A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Tuesday, December 21, 2023, at the Station Branch Library, 26 Great Neck Road, 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
Josephine Mairzadeh – Assistant Treasurer

Also Present: Denise Corcoran – Director
Charles Segal – Jaspan Shlesinger

Also Absent: Barry Smith – Trustee

CALL TO ORDER

President Lancman called the meeting to order at 6:12 p.m. Trustees Sontag, Gold, Hu, and Mairzadeh, were in attendance along with Library Director Denise Corcoran.

EXECUTIVE SESSION

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

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

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

Upon motion by Trustee Lancman, seconded by Trustee Hui, 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.

The board reconvened at 7:19 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 November 16, 2023, special board meeting and November 21, 2023, board meeting as presented.

VOTE: Yes – 5 (Lancman, Sontag, Gold, Hu, Mairzadeh)
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. December 21, 2023, Treasurer’s Report;
b. Warrant dated December 7, 2023, through December 10, 2023, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to $561,462.62.
c. Payroll Warrants for pay dates November 2, November 16, and November 30, 2023, which have been reviewed by the Treasurer, (in the amounts of $159,251.35, $152,281.53 and $160,398.31 respectively,) for a total of $471,931.19.

VOTE: Yes – 5 (Lancman, Sontag, Gold, Hu, Mairzadeh)
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 November 17, through December 14, 2023, as presented, which has been reviewed by the Treasurer.

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

NEW BUSINESS

1. Extend Amnesty

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

RESOLVED, that the Great Neck Library Board of Trustees extend the current amnesty period for patrons through March 31, 2024.

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

2. Proposed Policy Changes – 1st Read

The proposed revision for Policy 700-45 (Overdue Notices, Fines) was presented for a first read.
3. Approve Installation of Television
Upon motion by Trustee Sontag, seconded by Trustee Hu, it was,
RESOLVED, that the Great Neck Library Board of Trustees approve the installation of a flat-screen television in the large multipurpose room of the Main Library at a cost of $894.00 to be charged to the Equipment, Furniture & Fixture line in the General Fund.
VOTE: Yes – 5 (Lancman, Sontag, Gold, Hu, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

4. Personnel
Upon motion by Trustee Smith, seconded by Trustee Hu, it was,
RESOLVED, that the Great Neck Library Board of Trustees approve personnel items 1a-g on the attached Personnel Report.
VOTE: Yes – 5 (Lancman, Sontag, Gold, Hu, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

5. Approve Construction Change Order for Parkville Branch Renovation to Dismantle and Rework Shelving
Upon motion by Trustee Lancman, seconded by Trustee Hu, it was,
RESOLVED, that the Great Neck Library Board of Trustees approve the Construction Change Order to dismantle and rework two runs of low shelving at the Parkville Branch in the amount of $7,393.75 from Inside Source; such funds to be taken from the Branch and Special Services Fund.
VOTE: Yes – 5 (Lancman, Sontag, Gold, Hu, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

6. Approve Museum Key Subscription
Upon motion by Trustee Lancman, seconded by Trustee Hu, it was,
RESOLVED, that the Great Neck Library Board of Trustees approve a prorated subscription (February 2024 through December 2024) from OCLC for Museum Key services at a cost of $715.37, to be charged to the Automated Library Fund
VOTE: Yes – 5 (Lancman, Sontag, Gold, Hu, Mairzadeh)
MOTION CARRIED UNANIMOUSLY

7. Approve Proposal by Krantz and Berman
Upon motion by Trustee Lancman, seconded by Trustee Hu, it was,
RESOLVED, that the Great Neck Library Board of Trustees approve the proposal submitted by Krantz and Berman in the amount of $5,000 to conduct the independent review of the board’s Nominating Committee policy pursuant to the settlement agreement.
VOTE: Yes – 5 (Lancman, Sontag, Gold, Hu, Mairzadeh)
MOTION CARRIED UNANIMOUSLY
8. Unapprove Partnership Agreement passed on September 2023

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

RESOLVED, that the Great Neck Library Board of Trustees unapprove the partnership agreement that was passed at the September 19, 2023, board meeting, based on the community outcry and pushback and also based on counsel’s advice.

VOTE: Yes – 4 (Sontag, Gold, Hu, Mairzadeh)
       No – 1 (Lancman)
MOTION CARRIED

President Lancman ruled this resolution out of order as it was not on the agenda but said that it may be added to the next agenda. Trustee Hu countered that library counsel, Stephen Martir, stated that any board member can propose any resolution that may be voted on as long as it is seconded. President Lancman believes that is not correct. There is an agenda that is followed unless there is an emergency. Trustee Hu reiterated that as a sitting board member, she may propose a resolution that can be discussed and voted on as long as another trustee seconds it. Trustee Sontag recalled the same from the library counsel. President Lancman does not feel that is correct. If this is the will of the board then do it properly and then the board will vote on it. Trustee Gold said that if Trustee Hu feels the need to make a resolution, then she should make it. Since library counsel is not present, they may vote on it and it can be looked into after the fact. President Lancman says it is inappropriate and improper procedure for any board member to vote on this resolution without any time to give it serious consideration or discussion. Trustee Hu responded that there has been ample discussion on this topic at previous meetings.

9. Retention and Disposition Schedule for New York Local Government Records (LGS-1), approved at the January 19, 2021 board meeting

Director Corcoran explained that at its January 19, 2021, board meeting, the board approved to adopt LGS-1, which is the New York State Local Government Records Retention and Disposition Schedule. Although it was approved it was never changed in the policy manual. This update will be made to policy 400-30 in the manual to reflect this approval.

10. Disposal of Documents as listed per Policy 400-30 (Record Retention)

OPEN TIME

S. Walk – Attendance of Trustee Barry Smith
S. Khodadadian – Live Streaming of Board Meetings.

DATE OF NEXT MEETING

January 2, 2024 – Annual Reorganization Meeting (Main Library)

ADJOURNMENT

The meeting was adjourned at 7:43 p.m. on a motion by Trustee Lancman and seconded by Trustee Gold.
Respectfully submitted,

Kathleen Gold
Secretary, Board of Trustees