

Minutes of the Board of Trustees of the Manhasset Public Library

Held at the Library in the second floor conference room, June 19, 2012

Session called to order at 7:05 p.m.

Attendance

Maggie Gough, Director

Board Members:

Heidi McNamara, President
Elisa Paone, Vice President
Donald T. O’Brien, Financial Secretary
Robert Carrozzo, Trustee
Joanne L. Kesten, Trustee

Secretary to the Board

Gail J. Neufeld

Minutes from previous session

Motion by Heidi McNamara, seconded by Donald O’Brien, to accept the May 22, 2012 minutes.

Yes – McNamara, Paone, Carrozzo, Kesten

No – none

Financial Report and Vouchers

Motion by Heidi McNamara, seconded by Elisa Paone, to approve the Financial Reports, balance sheets and vouchers dated June 2012.

Yes – McNamara, Paone, O’Brien, Carrozzo, Kesten

No – none

Vouchers

Voucher	Dtd. 5/21/12	Operating	63,675.57
Voucher #562	Dtd. 5/24/12	Payroll	69,188.63
Voucher	Dtd. 6/5/12	Operating	26,879.75
Voucher #563	Dtd. 6/7/12	Payroll	66,782.80

Administrative and Statistics Reports

Director's Report

- Reference Department
- Children's Department
- Facilities Report

Director responded to all questions asked by the Board.

Program Attendance Statistics

- Children's Library Statistics
- Circulation Statistics
- Overdrive Statistics

Director responded to all questions asked by the Board.

Administrative Report

Motion by Heidi McNamara, seconded by Joanne L. Kesten, to accept the Administrative Report and Statistics dated June 2012.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten

No – none

Old Business

Bibliotheca

Bibliotheca accepted MPL as client and has begun bidding for outside vendors to complete the conversion and tagging of the MPL collection. The start date for the project, sometime later this summer, and additional details will be presented as they are developed.

New Business

Joanne L. Kesten was sworn in as a Library Trustee from July 1, 2012 through June 30, 2017.

"I, Joanne L. Kesten, swear that I will support the Constitution of the United States and the Constitution of the State of New York to fully discharge the duties of the Office of Trustee of the Manhasset Public Library to the best of my ability."

Appointment of the Board of Trustee officers for the Manhasset Public Library for the fiscal year term 2012-13:

Motion by Heidi McNamara, seconded by Elisa Paone, that the Financial Officers remain as follows:

Heidi McNamara, President
Elisa Paone, Vice President
Donald O'Brien, Financial Secretary
Robert Carrozzo, Trustee
Joanne L. Kesten, Trustee

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten
No – none

Motion by Heidi McNamara, seconded by Elisa Paone, for the Director, Maggie Gough, to begin the process of hiring two part time non-competitive librarians and two substitute librarians.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten
No – none

Motion by Heidi McNamara, seconded by Donald O'Brien, to approve the expenditure for security cameras in the Teen Zone, add cameras for the parking lot and to update and integrate surveillance hardware to the existing system, not to exceed \$8,500.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten
No – none

Motion by Donald O'Brien, seconded by Heidi McNamara, for the Director, Maggie Gough, to purchase nine new computers, including software and security, at a cost not to exceed \$10,000.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten
No – none

Motion by Heidi McNamara, seconded by Joanne L. Kesten, for monies to be provided for the upholstery project for the couch and chairs from the Teen Room, not to exceed \$3,500.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten
No – none

Motion by Heidi McNamara, seconded by Elisa Paone, to extend the contract for the cleaning service on a month-to-month basis.

Yes – McNamara, Paone, O'Brien, Carrozzo, Kesten

No – none

The Board was notified of the Civil Service approval for Part Time Page applicant Grace Hailio . The Manhasset students will be working in the Children’s department and be paid \$7.85 per hour. Maureen Kade ‘s application for part time page is pending.

Executive Session

Executive Session

Motion by Heidi McNamara, seconded by Elisa Paone, to enter into Executive Session at 9:30 p.m.

Motion by Heidi McNamara, seconded by Elisa Paone, to re-enter public session at 10:20 p.m.

Employee Stipend

Motion by Heidi McNamara, seconded by Elisa Paone, to offer a stipend to Senior Library Clerk, Victoria Christie, for assuming and performing with excellence, the duties and responsibilities of a confidential employee assisting the director in library administration. She will receive a stipend of 10% of her current gross wages to be paid per pay period effective July 1, 2012, until a new contract agreement is reached.

Yes – McNamara, Paone, O’Brien, Carrozzo, Kesten

No – none

Motion by Heidi McNamara, seconded by Elisa Paone, to adjourn the meeting at 10:40 p.m.

Unanimously approved.

Next meeting scheduled for Monday, July 30, 2012, 7:00 p.m.

Respectfully submitted,

Gail J. Neufeld
Secretary to the Board