

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

***Held at the Library in the second floor conference room, January 22, 2013.***

***Session called to order at 7:08 p.m.***

**Attendance**

Board Members: Heidi McNamara, President  
Elisa Paone, Vice President  
Donald T. O'Brien, Financial Secretary (arrived 7:12 pm)  
Robert Carrozzo, Trustee (left 9:57 pm)  
Joanne L. Kesten, Trustee  
Maggie Gough, Director

Secretary to the Board Gail J. Neufeld

**Minutes from previous session**

Motion by Heidi McNamara, seconded by Robert Carrozzo, to accept the December 10, 2012 minutes, as amended.

Yes – McNamara, Paone, Carrozzo, Kesten  
No – none

**Financial Report and Vouchers**

Motion by Heidi McNamara, seconded by Joanne Kesten, to approve the financial vouchers dated December 2012.

Yes – McNamara, Paone, O'Brien, Kesten  
No – none

**Vouchers**

Voucher	Dtd. 12/19/12	Operating	67,253.22
Voucher #577	Dtd. 12/20/12	Payroll	73,549.15
Voucher	Dtd. 12/28/12	Operating	15,230.73
Voucher #578	Dtd. 1/3/13	Payroll	68,441.53
Voucher	Dtd. 1/16/13	Operating	88,876.94
Voucher #579	Dtd. 1/17/13	Payroll	67,424.07

***Administrative and Statistics Reports***

*Administrative Reports*

- Director's Report
- Reference Department
- Children's Department
- Teen Zone
- Web Resources
- Facilities Report

Director responded to all questions asked by the Board.

*Statistics*

- Children's Library Statistics
- Circulation Statistics
- Overdrive Statistics
- Program Attendance Statistics

Director responded to all questions asked by the Board.

*Administrative Report*

Motion by Heidi McNamara, seconded by Donald O'Brien, to accept the Administrative Report and Statistics dated December 2012.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten

No – none

**Old Business**

Accudata – The Board has given pre approval to pursue the Accudata Time and Attendance online product but requested further information regarding cost.

Tabled for further information.

Grant Acceptance

Motion by Heidi McNamara, seconded by Robert Carrozzo, for the Manhasset Public Library to accept the New York State Economic Development Assistance Program (NYS EDAP) in the amount of \$100,000 for the intended purchase of computers, upgrade sound system, roof reconstruction and purchase and installation of equipment to reduce energy costs.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten

No – none

Automatic Doors for Community Room

Tabled for further discussion.

Calendar Correction – Thanksgiving Eve

As per the contract, the Library will remain open until 5:30.

**New Business**

RFID Celebration

The Director will organize the details for the celebration to be held in April.

INFOR NOW Acquisition The Board has requested additional information on this product.

Computer Purchase

Motion by Heidi McNamara, seconded by Donald O'Brien, to approve an expenditure of no more than \$4,600 for the replacement of five computers for the circulation desk.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten

No – none

Conference Attendance Approval

Motion by Heidi McNamara, seconded by Donald O'Brien, to approve no more than \$1,100 to cover all expenses for Sharon Rappaport to attend the Computers in Library Conference from April 2-10, 2013.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten

No – none

Emergency Response Procedure Discussion/Adoption

Registered Emergency Response Procedure has been drafted for final approval.

Confirm February Meeting Date – Tuesday, February 26, 2013

Staff Policy & Procedures were discussed.

(continued)

**Executive Session**

Motion by Heidi McNamara, seconded by Robert Carrozzo, to enter into Executive Session at 9:30 p.m.

Motion by Heidi McNamara, seconded by Elisa Paone, to adjourn the meeting at 10:20 p.m.

Unanimously approved.

Next meeting scheduled for Monday, February 26, 2013, 7:00 p.m.

Respectfully submitted,

Gail J. Neufeld  
Secretary to the Board