
**GREAT NECK LIBRARY
MINUTES OF THE
SPECIAL BOARD OF TRUSTEES MEETING
TUESDAY, JULY 18, 2023, AT 6:00 P.M.**

A special meeting of the Great Neck Library Board of Trustees was held on Tuesday, July 18, 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
Barry Smith – Trustee

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

Also Absent: Josephine Mairzadeh – Assistant Treasurer
Donald Panetta – Assistant Treasurer

CALL TO ORDER

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

PUBLIC COMMENTS ON PUBLISHED AGENDA

None

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 June 20, 2023, board meeting as presented.

VOTE: Yes – 3 (Sontag, Gold, Hu)
No – 2 (Lancman, 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 June 16, 2023, through July 13, 2023, as presented, which has been reviewed by the Treasurer.

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

NEW BUSINESS

1. Approve Construction Change Order #1 for Parkville Branch Renovation to Furnish and Install Alarmed Panic Device in Children’s Room

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Construction Change Order to furnish and install an alarmed panic device on the exit door leading to the parking lot in the children’s room at the Parkville Branch in the amount of \$962.00 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

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

Director Denise Corcoran explained the need for the change orders on tonight’s agenda. A change order is work that is added or removed from the original scope of work in the contract to accommodate unforeseen factors.

2. Approve Construction Change Order #2 for Parkville Branch Renovation to Relocate Ladder in Staff Room

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Construction Change Order to relocate ladder in the staff room at the Parkville Branch in the amount of \$9,002.40 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

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

3. Approve Construction Change Order #3 for Parkville Branch Renovation to Replace Faucets in Existing Restrooms

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Construction Change Order to replace two faucets in existing restrooms at the Parkville Branch in the amount of \$1,548.80 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

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

4. Approve Construction Change Order #4 for Parkville Branch Renovation to Furnish and Install Exhaust Fans in Existing Restrooms

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Construction Change Order to furnish and install two exhaust fans in existing restrooms at the Parkville Branch in the amount of \$2,395.80 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

5. Approve Construction Change Order #5 for Parkville Branch Renovation to Furnish and Install Acoustic Boards in the Quiet Study Room

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Construction Change Order to furnish and install acoustic boards in the quiet study room at the Parkville Branch in the amount of \$3,700.00 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

6. Approve Construction Change Order #6 for Parkville Branch Renovation to Obtain OCP Policy

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Construction Change Order to obtain OCP policy for the Parkville Branch renovations in the amount of \$3,171.56 from Jobco Incorporated. If a second entity needs to be included an additional \$250.00 will be added; such funds to be taken from the Branch and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY

7. Approve Proposal to Repair AV System in Main

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

RESOLVED, that the Great Neck Library Board of Trustees approve the proposal with Profound Technologies to repair the audiovisual system in the Community Room of the Main Library in the amount of \$2,934.85; such funds to be taken from the Automated Library Fund.

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

MOTION CARRIED UNANIMOUSLY

8. Discussion – 2023 Library Election

President Lancman announced that in-person library election voting historically takes place in the Main Library and Parkville Branch Library. Last year there was a tremendous overuse of Main resulting in long wait times. For people who live in Great Neck Plaza, Thomaston, and Russell Gardens, voting at Main is very inconvenient. Therefore, he would like to have three polling sites. One at Main, one more in the center of the district, plus an alternate site to replace Parkville which cannot be used this year due to the ongoing renovations. There are two resolutions on tonight's agenda. The first proposes the use of the Great Neck Plaza Village Hall as an additional voting site. The second proposes moving the Parkville Branch polling site, due to the ongoing renovation, to a location to be determined. Trustee Sontag wondered if the timing to add a third location is right given the ongoing Parkville renovation. Trustee Gold expressed concern over the parking situation at the village hall. Trustee Hu expressed her worry regarding parking and lighting at Main. The board talked about how voting locations will be determined which led to a lengthy discussion regarding the library and Board of Elections voter list. Director Corcoran noted that appropriate notice will be sent out to all voters with their designated polling site.

9. Approve Additional Polling Location for 2023 Library Election

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

RESOLVED, that the Great Neck Library Board of Trustees approve the use of the Great Neck Plaza Village Hall, located at 2 Gussack Plaza, Great Neck, as an additional polling location for the October 30, 2023, library election, and authorize the Director to put out notices with the voters assigned polling site.

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

MOTION CARRIED UNANIMOUSLY

10. Approve Moving of Polling Location from Parkville Branch to a Location TBD for the 2023 Library Election

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

RESOLVED, that the Great Neck Library Board of Trustees approve the moving of the polling site from the Parkville Branch to a location to be determined for the October 30, 2023, library election, due to the ongoing Parkville Branch renovation, and authorize the Director to put out notices with the voters assigned polling site.

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

MOTION CARRIED UNANIMOUSLY

OPEN TIME

Joanne – As a patron from zip code 11021, the Great Neck Village Hall location is a more convenient polling site for her.

DATE OF NEXT MEETING

September 19, 2023 – Board Meeting (Main Library)

ADJOURNMENT

The meeting was adjourned at 7:33 pm on a motion by Trustee Lancman and seconded by Trustee Hu.

Respectfully submitted,

Kathleen Gold
Secretary, Board of Trustees