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

Held at the Library in the second floor conference room on Thursday, November 21, 2013.
Session called to order at 7:12 p.m.

Attendance

Board Members: Robert Carrozzo, President

Joanne L. Kesten, Trustee

Donald T. O'Brien, Financial Secretary (until 7:35 p.m.)

Cindy Cardinal, Trustee (not present)

Charles Jettmar, Trustee

Maggie Gough, Director

Secretary to the Board Gail J. Neufeld

Executive Session

Motion by Robert Carrozzo, seconded by Donald O'Brien, to go into Executive Session at 7:12 P.M.

Legal and personnel issues were discussed. No action taken.

Motion by Robert Carrozzo, seconded by Joanne Kesten, at 7:58 pm to exit Executive Session.

Minutes from previous session

<u>Motion</u> by Robert Carrozzo, seconded by Joanne Kesten, to accept the October 24, 2013 minutes, as amended.

Yes – Carrozzo, Kesten, Jettmar No – none

Financial Report and Vouchers

<u>Motion</u> by Robert Carrozzo, seconded by Joanne Kesten, to approve the financial vouchers dated October 2013.

Yes – Carrozzo, O'Brien, Kesten, Jettmar No – none

Vouchers

Voucher #599	Dtd. 10/24/13	Payroll	72,859.04
Voucher	Dtd. 11/4/13	Operating	18,822.74
Voucher #600	Dtd. 11/7/13	Payroll	73,049.12
Voucher	Dtd. 11/19/13	Operating	403,729.03
Voucher #601	Dtd. 11/21/13	Payroll	75,593.05

Administrative and Statistics Reports

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

Director responded to all questions asked by the Board.

Administrative and Statistics Reports

<u>Motion</u> by Robert Carrozzo, seconded by Joanne Kesten, to accept the all Reports dated October/November 2013.

Yes – Carrozzo, O'Brien, Kesten, Jettmar No – none

Old Business/ACTION List

WiFi

Still being assessed

Insurance

Current package was signed off on with increased coverage.

Chuck Jettmar will work with the Director to draft a standard contract for the Library.

Museum Pass Experience

Joanne Kesten will work with the Director on programs based on Museum passes.

Insurance Renewal

Insurance renewal has been approved in the amount of \$43,233.46

Snow Removal

Maura Brothers has been approved for snow removal

Accudata/Quickbooks

Library Director, Maggie Gough will create a comparison accounting programs to determine which would be most beneficial for the library.

Quinn & Feiner

Library Director, Maggie Gough will ask the Library Consultant to compare quotes received for repair of the air conditioning system and will report back to the President, Financial Secretary and Trustee Jettmar

New Business

<u>Motion</u> by Donald O'Brien, seconded by Joanne Kesten, to hire Linda Palmeri as Senior Account Clerk to start December 9, 2013 at a starting salary to be offered of \$55,000 and six months probation.

Yes – Carrozzo, O'Brien, Kesten, Jettmar No – none

New Trustee, Charles Jettmar, was sworn in as Trustee for the Manhasset Public Library as follows:

I, Charles Jettmar, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York; and that I will faithfully discharge the duties of the Office of Trustee of the Manhasset Public Library to the best of my ability.

<u>Motion</u> by Robert Carrozzo, seconded by Joanne Kesten, to approve the NLS request for Member Library Support for calendar year 2014 in the amount of \$18,705.

Yes – Carrozzo, O'Brien, Kesten, Jettmar No – none

The next scheduled meeting will be Thursday, December 19, 2013 at 7:00 P.M.

Respectfully submitted,

Gail J. Neufeld, Secretary to the Board