A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Tuesday, November 21, 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
- Barry Smith – Trustee

Also Present:

- Denise Corcoran – Director
- Steven Kashkin – Business Manager
- Charles Segal – Jaspan Shlesinger

**CALL TO ORDER**

President Lancman called the meeting to order at 6:14 p.m. Trustees Sontag, Gold, Hu, Mairzadeh, 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 Sontag, it was,

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

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

*MOTION CARRIED UNANIMOUSLY*

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

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

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

*MOTION CARRIED UNANIMOUSLY*

No action was taken in the executive session.

The board reconvened at 7:56 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 October 17, 2023, board meeting as presented.

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

MOTION CARRIED UNANIMOUSLY

TREASURER/BUSINESS MANAGER REPORT

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

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

   a. November 21, 2023, Treasurer’s Report;
   b. Warrant dated November 6, through November 12, 2023, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to $936,154.72.
   c. Payroll Warrants for pay dates October 5, and October 19, 2023, which have been reviewed by the Treasurer, (in the amounts of $159,701.92 and $149,846.38 respectively,) for a total of $309,548.30.

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

MOTION CARRIED UNANIMOUSLY

Business Manager Steven Kashkin summarized his report.

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 October 13, 2023, through November 16, 2023, as presented, which has been reviewed by the Treasurer.

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

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. Approve Additional Cost to Reissue Invitation to bid for Reconstruction of the Main Library Front Entryway

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

RESOLVED, that the Great Neck Library Board of Trustees approve the additional cost in the amount of $7,500.00 from H2M to reissue the invitation to bid for the reconstruction of the Main Library Front Entryway by the Director; to be charged to the Main Building and Special Services Fund.

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

MOTION CARRIED UNANIMOUSLY
2. Approve Additional Cost for Additional Services for Alternate Plans

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

RESOLVED, that the Great Neck Library Board of Trustees amend the contract from H2M architects and engineers, to perform additional services provided for therein, including but not limited to the development of construction documents, bidding support services, construction support services, construction observation services, and close out services to repair the deficiencies at Main, with a cost not to exceed $27,750.00, to be charged to the Main Building and Special Services Fund.

VOTE: Yes – 6 (Lancman, Sontag, Gold, Hu, Mairzadeh, Smith)
MOTION CARRIED UNANIMOUSLY

3. Renew Flood Insurance

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

RESOLVED, that the Great Neck Library Board of Trustees renew its flood policy for the period of November 28, 2023, through November 27, 2024, with American Bankers Insurance Company, in the amount of $3,843.00 to be charged to the Property/Liability Insurance line of the Operating Budget.

VOTE: Yes – 6 (Lancman, Sontag, Gold, Hu, Mairzadeh, Smith)
MOTION CARRIED UNANIMOUSLY

4. Renew D & O Insurance

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

RESOLVED, that the Great Neck Library Board of Trustees renew its Directors & Officers & Employment Practices Liability policy for the period November 28, 2023, through November 27, 2024, with Bridgeway Insurance Co., in the amount of $33,031.25 to be charged to the Property/Liability Insurance line of the Operating Budget.

VOTE: Yes – 6 (Lancman, Sontag, Gold, Hu, Mairzadeh, Smith)
MOTION CARRIED UNANIMOUSLY

5. Approve Construction Change Order #14 for Parkville Branch Renovation to Remove Damaged Subflooring

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Construction Change Order to remove damaged subflooring and additional layer of carpet at the Parkville Branch in the amount of $15,572.70 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

VOTE: Yes – 6 (Lancman, Sontag, Gold, Hu, Mairzadeh, Smith)
MOTION CARRIED UNANIMOUSLY

6. Proposal for Structural Analysis for Parkville Branch Renovation

Upon motion by Trustee Mairzadeh, seconded by Trustee Hu, it was,
RESOLVED, that the Great Neck Library Board of Trustees accept the proposal with Cameron Engineering Services for Structural Analysis for the Parkville Branch renovation in the amount of $4,000; to be charged to the Branch and Special Services Fund; with any additional services authorized before the work commences.

VOTE: Yes – 6 (Lancman, Sontag, Gold, Hu, Mairzadeh, Smith)
MOTION CARRIED UNANIMOUSLY

7. Approve Construction Change Order #15 for Parkville Branch Renovation to Reinforce Floor Joists

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 reinforce floor joists at the Parkville Branch in the amount of $14,701.50 from Jobco Incorporated; contingent upon the approval of structural analysis and confirmation by Carmeron Engineering; such funds to be taken from the Branch and Special Services Fund.

VOTE: Yes – 6 (Lancman, Sontag, Gold, Hu, Mairzadeh, Smith)
MOTION CARRIED UNANIMOUSLY

8. NLS Member Support Fee - 2024 and 2025

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

RESOLVED, that the Great Neck Library Board of Trustees approve the NLS Member Support fee for the year 2024, in the amount of $47,700.00, and for the year 2025, in the amount of $48,430.00, to come from the NLS Budget Line in the Operating Budget.

VOTE: Yes – 6 (Lancman, Sontag, Gold, Hu, Mairzadeh, Smith)
MOTION CARRIED UNANIMOUSLY

9. Consulting Services - H2M

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

RESOLVED, that the Great Neck Library Board of Trustees increase the budget for consulting and expert witness services, in relation to continuing legal matters for the Main Library, to the amount of $30,000.00 from H2M Architects & Engineers; such funds to be taken from the Main Building and Special Services Fund.

VOTE: Yes – 6 (Lancman, Sontag, Gold, Hu, Mairzadeh, Smith)
MOTION CARRIED UNANIMOUSLY

10. Personnel

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

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

VOTE: Yes – 6 (Lancman, Sontag, Gold, Hu, Mairzadeh, Smith)
MOTION CARRIED UNANIMOUSLY
Trustee Smith left the meeting at 8:27 p.m.

REPORTS

Director’s Report

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

ADMINISTRATION

- Staff are continuing training for our new CollectionHQ collection maintenance and management system. We are the first to begin using the system in Nassau County, but other libraries have planned to add the system. The system is used in some of the largest libraries throughout the world.
- Each Wednesday, I have a round-robin virtual meeting with department heads, branch heads, and administrators.
- Each week I meet individually with department heads and branch heads.
- 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 reviewed invoices to be processed for BoT approval.

COMMUNITY & OUTREACH

- We continue to work with SEPTA to plan programs for the upcoming school year. Staff have created social stories to view and read so that children are prepared for visits to the library.
- 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.
- We participated in the Great Give Back by collecting toys for Cohen’s Medical Center.

MAIN LIBRARY

- Coordinated with H2M regarding the Main Entryway project.
- On Nov. 6th we had the construction walk-thru for contractors for the Main Entryway project.
- On Nov. 15th we had the bid opening for the Main Entryway project. We received two bids; however, our procurement policy requires three bids.
- I spoke with patrons regarding finalizing the bench for Levels using the Amrhein Fund.

BRANCHES

Parkville Renovation Information

- I have been attending bi-weekly construction meetings at Parkville with the architect, contractor, Steve, Ryan, and Kat. The project is moving along on schedule. We have been working on planning signage and book shelving locations.
- The Parkville branch closed for renovations as of July 1, 2023. The renovation is anticipated to take between 4-6 months.
- We have collaborated with the Hillside Public Library as a location where our patrons can browse, borrow books, and pick up their Great Neck Library holds. The total of requested holds delivered to the Hillside Public Library are as follows: July-175, August-210, Sept.-159, Oct. 1 thru 17th-114.
- Holds can be requested by calling the Great Neck Library, placed online at www.greatnecklibrary.org, or through the Great Neck Library app.
- Patrons can still choose to pick up holds at Main, Station, or Lakeville.
- The return bin is still open and available as a book return for patrons.
- We are coordinating with the Town of North Hempstead and have reserved space at the Clinton G. Martin Community Center for library programs. These programs will be listed in our newsletter and on the calendar of events on our website. Our regular Parkville book club will meet there for their monthly discussion.
- Parkville Library of Things items and Pick-up/Return Museum passes can be picked up at our Station Branch.
- Postcards were sent to Parkville patrons noting the closure information and collaboration with Hillside Public Library.
- A banner was placed at Parkville with closure information and was updated as more information became available.

Lakeville and Station

- We received a tax bill from the new landlord at Station and are continuing to work to resolve.
NEW BUSINESS

11. Presentation & Acceptance of June 2023 Audited Financial Statements by Cullen and Danowski, LLP

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

RESOLVED, that the Great Neck Library Board of Trustees accept the audited financial statements and the Auditor’s Report for the fiscal year ending June 30, 2023.

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

Jill Sanders of Cullen and Danowski presented the June 2023 audited financial statements via a prerecorded video.

Director Corcoran commended Business Manager, Steven Kashkin on the excellent job he does maintaining the finances in order. Mr. Kashkin extended his thanks to his team, Jill Lee and Katie Lin, for their great work.

REPORTS

Director’s Report

Director Corcoran shared that Ed Amerhein, the first director of Levels, unfortunately, passed away. Following that, Levels alumni formed a committee and gathered a donation for a memorial plaque and bench in his honor. From 2001 to 2018 the many directors who served the Great Neck library were approached by the group to no avail. Director Corcoran said that in 2018 when she was the director, she finally had the plaque put up but the purchase of the bench was held up due to ongoing discussions regarding what to do with the outside area of the library. The group has contacted her again to follow up on the purchase of the bench so they are now looking for one to put outside as promised.

CORRESPONDENCE

M. DiCamillo letter

OPEN TIME

D. Pitt Stoller – Bench for Amerhein, Levels 50th Anniversary

DATE OF NEXT MEETING

December 19, 2023 – Board Meeting (Station Branch Library)

ADJOURNMENT

The meeting was adjourned at 8:45 p.m. on a motion by Trustee Lancman and seconded by Trustee Hu.

Respectfully submitted,

Kathleen Gold
Secretary, Board of Trustees