Minutes of the Board of Trustees of the Manhasset Public Library

Held at the Library in the second floor conference room on Thursday, May 28, 2015.
Session called to order at 7:30 pm.

Attendance

Board Members:

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

Maggie Gough, Director

Minutes from previous session

Motion by Robert Carrozzo, seconded by Joanne Kesten, to accept the April 1, 2015 Minutes.

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

Financial Reports and Vouchers

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on May 28, 2015 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:

Claims Warrant	4/8/2015	Operating	$ 68,555.41
Voucher #637	4/9/2015	Payroll	$ 59,488.89
Claims Warrant	4/22/2015	Operating	$ 79,373.19
Voucher # 638	4/23/2015	Payroll	$ 57,671.31
Claims Warrant	5/06/2015	Operating	$ 28,940.16
Voucher # 639 & 639-A	5/07/2015	Payroll	$ 63,651.31
Claims Warrant	5/20/2015	Operating	$ 87,356.21
Voucher #640	5/21/2015	Payroll	$ 62,624.11
Claims Warrant	5/21/2015	Payroll-Retro	$ 191,895.83

Motion made by Robert Carrozzo, seconded by Donald O'Brien, to approve Vouchers in the amounts listed.

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

Acceptance of the Vote Results

RESOLVED, that the Board of Trustees accepts the report of the inspectors of the election held on Wednesday, April 15,2015 to the effect that:

On the issue of the library budget, the following proposition was approved by the voters with a vote of 337 in favor to 163 opposed:

"RESOLVED, that the amount of $4,067,944 is hereby provided for public library purposes for the fiscal year July 1, 2015, to June 30, 2016, and, with the addition of debt service, the total amount of $5,031,213 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, Donald T. O'Brien was elected for a five-year term commencing July 1, 2015 with 296 yes votes, 396 having been cast in favor of other candidates.

Parking Lot Repair Plan
The parking lot underwent GPRS survey on April 27, 2015. The GPRS report indicated no significant underground issues. The Director will collect additional information from surveyors and engineering companies and report back to the Board.

Tax Cap Efficiency Plan
Motion by Robert Carrozzo, seconded by Donald O'Brien to opt into the Tax Cap Efficiency Plan which entails a commitment to a 3 year plan demonstrating a 1% saving.

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

Director responded to all questions asked by the Board.

Summer Hours
The decision on closing early on summer Fridays will be made based on the interest our patrons have in continuing the very popular Friday night Yoga into the summer.
Joanne Kesten suggested programming ideas for summer Friday nights including movie showings and summer reading activities. In addition, Joanne Kesten inquired as to the possibilities of having a collaborative Library effort to schedule open hours for summer Sunday library use. The focus will be on the summer of 2016.

Staff Evaluations – Completed evaluations for Staff with May anniversary dates were reviewed by the Board.

Policies: new and updated
The Board reviewed the following policies and offered suggestions:

1. Professional Development Policy & Forms
2. iPad Policy
3. Library Photo Policy
4. Video Surveillance Policy

The Director was instructed to submit the policies to final review by Library Legal Counsel. The Board is reviewing the Bylaws.

Staffing Plans – tabled for next session.

Board Meeting Dates: June 25, Thursday
August 6, Thursday
September 17, Thursday
October 15, Thursday
November 19, Thursday
December 17, Thursday
All meetings are scheduled for 7:30 pm in the 2nd floor Conference Room.

Selection of Board Officers

Appointment of the Board of Trustee officers for the Manhasset Public Library for the fiscal year term 2015- 16:

Motion by Robert Carrozzo, seconded by Donald O'Brien to nominate Bill McLean to the Office Board President.

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

Motion by Robert Carrozzo, seconded by Bill McLean to nominate Joanne L. Kesten to the Office of Board Vice President.

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

Motion by Robert Carrozzo, seconded by Chuck Jettmar to nominate Donald T. O'Brien as Treasurer.

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

As of July 1, 2015 our Board Officers will be:

Bill McLean, President
Joanne L. Kesten, Vice President
Donald T. O'Brien, Treasurer
Chuck Jettmar, Trustee
Robert Carrozzo, Trustee

Enter into Executive Session at 9:30pm, exit 10:30pm

- Confidential Staff & Director compensation

Action taken

Motion by Robert Carrozzo, seconded by Donald O'Brien that the Board authorizes that the Confidential Staff (Linda Palmieri, Ellen Majorana) receives all terms and conditions of the benefits as outlined in the Contract. Compensation for confidential employees will be adjusted to bring in line with like institutions. Salary readjustments to take effect on July 1, 2015 in conjunction with the start of the fiscal year.

Linda Palmieri salary readjustment to $65,000.
Ellen Majorana salary readjustment to $45,000.

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

Motion by Robert Carrozzo, seconded by Donald O'Brien that the Board authorizes that the Director receives all terms and conditions of the benefits as outlined in the Contract except she will continue to pay 12.5% of medical coverage. Compensation for the Director will be adjusted to bring in line with like institutions. Salary readjustments to take effect on July 1, 2015 in conjunction with the start of the fiscal year.

Maggie Gough salary readjustment to $137,500.

Yes – Carrozzo, O'Brien, McLean, Jettmar
No – none
Abstain - Kesten

The next regularly scheduled Board meeting will be Thursday, June 25 at 7:30pm in the community room.

Respectfully submitted,

Maggie Gough, Director
acting as Secretary to the Board