
**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
THURSDAY, FEBRUARY 22, 2024, AT 6:00 P.M.**

A regular meeting of the Great Neck Library Board of Trustees with an executive session was held on Thursday, February 22, 2024, at the Main Library, 159 Bayview Avenue, Great Neck, New York 11023. The agenda is attached.

The following Trustees were present constituting a quorum:

Rory Lancman – President
Kathleen Gold – Vice President
Barry Smith, MD – Secretary
Chayim Mahgerefteh, CPA – Treasurer
Mimi Hu – Assistant Treasurer
Josephine Mairzadeh – Assistant Treasurer
Aliza Reicher - Trustee

Also Present: Denise Corcoran – Director
Kathryn Baumgartner – Assistant Director
Steven Kashkin – Business Manager
Stephen Martir – Bee Ready Law

CALL TO ORDER

President Lancman called the meeting to order at 6:04 p.m.

EXECUTIVE SESSION

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

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

VOTE: Yes – 6 (Lancman, Smith, Mahgerefteh, Hu, Mairzadeh, Reicher)

MOTION CARRIED UNANIMOUSLY

Trustee Gold arrived at 6:32 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, Gold, Smith, Mahgerefteh, Hu, Mairzadeh, Reicher)

MOTION CARRIED UNANIMOUSLY

No action was taken in the executive session.

The board reconvened at 7:25 p.m.

PUBLIC COMMENTS ON PUBLISHED AGENDA

In response to an inquiry at the last board meeting, Stephen Martir, Library Counsel, explained that Chapter 56 of the laws of 2022 signed by Governor Hochul did not change the prior laws that permit trustees to participate in meetings via public locations if such locations are put on the notice of the meeting and the public is permitted to participate from that remote location. A memo from the Committee of Open Government website from May 2023 confirms this remains in effect. In addition, any member who participates from an open, in-person physical location counts toward the quorum and may fully participate in the board meeting.

MINUTES

Board Minutes

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

MOVED, that the Great Neck Library Board of Trustees approve the minutes of the January 11, 2024, special board meeting and the January 18, 2024, board meeting as presented.

VOTE: Yes – 7 (Lancman, Gold, Smith, Mahgerefteh, Hu, Mairzadeh, Reicher)

MOTION CARRIED UNANIMOUSLY

TREASURER/BUSINESS MANAGER REPORT

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

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

- a. February 13, 2024, Treasurer's Report;
- b. Warrant dated February 2, 2024, through February 11, 2024, which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$254,716.27.
- c. Payroll Warrants for pay dates January 11, and 25, 2024, which have been reviewed by the Treasurer, (in the amounts of \$163,138.98 and \$158,276.99 respectively,) for a total of \$321,415.97.

VOTE: Yes – 7 (Lancman, Gold, Smith, Mahgerefteh, Hu, Mairzadeh, Reicher)

MOTION CARRIED UNANIMOUSLY

Business Manager, Steven Kashkin, announced that at the last board meeting, a member of the public asked what budget line the Hillside Library appreciation lunch will be charged to. He said this expense will come from the Local Travel and Meetings budget line which is currently at 29% of the total budget spent for that line. Mr. Kashkin added that the total amount for the Parkville renovation change orders was also requested. He reported that Jobco's contract for the renovation was for \$867,500. All the change orders for the project, including the one for approval on tonight's agenda, add up to approximately \$119,000. This brings the total to \$986,819.18. Mr. Kashkin noted that the next lowest bid for the project was \$1,047,000. He affirmed that most of the change orders, such as the ones for missing ceiling installation, and floor repair, would have been needed regardless of who the contractor was. Despite all of the change orders, Jobco's total cost remains approximately \$60,000 below the next lowest bidder. Mr. Kashkin shared that for Station's recent renovation, change orders accounted for about 16% of the total contract, while the Parkville change orders were about 12% of the total contract. Mr. Kashkin noted that the library also received a grant for \$260,000 from DASNY for the Parkville renovation.

PAYROLL CHANGES

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

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Changes of January 13, 2024, through February 2, 2024, as presented, which has been reviewed by the Treasurer.

VOTE: Yes – 7 (Lancman, Gold, Smith, Mahgerefteh, Hu, Mairzadeh, Reicher)

MOTION CARRIED UNANIMOUSLY

REPORTS

Director's Report

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

ADMINISTRATION

- We are gathering information for the NYS Annual Report
- We have been working on our budget presentation.
- STEM Lab will be celebrating its 5 year anniversary on March 12th.
- National Library Week is April 7-13, 2024
- National Library Workers Day is Tuesday, April 9, 2024
- 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, and 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

- The Great Neck Chinese Association joined us to reveal our newest additions to our world languages collection.
- David Kahn, journalist, historian, and former Great Neck resident has died. Mr. Kahn wrote "The Codebreakers" and was a scholar of signals intelligence.
- We continue to work with SEPTA to plan programs for the upcoming school year.
- We continue to collaborate with the Lions Club as a drop-off site for their eyeglass collection program.
- We continue to collaborate with Long Island Cares 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

- The contract for reconstruction of the front entryway has been awarded. We had a kick-off meeting with H2M and Milcon on Feb 9th. The contracts are in review along with insurance requirements. We anticipate that the reconstruction project will begin in a few weeks.

BRANCHES

- The Parkville branch reopened on Feb 15th with a ribbon cutting ceremony. We have been receiving positive feedback regarding the design from our patrons!

President's Report

President Lancman said that the Parkville Branch looks great and thanked Director Corcoran and all the library staff for their work to get it renovated and open.

Long Range Planning Committee

Trustee Gold reported that the committee met and reviewed the status of the current long-range planning goals. Going forward the committee is planning on looking into specific policies. Trustee Smith requested that the committee look into moving the landscaping project forward. Trustee Lancman stated that the committee touched on that but determined that until we know the cost of the repairs needed for the Main Library it needs to remain on hold. He added that at its next meeting, the committee plans to discuss the creation of a capital plan for the library.

OLD BUSINESS

1. Proposed Policy Changes – 3rd Read & Vote

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

RESOLVED, that the Great Neck Library Board of Trustees revise Section 700-45 (Overdue Notices, Fines) in the Board Policy Manual. [copy attached]

VOTE: Yes – 7 (Lancman, Gold, Smith, Mahgerefteh, Hu, Mairzadeh, Reicher)

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

2. Approve Construction Change Order #16 for Parkville Branch Renovation to Program Fire Alarm System

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

RESOLVED, that the Great Neck Library Board of Trustees approve the Construction Change Order to pretest and program the fire alarm system at the Parkville Branch in the amount of \$9,994.60 from Jobco Incorporated; such funds to be taken from the Branch and Special Services Fund.

VOTE: Yes – 7 (Lancman, Gold, Smith, Mahgerefteh, Hu, Mairzadeh, Reicher)

MOTION CARRIED UNANIMOUSLY

3. 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-b and 2a on the attached Personnel Report.

VOTE: Yes – 7 (Lancman, Gold, Smith, Mahgerefteh, Hu, Mairzadeh, Reicher)

MOTION CARRIED UNANIMOUSLY

4. Discussion: Extend Sunday Hours

Director Corcoran announced that there was a request to open a conversation about extending Sunday hours. She said adding two hours for Main and Parkville to be open from 10:00 a.m. to 5:00 p.m. will cost the library an additional \$66,000 (approximately). Ms. Corcoran noted that for Sunday, Main needs a minimum of 15 staff members and Parkville needs a minimum of four. She reminded the board that any change would have to be discussed with the unions. Business Manager, Steven Kashkin added that currently, staff do not need to take a lunch break on Sundays but extending the hours will require them

to do so. Director Corcoran stated that the library accepts volunteers [from amongst the GNL staff] to work on Sunday and if they do not get enough, then they are assigned. Having enough staff available to work additional hours on Sunday is the primary challenge that will be faced if the hours are extended. Also, the earlier start time may prove a challenge for staff members who worship on Sundays. Trustee Lancman asked Director Corcoran to gauge the staff's willingness to work extra hours on Sunday. Ms. Corcoran responded that she would need to have a conversation with the unions first if that's what the board requests. Trustee Lancman said that she should explore this with the unions. He asked that this extra expense be added to the budget for consideration. Trustee Mahgerefteh said there is a huge demand for extended Sunday hours by members of the community.

5. Discussion: Multicultural Night

Trustee Mahgerefteh respects all the different cultures that exist in Great Neck. He would love the community to become more educated about each other. Mr. Mahgerefteh feels Multicultural Night would make a great program. The board liked the idea but noted there are already many existing events such as this in the schools and other community organizations. Trustee Lancman suggested that Trustee Mahgerefteh meet with Director Corcoran and Adam Hinz, System Coordinator of Programming, to better understand how programming is set in the library.

OPEN TIME

E. Walk – Open Time for Public Participation

DATE OF NEXT MEETINGS

March 11, 2024 (Monday) – Budget Workshop (Main Library)
March 19, 2024 – Board Meeting (Parkville Branch Library)

ADJOURNMENT

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

Respectfully submitted,

Dr. Barry Smith
Secretary, Board of Trustees