

Minutes of the Board of Trustees of the Manhasset Public Library

Held at the Library in the second floor conference room on Monday March 19, 2012.
Session called to order at 7:12 p.m.

Attendance

Board Members:	Heidi McNamara, President Elisa Paone, Vice President Donald T. O'Brien, Financial Secretary (not present until 9:07 p.m.) Robert Carrozzo, Trustee Joanne Kesten, Trustee Maggie Gough, Director
Attending :	Ralph Hochuli, CPA Trish Diffley, Staff
Secretary to the Board	Gail J. Neufeld

Minutes from previous session

Motion by Heidi McNamara, seconded by Robert Carrozzo, to accept the February 13, 2012 minutes with amendments as requested.

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

Financial Report and Vouchers

Motion by Heidi McNamara seconded by Robert Carrozzo to approve the Financial Reports and vouchers dated February 2012, pending 2/15/12 operating expense next month.

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

Vouchers

Voucher	Dtd. 2/15/12	Operating	\$102,911.50
Voucher #555	Dtd. 2/16/12	Payroll	74,230.29
Voucher	Dtd. 3/1/12	Operating	29,553.29
Voucher #556	Dtd. 3/1/12	Payroll	72,528.57
Voucher	Dtd. 3/13/12	Operating	59,284.36
Voucher #557	Dtd. 3/15/12	Payroll	75,292.72

Administrative and Statistics Reports

Director's Report

- Reference Department
- Children's Department
- Facilities Report

Director responded to all questions asked by the Board.

Statistics

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

Director responded to all questions asked by the Board.

Motion by Heidi McNamara, seconded by Joanne Kesten, to accept the Administrative Report and Statistics dated February 13, 2012.

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

No – none

Old Business:

Update on Budget Vote Timeline

Proposed budget will be mailed on March 29, 2011 prior to the April 4 Budget Hearing.

Meet Your Library Board Candidates is canceled for April 3rd as the only candidate is the incumbent trustee Joanne Kesten.

RFID Implementation

Tabled pending further information.

Contract Negotiations

Awaiting fact-finding dates.

New Business

Budget

Ralph Hochuli, CPA, discussed specific figures concerning the budget. The Board is encouraged to put funds aside for a Capital Projects Fund, and to designate unauthorized fund balances into specific Reserve Funds.

Approval for Notary and Board of Registration Personnel for Election Day

Payment for all day notary was not approved. Alternatives being sought.

Early Closing on Friday, April 6, 2012

The library will close at 5:00 P.M. to accommodate the Passover and Easter holy days.

Motion by Heidi McNamara, seconded by Elisa Paone, to go into Executive Session at 9:36 P.M.

Motion by Heidi McNamara, seconded Joanne Kesten, to adjourn the meeting at 10:30 P.M.

Unanimously approved.

Next meeting includes the Budget Hearing and is scheduled for Wednesday, April 4, 2012 at 7pm in the Community Room.

Respectfully submitted,

Gail J. Neufeld

Secretary to the Board