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

Held at the Library in the second floor conference room on Thursday, February 27, 2014. Session called to order at 7:16 p.m.

Attendance	Ellen Majorana Victoria Christie
Board Members:	Robert Carrozzo, President Joanne L. Kesten, Vice President Donald T. O'Brien, Treasurer Cindy Cardinal, Trustee Charles Jettmar, Trustee
	Maggie Gough, Director Linda Palmeri,
Secretary to the Board	Gail J. Neufeld

### Enter Public Session: 7:16 p.m.

#### Minutes from previous session

<u>Motion</u> by Robert Carrozzo, seconded by Cindy Cardinal, to accept the January 23, 2013 minutes, as amended.

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

#### 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

# Administrative Report

<u>Motion</u> by Robert Carrozzo, seconded by Joanne Kesten, to accept the Administrative Report dated February 2014.

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

# **Old Business/ACTION List**

# Facilities

Issuing surrounding maintenance contracts with service providers Richmar and Quinn & Fieiner, recent repairs provided by T F O'Brien & N S J Heating and other service issues were discussed. The Director will work with Trustees Chuck Jettmar and Donald O'Brien on facilities issues.

# Website

The website has been upgraded and the new Art section has been added.

# Payroll/Time Vantage Accudata

Problems exist with current arrangements with Time Vantage. The Director asked that the solution offered by Ralph Accardo/Accudata be implemented. Board approved of going ahead with planned solution.

#### New Business

**Grant Use for Computer and Technology Purchases** Laptops and iPads will be purchased as discussed.

# **Budget Discussion:** Election Officials for the 2013 Vote:

The Board has designated the following: Donald O'Brien to act as Chief Election Inspector Robert Carrozzo as Permanent Chair Person Chuck Jettmar as Alternate Permanent Chair Person Motion by Robert Carrozzo, seconded by Joanne Kesten, to appoint Election Officials for the 2014 Vote.

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

### Annual Budget and Trustee Election Resolution

WHEREAS, it is necessary to conduct an Annual Meeting and to hold an election to fill one unexpired vacancy for a four-year term and 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 **Wednesday**, **March 26**, **2014** from 3:00 to 7:00 P.M. 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 Wednesday, April 9, 2014; 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 Thursday, March 27, 2014 at 7:00 P.M.; 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 9, 2014 from 7:00 A.M. – 9:00 P.M.

<u>Motion</u> by Robert Carrozzo, seconded by Joanne Kesten, to accept the Annual Budget and Trustee resolution:

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

#### Proposed Operating Budget for 2014-2015

<u>Motion</u> by Robert Carrozzo, seconded by Joanne Kesten, to accept the proposed operating budget for 2014-2015 in the amount of <u>\$ 3,880,848</u> and the amount to be raised by taxes of <u>\$4,939,017</u> for consideration at the public hearing on March 27, 2014.

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

### PERB Case No. U-33017: Charge Resolution

This resolution reflects the agreement that current part-time Library Aides and part time Adult Pages/Page IIIs be paid at a rate of time and half for Sunday work. For new hires, part time Library Aids and Adult Pages/Page IIIs will be paid straight time for Sunday work.

BE IT RESOLVED, that the Board of Trustees hereby approves a Settlement Agreement dated January 28, 2014 between the United Public Service Employees Union and the Manhasset Public Library, in connection with PERB Case No. U-33017.

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

#### 2014 Step Increases

Step increases were distributed as per contract and submitted in the personnel report by the Director.

#### **Executive Session**

<u>Motion</u> by Robert Carrozzo, seconded by Donald O'Brien, to go into Executive Session at 9:00 P.M.

Legal and personnel issues were discussed. No action taken.

Motion by Robert Carrozzo, seconded by Joanne Kesten, at 9:45 P.M. to exit the meeting.

The next Board Meeting will include the Annual Budget Hearing and will be on Thursday, March 27, 2014 at 7:00 P.M. in the Community Room.

Respectfully submitted,

Gail J. Neufeld, Secretary to the Board