

Minutes of the Board of Trustees of the Manhasset Public Library Board

*Held at the Library in the second floor conference room on Thursday, October 23, 2014.
Session called to order at 7:10 pm.*

Attendance

Board Members: Robert Carrozzo, President
 Joanne L. Kesten, Vice President
 Donald T. O’Brien, Treasurer
 William Mclean, Trustee
 Charles Jettmar, Trustee

 Maggie Gough, Director
 Linda Palmieri, Principle Account Clerk

Enter into Public Session at 7:10

Minutes from previous session

Motion by Robert Carrozzo, seconded by Donald O’Brien, to accept the September 10, 2014 minutes, as amended.

Yes – Carrozzo, O’Brien, Kesten, Jettmar, McLean
 No – none

Financial Reports and Vouchers

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 23, 2014 and are allowed in the amounts shown.

Linda Palmieri has been hereby authorized and directed to pay to each of the claimants the amount listed within each of the operating registers and payroll vouchers listed below.

| | | | |
|----------------|------------|-----------|---------------|
| Voucher # 622 | 9/11/2014 | Payroll | \$ 56,825.30 |
| Voucher # 623 | 9/25/2014 | Payroll | \$ 59,244.51 |
| Check Register | 9/30/2014 | Operating | \$ 114,633.63 |
| Check Register | 10/22/2014 | Operating | \$ 93,570.66 |

Motion made by Robert Carrozzo seconded by Donald O'Brien to approve Vouchers in the amounts listed.

Yes – Carrozzo, O'Brien, Kesten, Jettmar, McLean

No – none

Administrative and Statistics Reports

- Director's Report
- Reference Department
 - Web Resources
 - Overdrive Statistics (e-books, downloadable audiobooks)
- Children's Department Report
 - Children's Library Statistics
 - Teen Zone
- Program Attendance Statistics

Director responded to all questions asked by the Board.

Motion by Robert Carrozzo, seconded by Donald O'Brien, to accept the Administrative Reports dated October 2014.

Yes – Carrozzo, O'Brien, Kesten, Jettmar, McLean

No – none

Computer purchases: The Board approves the purchase of five computers in the amounts of \$5000, three laptops at \$3,000 and a book scanner with automatic feeder at \$5560. The Director will submit these receipts for reimbursement using the DASNY Grant.

Motion by Robert Carrozzo, seconded by Donald O'Brien, to approve the computer purchases listed above:

Yes – Carrozzo, O'Brien, Kesten, Jettmar, McLean

No – none

Digital project: The Director answered questions regarding the possible digitization of the Manhasset Press. A cost comparison between digitization companies is being researched as is the cost effectiveness of purchasing a fiche reader/printer. The advantages of digitizing the Press includes providing online access, adding index features and key word search enhancement not available in fiche or cd format. The Library also possesses photos and print materials that are suitable for archiving. Board Vice President, Joanne Kesten, suggested the library school interns be offered opportunities to archive additional print and photographic

materials stored at the library. The Director noted that this was tried in the past but will present the opportunity again to potentially interested parties.

Friday night library usage: As requested by Board President Robert Carrozzo, the Director conducted a survey of Friday night usage from September 5 through October 17. Despite the low usage numbers on the 3rd floor, on average, Friday evening foot traffic represents about 21% of the day's total. Based on the finding and the overall sense of community service, the Board has decided to keep the Library open on Friday evening until 9pm. Board Vice President Joanne Kesten suggested programs such as relaxing yoga should be offered on Fridays.

Audit Management letter: The draft of CFM Audit Management letter was made available to the Board for review. The Director is working on prioritizing items and estimating a time table for project completion. Further discussion to follow.

Insurance Coverage renewal: The insurance policy, presently brokered by Industrial Coverage, is up for renewal this November. Donald O'Brien and the Director are in the process of obtaining competitive bids.

Educational support for Staff: Opportunities for professional education were discussed. Board President Robert Carrozzo restated the Board's commitment to furthering professional education and supporting educational opportunities for our staff. We will have three librarians and the Director attending this year's NYLA conference. An opportunity to attend NLA & LIU sponsored professional courses is also supported by our Board. The Director will review the requests, grant approval and endorse reimbursement on completion of the course/class. Approval has been given for Librarian II, Lori Caniano to take the courses in public library administration through NLS/ LIU/ Palmer Library and receive reimbursement.

Exit Public session entered executive session 8:15pm.

The Board discussed the Memo of Agreement. No vote was taken. There will be a special meeting of the Board scheduled.

Motion by Robert Carrozzo, seconded by Joanne Kesten at 9:25 pm to exit the meeting.

The next regularly scheduled Board meeting will be Thursday, Nov 20, 2014 at 7:00 pm.

Respectfully submitted,

Maggie Gough, Director, acting as secretary to the Board