

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

***Held at the Library in the second floor conference room on Thursday, May 22, 2014.  
Session called to order at 7:00 pm.***

**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  
    Cheryl Kallberg, Librarian

***Enter Public Session: 7:05 pm***

Discussion on library goals and vision. President Robert Carrozzo invited the entire staff to meet with the Board to discuss library goals and vision. Joanne Kesten added insightful comments on the evolving picture of resource and service needs for a multi-faceted community and the possible response by our Library as starting point for a vision discussion. The Board is willing to meet during our regular Tuesday staff meeting to facilitate the discussion process.

**Enter into Executive session**

Motion by Robert Carrozzo, seconded by Donald O'Brien, to go into Executive Session at 7:45 pm

Legal and personnel issues were discussed.

Enter into Public session 8:45

Action: Director has been given permission to canvass for a Librarian II. The Director has been given permission to seek addition substitute Librarians. The Director has been given permission to look for a part time person to assist in the business office.

**Minutes from previous session**

Motion by Robert Carrozzo, seconded by Joanne Kesten, to accept the April 23, 2014 Minutes.

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

**Financial Reports and Vouchers**

Voucher # 611	Dated 4/10/2014	Payroll	\$68,138.46
Voucher # 611-A	Dated 4/10/2014	Payroll	\$116.00
Voucher # 612	Date 4/24/2014	Payroll	\$70,090.99
Voucher # 613	Date 5/8/2014	Payroll	\$65,799.55
Check Register	Dated 5/15/2014	Operating	\$41,949.62
Check Register	Dated 5/21/2014	Operating	\$74,056.36
Voucher #614	Dated 5/22/2014	Payroll	\$85,980.54
Voucher #614- A	Date 5/22/2014	Payroll	\$64.59

**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
  - Teen Zone
- Program Attendance Statistics
- Facilities Report

The Director answered all questions regarding the reports. Notice was given that outstanding vouchers will be presented at the June reorganization meeting.

Donald O’Brien review the financial statements and found everything in order. We will be preparing for the fiscal year end.

Motion by Robert Carrozzo, seconded by Joanne Kesten, to accept the Financial Vouchers and the Administrative Reports dated May 2014.

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

**Old Business**

Facilities: Donald O'Brien, Chuck Jettmar and Bill Sullivan have given oversight to various projects including HVAC/Richmar/Quinn & Fiener review, maintenance & contract for services renewals, adding electric receptacles, parking lot repair and space repurposing. For the summer, Garry will be addressing the deferred maintenance issues such as painting, floor cleaning and carpet cleaning

Director requested that summer Friday hours be shortened to accommodate the deferred maintenance projects. Friday summer hours begin on Friday, July 4 and end on Friday August 29 (9 Fridays – two of which we are closed for the holiday)

Motion by Robert Carrozzo, seconded by Donald O'Brien to change summer Friday hours to 9am to 6pm.

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

No – none

### **New Business**

#### **NLS Support Request**

The Board of Trustees of the Manhasset Public Library voted to approve NLS' request Member Library Support for 2015 in the amount of \$17,128 and for 2016 in the amount of \$ 15,550 at a meeting held on May 22, 2014.

Motion by Robert Carrozzo, seconded by Donald O'Brien , to accept the NLS Request for support for 2015 and 2016.

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

No – none

Motion by Robert Carrozzo, seconded by Joanne Kesten at 9:25pm to exit the meeting.

The next Board Meeting will be held on Thursday, June 19, 2014 at 7pm in the second floor conference room.

Respectfully submitted,

Maggie Gough,  
Acting as Secretary to the Board