors. GNPSD has been invited to attend.
- Window signs have been replaced at the Station and Lakeville branches.

Long-Range Planning Committee

Trustee Sontag provided an update regarding the Community Partnership agreement that was previously discussed and noted that there is a resolution on tonight's agenda pertaining to it. Trustee Gold is still unclear on what defines a community partnership.

NEW BUSINESS

1. Untable Motion to Approve Partnership Agreement & Authorize Website Update

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

RESOLVED, that the Great Neck Library Board of Trustees take from the table the motion to approve the Community Partners Program and Agreement and authorize a website update with this information

VOTE: Yes – 3 (Lancman, Panetta, Smith)
No – 1 (Hu)
Abstain – 3 (Sontag, Gold, Mairzadeh)

MOTION DEFEATED

OLD BUSINESS

1. Proposed Policy Change

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

RESOLVED, that the Great Neck Library Board of Trustees add Section 600-15 (Weeding/Discard of Library Materials) to the Board Policy Manual accordingly. [copy attached]

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

NEW BUSINESS

2. Approve 2023 Year-End Budget Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the year-end line-item changes to the 2023 Operating Budget as detailed in the 2023 Budget Transfer Worksheet, a copy of which is to be appended to the minutes of the meeting, as well as to the copies of the 2023 Budget maintained on file for the public at all branches.

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

Business Manager, Steven Kashkin, went over the attached 2023 budget transfer worksheet and made recommendations for the year-end capital transfers.

3. Approve 2023 Capital Transfers

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the transfer of \$120,000 to the Bond Retirement Fund and \$230,000 to the Branch and Special Services Fund with both transfers coming from the General Fund.

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

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 and litigation 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 began at 8:48 p.m. Trustees Panetta and Smith left the executive session at 8:48 p.m. The executive session concerned litigation (Great Neck Library et al v. Marietta DiCamillo et al, Index No 601250/2022).

Upon motion by Trustee Lancman, 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, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

No action was taken in the executive session.

Trustees Lancman, Sontag, Gold, Hu, and Mairzadeh reconvened at 9:32 p.m. Trustees Panetta and Smith did not return for the remainder of the meeting.

NEW BUSINESS

4. Extend Amnesty Period

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

RESOLVED, that the Great Neck Library Board of Trustees extend the current amnesty period for patrons through December 31, 2023.

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

5. Approve Laptops for Levels

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

RESOLVED, that the Great Neck Library Board of Trustees approve the purchase of eight (8) Dell Latitude 5440 laptops for Levels at a total cost of \$6,560.96; to be taken from the Programming, Levels line in the General Fund.

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

MOTION CARRIED UNANIMOUSLY

6. Approve Staff Training by Innovative

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

RESOLVED, that the Great Neck Library Board of Trustees approve staff training by Innovative Interfaces Inc. at a cost of \$5,400.00; to be charged to the recruiting and training expense line in the General Fund.

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

MOTION CARRIED UNANIMOUSLY

7. Personnel

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

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

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

MOTION CARRIED UNANIMOUSLY

8. Excess Furniture from Parkville Renovation

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

RESOLVED, that the Great Neck Library Board of Trustees authorize the Library Director to dispose of any excess furniture resulting from Parkville Branch renovation as appropriate.

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

MOTION CARRIED UNANIMOUSLY

8. Approve Testing of Roof at Main

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

RESOLVED, that the Great Neck Library Board of Trustees approve testing of the roof at the Main Library, related to the building litigation, by H2M, or its designee, in an amount not to exceed \$10,000. Funds to be taken from the Main Building and Special Services fund.

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

Abstain – 1 (Hu)

MOTION CARRIED

9. Approve Condition Testing of Retaining Wall at Main

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

RESOLVED, that the Great Neck Library Board of Trustees approve the condition testing of the retaining wall at the Main Library, related to the building litigation, by H2M, in an amount not to exceed \$4,500. Funds to be taken from the Main Building and Special Services fund.

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

MOTION CARRIED UNANIMOUSLY

10. DISCUSSION – 2023 Library Election

Director Denise Corcoran announced that the 2023 election cycle has begun. Due to the Parkville Renovation, another polling location will need to be selected. Trustee Lancman asked when everything needs to be in place. Director Corcoran responded that it must be decided now. Various possible locations were suggested and Director Corcoran will reach out to them to see if any can accommodate the library for their voting. The possibility of adding a third location was discussed. Director Corcoran will look into the viability of this. Trustee Sontag shared his concerns regarding the lack of lighting at Main in the evening. Director Corcoran will contact the Nassau Police Department to check if they can provide extra lighting on election night.

CORRESPONDENCE

None

OPEN TIME

K. Schader – Thank you to the Board of Trustees and Library Administration for all the work they do.

DATE OF NEXT MEETING

July 18, 2023 – Special Board Meeting (Main Library)

ADJOURNMENT

The meeting was adjourned at 9:58 pm on a motion by Trustee Lancman and seconded by Trustee Sontag.

Respectfully submitted,

Kathleen Gold
Secretary, Board of Trustees