

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

***Held at the Library in the second floor conference room on Wednesday, April 23, 2014.
Session called to order at 7:11 p.m.***

Attendance

Board Members:

Robert Carrozzo, President
Joanne L. Kesten, Vice President
Donald T. O'Brien, Treasurer
Cindy Cardinal, Trustee
Charles Jettmar, Trustee

Maggie Gough, Director

William McClean, Trustee elect
Sharon Rappaport, Librarian (for presentation)

Enter Public Session: 7:11 pm

Presentation on digital media content (movies, audio books, music) available through Hoopla and the new NLS consortium APP was made by Sharon Rappaport.

Minutes from previous session

Motion by Robert Carrozzo, seconded by Joanne Kesten, to accept the March 27, 2014 Minutes.

Yes – Carrozzo, O'Brien, Kesten, Cardinal, Jettmar

No – none

Financial Reports and Vouchers

Voucher # 609	Dated 3/13/2014	Payroll	\$73,424.67
Check Register	Dated 4/8/2014	Operating	\$17,223.89
Voucher #610	Dated 3/21/2014	Payroll	\$67,999.83
Check Register	Dated 4/23/2014	Operating	\$91,527.58

Administrative and Statistics Reports

- Director's Report
- Reference Department
 - Web Resources
 - Overdrive Statistics (e-books, downloadable audiobooks)
- Children's Department
 - Children's Department
 - Children's Library Statistics
 - Teen Zone
- Program Attendance Statistics
- Facilities Report

The Director answered all questions regarding the reports.

Motion by Robert Carrozzo, seconded by Joanne Kesten, to accept the Administrative Reports dated April 2014.

Yes – Carrozzo, O'Brien, Kesten, Cardinal, Jettmar

No – none

Old Business/ACTION List

Facility Update – Richmar the company that currently manages HVAC controls has been contacted by Library consultant Bill Sullivan in an effort to settle labor cost issues dating back to last summer's repair issues. Donald O'Brien and Chuck Jettmar will contact Bill Sullivan to schedule a conference session in order to resolve outstanding HVAC issues. Chuck Jettmar is working with the Library Director on a space planning/re-purposing project. The Director is gathering information and professional contacts. As per Chuck Jettmar's initiative, Garry Serraino has conducted two project reviews with prospective electrical companies regarding the adding of electric receptacles in underutilized places throughout the building. The final reports and recommendations are forthcoming.

Business office – Linda has caught up on bookkeeping entries and is moving forward in implementing control measures as per accounting suggestions. We are preparing to install QuickBooks multi user upgrade on both computers in the business office.

Technology Update - The Director met with the advisors from Friendly Bytes Software and Lucio Arriaga to review technology needs and wifi upgrades.

2014 Budget Vote and Trustee Election acceptance

RESOLVED, that the Board of Trustees accepts the report of the inspectors of the election held on Wednesday, April 9, 2014 to the effect that:

On the issue of the Library budget, the following proposition was approved by the voters with a vote of 162 in favor to 62 opposed:

RESOLVED, that the amount of \$3,980,848, is hereby provided for public library purposes for the fiscal year July 1, 2014 to June 30, 2015 and, with the addition of debt service, the total amount of \$4,939,017 shall be raised by tax upon the taxable property of the district and shall be levied in one sum for the purposes outlined in the library budget.

On the issue of the election of a member of the Board of Library Trustees, William McClean was elected for a five-year term commencing July 1, 2012 with 195 votes, and Charles Jettmar was elected to the unexpired four year term commencing April 9, 2014 and ending June 30, 2018 with 164 votes.

Motion by Robert Carrozzo, seconded by Donald O'Brien, to accept the budget vote and election results dated April 9, 2014.

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

Annual Report 2013 review and acceptance

The Library operated under its plan of service in accordance with the provisions of the Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on April 23, 2014

Motion by Robert Carrazzo seconded by Donald O'Brien to accept the Annual Report 2013.

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

Plandome Boy Scout Troop 71 Request

The Board discussed the Plandome Boy Scout Troop 71 request for display space to install a permanent display of scouting memorabilia at the library. While not specifically authorizing a permanent display, The Board has decided to create a community display area that would be available to the Scouts and other community groups. The actual area and policy will be developed.

Executive Session

Motion by Robert Carrozzo, seconded by Donald O'Brien, to go into Executive Session at 9:20 pm

Legal and personnel issues were discussed. No action taken.

Discussion of Goals, Library structure, and delegation of responsibility postponed until next meeting.

Motion by Robert Carrozzo, seconded by Joanne Kesten, at 10:55 pm to exit the meeting.

The next Board Meeting will be held on Thursday, May 22, 2014 at 7:00 pm in the second floor conference room.

Respectfully submitted,

Maggie Gough,
Acting as Secretary to the Board