

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Wednesday, May 16, 2018.
Session called to order at 8:04 pm.*

Attendance

Board Members:

Charles Jettmar, President
Gloria Su, Vice President
Donald T. O'Brien, Financial Officer
William McLean, Trustee
Judith Esterquest, Trustee

Maggie Gough, Director
Ellen Majorana, Administrative Assistant
Elisabeth Martin, MDA
Marsha-Ann Cadougan

Presentation by MDA Martin Designgroup Associates:

The Trustees met with Elisabeth Martin and her assistant, Marsha-Ann Cadougan, MDA . The MDA staff had done a site visit on May 9 and received MPL blueprints, floor plans, interviewed staff and collected their responses for repurposing goals. Elisabeth presented preliminary floor plans that utilized perimeter lighting, increased patron usage areas, suggested service point adaptations and back office space modifications. Elisabeth was asked to amend her designs, provide cost analysis, and propose a time table with deliverables for the next meeting with the Trustees on June 19th.

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated March 28, 2018 as amended.

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

No – none

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated April 11, 2018 as amended.

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

No – none

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated April 24, 2018 as amended.

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

No – none

Financial Report and Vouchers:

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on May 16, 2018 and are allowed in the amounts shown.

Linda Palmieri has been here by 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 #716	4/5/2018	Payroll	\$85,971.71
Claims Warrant	4/6/2018	Operating	\$45,957.80
Voucher #717	4/19/2018	Payroll	\$95,585.55
Claims Warrant	4/20/2018	Operating	\$92,230.90
Voucher #718	5/3/2018	Payroll	\$93,025.64
Claims Warrant	5/10/2018	Operating	\$39,462.71

Motion made by Charles Jettmar seconded by Donald O’Brien to approve Vouchers in the amounts listed.

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

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

No – none

Administrative Report

The Director responded to all questions regarding her report.

Business/Action list

Treasurer contract: The agreement letter drafted by Library Counsel Chris Prior for Michael Tomicich was reviewed by the Trustees and approved. The Director was told to make the necessary banking and personnel arrangements for Mike to begin his duties as of May 30th.

Landscape Architects Proposals: The Director provided a comparative chart and summary of the proposals from landscape architects Sid Burke, ASLA, Asso. Principal, RGR Landscape Architecture and Richard Gibney, RLA, Principle. Both proposals detail similar services. Sid

Burke's firm is significantly larger and utilizes highly crafted presentation resources including photo simulations. Richard Gibney, in addition to being a landscape architect is an arborist specializing in local horticulture. Costs vary: RGR basic cost \$5,140 to Gibney's \$3,800. The Discussion of landscape architect proposals and development of the parking lot hill area was tabled to the May 30th meeting pending additional information to be gathered by Donald O'Brien.

Cooling Tower update: The Director provided a summary of the proposal from Mike Mowles of Homeyer for consulting services to monitor and evaluate the treated water systems and treatment programs provided by METRO. The monitoring service would ensure reliable controls over the cooling tower and remain compliant with NYS regulations. The proposal includes additional monitoring for Legionella, an independent water survey and analysis of the HVAC water systems.

The Director was told to do additional outreach with Mike Mowles to modify the proposal and streamline services to oversight.

Generator Feasibility Study: The Director provided a summary of the emergency generator concept and feasibility study proposal from ME Engineers, Charles Warner. The proposed cost for the feasibility study would be \$7,500. In addition to the ME Engineers feasibility study for emergency generator, the Director was told to reach out to another firm for a proposal. Furthermore, Trustee Donald O'Brien wanted to contact engineering companies for proposals.

NLS/ALIS Service Agreement: The Director presented the following information to the Trustees; ALIS will be dissolved and reorganized under the name Integrated Library System "ILS" and added to NLS (Nassau Library Systems) operations later this month. ILS will manage library materials including: the acquisition, cataloging, charging, discharging, and reserving of library materials; the collection and reporting of circulation statistics; and the sending of notices to library patrons and the technical support of patron records. Based on the proposed fee structure, we need to anticipate an increase in ILS costs in the estimated range of \$6,000-\$10,000 per year.

The Trustees have seen the NLS/ALIS Service Agreement and reviewed the Directors summary.

Network Report: The Director presented the network analysis performed by John Wittamore of Gryphon Technology. The study concluded that MPL can upgrade our existing network switches to match NLS/ILS recommendations at a lower cost than the 'group purchase' provided by NLS. Following these recommendations, ordering the recommended switches will cost \$9,872.22 (rather than the NLS price of \$18,105) and upgrading our wireless network will cost \$13,551.68. Replacing the existing system will provide enough coverage, bandwidth and signal strength to cover each floor and achieve NLS recommended performance strength as well as the opportunity to relocate staff functions and enhance patron access.

The Director was asked to consult with Elisabeth Martin and coordinate the upgrade with the space repurposing.

Executive Session was not called for.

Motion made by Charles Jettmar, seconded by Gloria Su to adjourn made at 10:46 pm.

There is a Special Board meetings scheduled for May 30 at 7:30pm. The next regularly scheduled meeting is on Tuesday, June 19 at 7:30 pm.

Respectfully submitted,

Ellen Majorana & Maggie Gough, acting as Board Secretary