

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

Special Session Budget Hearing and Board Meeting

Held at the Library in the community room.

Budget Hearing Session called to order at 7:15 p.m.

Attendance

Board Members: Heidi McNamara, President
Donald T. O'Brien, Financial Secretary
Robert Carrozzo, Trustee
Joanne L. Kesten, Trustee

Maggie Gough, Director, Secretary to the Board

See attached for additional attendees.

Heidi McNamara, Board President, opened the Budget hearing. Addressing the participants, she briefly summarized the 2013-2014 Library Operating Budget with Debt Service. Ms. McNamara noted specifically that the budget was within the required 2% tax cap limit. Mention was made to the newly formatted annual newsletter which was mailed two weeks prior to the budget hearing and contains the budget breakdown, illustrative pie charts, and highlights of library services. The proposed budget contains modest increase in salaries and benefits, much of which are contractual and mandated expenses. The Materials and Programing costs were increased in the 2013-14 budget to reflect community interest and demands. Operating expense like Building and Maintenance show increased expenditure most of which is due to fixed cost increases and the overall costs of doing business. After reviewing the Budget, the meeting was opened for discussion. Questions included references to higher budget amounts allocated to Professional fees, means of increasing transparence within the budget reporting process and confusion regarding budget item presentation. The Board responded by noting the rise in litigation currently underway, increased support to NLS and a reframing of the category 'professional' to include expenditures that were formally in other places. In terms of transparence, an explanation was given that the reporting the in brief was the most popular and accepted review of our budget. Additional budget information was available at the hearing and in the Library in the form of worksheets and budget item explanation sheets numbering 4 to 8 pages for those who want more details. In addition, the library webpage posts budget information and dedicated links for comments to be sent directly to the Board.

Motion by Heidi McNamara, seconded by Donald O’Brien to adopt the 2013-2014 Library Budget with Debt Service in the total amount of \$4,847,842.

Yes – McNamara, O’Brien, Carrozzo, Kesten
No – none

Resume Board meeting at 8:10pm

Minutes from previous session

Motion by Heidi McNamara, seconded by Joanne L. Kesten, to accept the March 18, 2013 minutes, as amended.

Yes – McNamara, O’Brien, Carrozzo, Kesten
No – none

Financial Report and Vouchers

Motion by Heidi McNamara, seconded by Robert Carrozzo, to approve the financial vouchers dated April 2013.

Yes – McNamara, O’Brien, Carrozzo, Kesten
No – none

Vouchers

Voucher	Dtd. 3/22/13	Operating	100,023.21
Voucher#584	Dtd. 3/28/13	Payroll	73,424.11
Voucher	Dtd. 4/9/13	Operating	69,260.69
Voucher #585	Dtd. 4/11/13	Payroll	69,210.09

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 Robert Carrozzo, to accept the Administrative Report dated April 2013.

Yes – McNamara, O’Brien, Carrozzo, Kesten
No – none

Statistics Report

Motion by Heidi McNamara, seconded by Joanne L. Kesten, to accept the Statistics Report dated April 2013.

Yes – McNamara, O’Brien, Carrozzo, Kesten
No – none

Discussion:

The Board has instructed the Director to create and maintain an ACTION list.

Appearing on the ACTION list will be the Parking Lot updates, and information pertaining to an Emergency Generator and Reviewing the Community Room policy.

Executive Session

Motion by Heidi McNamara, seconded by Robert Carrozzo, to enter into Executive Session at 8:30 p.m.

Legal and personnel issues were discussed. No action taken.

Motion by Heidi McNamara, seconded by Robert Carrozzo, at 9:15 to exit Executive Session.

The Budget Vote and Trustee election will occur on Wednesday, April 17, 2013, from 7am to 9pm in the community room. This is considered a special meeting as the Board is validating the election numbers and confirming the trustee election results. The next Board meeting will be Monday, May 20, 2013 at 7:00 p.m. in the conference room .

Respectfully submitted,

Maggie Gough acting as Secretary to the Board