

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

Held at the Library in the second floor conference room, July 30, 2012

Session called to order at 7:10 p.m.

**Attendance**

Board Members:

Heidi McNamara, President  
Elisa Paone, Vice President  
Donald T. O'Brien, Financial Secretary  
Robert O'Brien, Trustee (not present)  
Joanne Kesten, Trustee  
Maggie Gough, Director

Secretary to the Board

Gail J. Neufeld

**Minutes from previous session**

Motion by Heidi McNamara, seconded by Donald O'Brien, to accept the June 19, 2012 minutes.

Yes – McNamara, Paone, O'Brien, Kesten

No – none

**Financial Report and Vouchers**

After review of preliminary net assets, the Board has requested that the Director and the Financial officer further pursue the investigation of undesignated net assets and the designation of reserve funds as per Comptroller's regulations in compliance with the new Tax Cap Regulations.

Motion by Heidi McNamara, seconded by Joanne L. Kesten, to approve the Financial Reports, balance sheets and vouchers dated June 2012.

Yes – McNamara, Paone, O'Brien, Kesten

No – none

**Vouchers**

|              |                |           |           |
|--------------|----------------|-----------|-----------|
| Voucher      | Dtd. 6/7-20/12 | Operating | 68,336.78 |
| Voucher #564 | Dtd. 6/21/12   | Payroll   | 67,084.88 |
| Voucher      | Dtd. 7/3/12    | Operating | 49,663.05 |
| Voucher #565 | Dtd. 7/5/12    | Payroll   | 68,728.21 |
| Voucher      | Dtd. 7/12/12   | Operating | 58,552.44 |
| Voucher #566 | Dtd. 7/19/12   | Payroll   | 74,533.94 |

**Administrative and Statistics Reports**

*Director's Report*

- Reference Department—not submitted for July meeting
- 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, Kesten

No – none

**Old Business**

*Update on the Lew vs MPL Case*

Hammill, O'Brien, the firm defending the Library in the law suit for damages arising from the alleged accident involving Mrs. Lew on December 10, 2009, had requested that Deanna Fleck answer question regarding the incident during a May 2012 deposition. Following Ms. Fleck's deposition statements, the Library received a notice of discovery requesting an extraordinary amount of documents. As the person filing the original

claim for the Library, Ms. Fleck gathered her documents and met with Counselor Merle Schragger from Hamill, O'Brien and myself on Tuesday, August 7 to discuss what items to submit for discovery. Following review of the documents, Ms. Fleck was instructed to send only the items approved by Library Counsel.

**New Business**

*MPL Meeting Dates for 2012-13*

Dates were discussed and will be posted.

*Request from Christ Church*

The request from Christ Church to use the Library parking lot from 8:00 a.m. to 11:30 a.m. every Sunday, beginning October and ending December 2013 was approved by the Board.

*General and Labor Counselor Retainer 2012-13*

The Board has renewed the retainer contract for Larry Schlesinger, Esq. The document was signed by the Board President.

**Executive Session**

Executive Session

Motion by Heidi McNamara, seconded by Elisa Paone, to enter into Executive Session at 8:35 p.m.

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

Unanimously approved.

Next meeting scheduled for Monday, September 24, 2012, 7:00 p.m.

Respectfully submitted,

Gail J. Neufeld  
Secretary to the Board