

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the second floor conference room on Thursday, May 19, 2016.
Session called to order at 7:55 pm.*

Attendance

Board Members:

William McLean, President
Joanne L. Kesten, Vice President
Donald T. O'Brien, Treasurer (late arrival with notice)
Robert Carrozzo, Trustee
Charles Jettmar, Trustee

Maggie Gough, Director
Pascale Laforest, Secretary to the Board

Additional attendees: *see attached*

Librarian presentation: A discussion of collection development and weeding practices was presented by Librarians Anne May and Cheryl Kallberg. The demonstration included a PowerPoint presentation and book samples.

Anne May discussed the library's collection development. Anne explained the selection process which includes reviewing journals such as Kirkus, Publishers Weekly and the NY Times Book Review. Anne emphasized the book selection is not so much a 'science but an art' and cited that years of monitoring the reading habits of the community has resulted in our substantial, definitive, and well circulating collection. Anne also noted how conferences, such as BEA, can be a source for ideas and fresh materials.

Cheryl Kallberg addressed library's weeding practices and the life cycle of a book. In addition to circulation statistics, Cheryl referenced the CREW manual, MUSTIE criteria and Public Library Core Collection as authority sources used in the ongoing weeding process. Cheryl pointed out that a well weeded collection is a healthy, better circulating collection and more responsive to community demands.

Trustee Joanne Kesten inquired about patron demands, patron holds and in house use and increasing the CD check out limit.

The Librarians and the Director answered all other questions.

Minutes, May 19, 2016

New Youth Services Librarian Erin DeMarco was introduced to the Board. Previously employed as a Librarian in the Malverne Public Library, Ms. DeMarco and the Board discussed possible program and activities ideas for teens and children.

Minutes from previous sessions

Motion by Bill McLean, seconded by Robert Carrozzo, to accept Minutes dated February 17, 2016 as amended with revised language.

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

No – none

Motion by Bill McLean, seconded by Robert Carrozzo, to accept Minutes of the Board of Trustees and Annual Budget Hearing March 30, 2016.

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

No – none

Motion by Bill McLean, seconded by Robert Carrozzo, to accept Minutes of the Special Session held April 12, 2016 with amendment to reflect Charles Jettmar's late arrival.

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

No – none

Financial Reports and Vouchers

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on March 19, 2016, 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 #664	4/07/2016	Payroll	\$73,639.84
Claims Warrant	4/08/2016	Operating	\$43,839.52
Claims Warrant	4/20/2016	Operating	\$74,683.57
Voucher #665	4/21/2016	Payroll	\$73,211.46
Claims Warrant	5/04/2016	Operating	\$45,802.46
Voucher #666	5/05/2016	Payroll	\$72,987.73

Minutes, May 19, 2016

Voucher # 667	5/19/2016	Payroll	\$71,047.42
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Motion made by Bill McLean seconded by Robert Carrozzo, to approve Vouchers in the amounts listed.

Yes –McLean, Kesten, Carrozzo, O’Brien, Jettmar
No – none

Administrative and Statistics Reports

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

The Director responded to all questions regarding her report.

The USS Manhasset: Trustee Joanne Kesten noted that the Director is breaking protocol by accepting the ship model of the USS Manhasset. The Director disagreed as the USS Manhasset was emblematic of the community and would be a fixture in future MPL History Center exhibits. Trustee Robert Carrozzo wrote a motion concerning this subject.

While the position of the Board is that we do not accept gifts of objects to the library, we will make a special exception due to the unique nature of this long term loan of the USS Manhasset and the local interest it represents.

The USS Manhasset will be placed on a display for Memorial Day in the library.

Old Business/Action List

Tax Cap rescind motion tabled

PERB closure

The Board of Trustees acknowledge the resolution of PERB actions begun in December 2013. The Library has restored the hours charged to those employees who were the subject of Case No. U-33503 regarding partial days due to snow and the New Year's Eve hours that were the subject of Case NO. U-33503. As per this agreement, going forward the practice will be for partial days due to snow, any employees who are scheduled to work who fail to report to work

Minutes, May 19, 2016

will be paid and charged a full shift". "Prospectively, full time employees who are scheduled for vacation or otherwise not at work on New Year's Eve will be paid 7 hours and have their vacation charged 7 hours".

New Business

New Librarian 1 confirmation: The Director requests permission to appoint Erin DeMarco to the position of Librarian I, Youth Services as of June 6, 2016 at the salary of \$56,774.

Motion by Bill McLean, seconded by Robert Carrozzo to hire Erin De Marco as a Librarian I, subject to Civil Service acceptance.

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

No – none

Community Room Rental fee and exercise fees

After serious discussion among the Trustees the following changes were made to the fee structures of community room rentals and exercise classes:

Community room rental fees increase from \$25 to \$50; coffee set up from \$25 to \$50 effective July 1, 2016. The rental fee will be increased from \$25 to \$75 for a 2 hour rental.

Exercise class fees will increase from \$35 to \$45 effective July 1, 2016.

Motion by Bill McLean, seconded by Robert Carrozzo to increase room rental fees and exercise class fees as stated...

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

No – none

Trustee Joanne Kesten suggested that there should be a donation line added to the exercise class sign up that give the patron the option of adding a donation to keep the price at a minimum.

2017 Calendar approval - tabled for next meeting.

Trustee Joanne Kesten would like to research what other Nassau libraries hours will be for the Christmas and New Year's holiday.

Minutes, May 19, 2016

Board meeting dates July – December 2016 – *tabled for next meeting*

The date for the summer Board meeting will be Wednesday, July 20 at 8pm.

Executive Session entered at 9:30pm. Executive session at 10:45 pm, *no motions were made*.

Trustee Joanne Kesten would like to have a discussion at the next Board meeting concerning the Petras donation and the creation of a library foundation.

The next regularly scheduled Board meeting will be held on Thursday, June 16 at 8pm in the 2nd floor conference room.

Respectfully submitted,

Pascale Laforest, Secretary to the Board