

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the second floor conference room on Wednesday, January 25, 2017
Session called to order at 8:10 pm.*

Attendance

Board Members: Charles Jettmar, President
Gloria Su, Vice President
Donald T. O'Brien, Treasurer
William McLean, Trustee (absent with notice)
Judith Esterquest, Trustee

Maggie Gough, Director
Pascale Laforest, Secretary to the Board
Librarians: Maria Mignano, Janice Costanza, Erin DeMarco
Manhasset Times reporter: Max Zahn

Youth Services Librarian Presentation – Librarians Maria Mignano, Janice Costanza, and Erin DeMarco provided an overview of the Children's and Teen services and developments for 2016-17. During the hour long presentation Maria, as department head, presented positive statistics for collection usage, a threefold increase in programming and new department initiatives including early literacy programming such as *Baby Book Worms* and *1000 Books before Kindergarten* and STEM story times promoted by Janice and Erin. The Librarians introduced the Trustees to our new 'Launchpad'; a child engaging, interactive learning device.

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Donald O'Brien to accept Minutes dated December 21, 2016.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

Financial Reports and Vouchers

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The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on January 25, 2017 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 # 683	Payroll	12/29/2016	\$76,354.39
Voucher # 684	Payroll	01/12/2017	\$69,541.44
Claims Warrant	Operations	01/25/2017	\$102,948.30

Motion made by Charles Jettmar seconded by Judith Esterquest to approve Vouchers in the amounts listed.

RESOLVED, that the Board ratifies and confirms the vouchers as stated.

Yes – Jettmar, Su, O’Brien, Esterquest

No – none

Administrative and Statistics Reports

Director’s Report

The Director responded to all questions regarding her report and the statistics.

Old Business/Action List

The Director responded to questions concerning the parking lot and will follow up with council.

The Trustees requested that the Director contact Chris Prior and request that he provide the library with a *standard form of agreement for services*.

The Trustee request that the Director procure additional proposals before a security update will be approved.

New Business

The Trustee and the Director discussed the *Timeline for Annual Budget Vote and Trustee Election*. The Director answered all questions.

Resolution to hold Budget Vote

Annual Budget Meeting and Trustee Election:

Motion made by Charles Jettmar, seconded by Judith Esterquest, that the following resolution be approved:

WHEREAS it is necessary to conduct an Annual Meeting and to hold an election to fill one vacancy for a five year term in the office of trustee, and to approve the annual library budget, it is

RESOLVED that the Board of Registration of the Manhasset Union Free School District is requested to meet at the library on March 23, 2017 from 3:00 pm to 7:00 pm, to conduct personal registration of non-registered, eligible, residents of the District, and it is further

RESOLVED that at the close of said registration session, the Board of Registration is required to prepare and certify the roll of eligible voters and is requested to deliver the same to the Library Clerk on or before, Friday, March 31 2017, and it is further

RESOLVED that the public budget hearing of the voters of the Manhasset Union Free School District for library purposes shall be held at the Manhasset Public Library on Wednesday, March 22, 2017 at 7:00 pm, and it is further

RESOLVED that the budget vote and trustee election for the Library shall be held at the Manhasset Public Library on Wednesday, April 5, 2017 from 7:00 am to 9:00 pm.

Yes - Jettmar, Su, O'Brien, Esterquest

No - none

Election Officials for the 2017 Vote

The Board has designated the following:

Donald T. O'Brien to act as Chief Election Inspector

Gloria Su as Permanent Chair Person

Charles Jettmar as Alternate Permanent Chair Person

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RFQ: The Director presented the draft for Space Design Proposals for the Trustees to review and discuss. The drafted and timeline will be edited as per Trustee suggestions and released next week.

Executive Session called to order at 10:15pm.

Executive session ended at 10:30 pm.

No action was taken.

Motion made by Charles Jettmar seconded by Judith Esterquest to adjourn made at 10:30 pm.

The next regularly scheduled Board meeting will be held on **Wednesday, February 15, 2017** at 8:00 pm in the 2nd floor conference room.

Respectfully submitted,

Pascale Laforest, Secretary to the Board