

**Minutes for the Annual Budget Hearing and Library Board of Trustee Meeting**  
**of the Manhasset Public Library**

*Held at the Library in the Community Room on Wednesday, March 22, 2017.  
Session called to order at 7:00 pm.*

**Attendance**

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

Maggie Gough, Director  
Linda Palmieri, Business Office  
Charisse Relyveld- Osnato, Business Office  
Ellen Majorana, Assist. to Director  
Pascale Laforest, Secretary to the Board

Additional attendees: please see attached

Open session of the Budget hearing

The Director makes opening remarks and stated the following, "In keeping with established procedure, the Library is holding the Annual Budget hearing here in the Library. In keeping with our practice, I will turn the meeting over to the Board Treasurer, Donald O'Brien, and our Director Maggie Gough who will present our 2017-2018 Proposed Library Operating Budget with Debt Service."

The budget calls for a 1.16% increase or \$59,686 in spending for FY 2017-2018. The 1.16% in the budget is below the allowable tax cap levy. The proposed budget reflects increases in personnel costs due to contractual obligations and increases in taxes, pensions and health care costs. The programming and materials budget were maintained while professional services, RFID, building replacement funding were cut as their funding cycles goals were achieved.

Following the PowerPoint presentation, Board President Chuck Jettmar stated, "thank you Donald and Maggie for this review of the 2017-2018 Library Budget, I open the meeting for discussion or questions from those present."

The Trustees and Director answered all questions.

"If there is no further discussion, I will accept a formal motion to adopt the 2017-2018 Library

Budget with Debt Service in the total amount of \$5,186,492.

“Is there a second?”

Motion by Chuck Jettmar, seconded Donald O’Brien, to accept

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

Regular meeting session begins at 8pm.

**Minutes from previous sessions**

Motion by Charles Jettmar, seconded by, Gloria Su to accept Minutes dated February 15, 2017

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

**Financial Reports and Vouchers**

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on March 22, 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 # 687	Payroll	2/23/2017	\$ 73,374.96
Voucher # 688	Payroll	3/9/2017	\$ 74,511.87
Claims Warrant	Operations	3/6/2017	\$ 60,071.27

Motion made by Charles Jettmar seconded by William McLean, to approve Vouchers in the amounts listed.

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

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

**Administrative Report**

Director’s Report: The Director responded to all questions regarding her report.

**Old Business/Action List**

After discussion of the impediments posed by Ed Sands Realty to the Library's plan to re-establish a walkway connecting our adjacent parking lots, the Board gave the Director permission to commission current survey of the Library grounds. As no recent survey can be found, this new survey will determine the boundary lines between library property and the adjacent areas owned by Ed Sands Realty.

Motion made by Chuck Jettmar seconded William McLean for the Director to procure a surveyor at a cost not to exceed \$10,000.

Yes – Jettmar, Su, O'Brien, McLean, Esterquest

No – none

The Director presented the Board with nine RFQ responses. As per Trustee request, the Director will provide a comparative summary. Likewise, the Director will also provide Board with a comparative chart of the security system upgrade. The Trustees and the Director will discuss the results at the next Board meeting on April 5, 2017.

**Executive Session**

Executive Session called to order at 8:15 pm.

Executive session ended at 8:30 pm.

No action was taken.

Motion made by Charles Jettmar seconded by Donald O'Brien to adjourn made at 8:45 pm.

The next scheduled Board meeting, the Annual Budget Vote and Trustee election will be held on **Wednesday, April 5, 2017** at 9:00 pm in the Community Room.

Respectfully submitted,  
Pascale Laforest, Secretary to the Board