

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the second floor conference room on Wednesday, September 21, 2016.
Session called to order at 8:10pm.*

Attendance

Board Members: Charles Jettmar, President
Gloria Su, Vice President
Donald T. O’Brien, Treasurer
William McLean, Trustee

Maggie Gough, Director
Pascale Laforest, Secretary to the Board

Additional attendees: Judith Esterquest, Chris Prior

The session began with the Trustees meeting potential legal counsel, Chris Prior and Judy Esterquest, a Trustee candidate, to fill the position vacated by Joanne Kesten.

Minutes from previous sessions

Motion by President Chuck Jettmar, seconded by Trustee Donald T. O’Brien, to accept Minutes dated June 28, 2016.

Yes – Jettmar, Su, O’Brien, McLean
No – none

Financial Reports and Vouchers

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on September 21, 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:

Claims Warrant	Operations	6/30/2016	\$55,746.93
Voucher # 670	Payroll	6/30/2016	\$74,731.79
Voucher # 671	Payroll	7/14/2016	\$72,596.52
Claims Warrant	Operations	7/28/2016	\$207,762.78
Voucher # 672	Payroll	7/28/2016	\$79,157.02
Voucher # 673	Payroll	8/11/2016	\$68,094.84

Claims Warrant	Operations	8/17/2016	\$77,980.38
Voucher # 674	Payroll	8/25/2016	\$68,319.04
Voucher # 675	Payroll	9/8/2016	\$68,108.01
Claims Warrant	Operations	9/8/2016	\$26,514.04

Motion made by Chuck Jettmar seconded by Donald T. O’Brien to approve Vouchers in the amounts listed.

RESOLVED, that the Board ratifies and confirms the vouchers as stated.

Yes – Jettmar, Su, O’Brien, McLean,
 No – none

Administrative and Statistics Reports

- Director’s Report
- Library Statistics

The Director responded to all questions.

Old Business/Action List

Holiday Mondays: The Director provided information supporting decision making regarding the opening status of the library on the Mondays following Christmas Day (Sunday, December 25) and New Year’s Day (January 1). The Director pointed out that the Monday’s in question are when the Federal Holiday is observed, the schools are closed, ALIS/NLS is closed, and in an MLD survey, all libraries responding will be closed on the holiday Mondays. Additionally, closing our library will not present any additional financial burden. The Director stated that ‘after looking at this situation from every angle, I believe that the best course of action would be to CLOSE the Library on 12/26 and on 1/2/2017.’

After a brief discussion the Trustees agreed with the Directors conclusions.

Motion made by President Chuck Jettmar, seconded by Trustee Bill McLean to close the Library on Monday, December 26, 2016 and January 2, 2017.

RESOLVED, that the Board ratifies and confirms the Library holiday closing as stated.

Yes – Jettmar, Su, O’Brien, McLean,
 No – none

Calendar 2017: The Director review the proposed 2017 calendar with the Trustees. She stated that the yearly calendar is submitted to ALIS which prefigures system wide the opening times and sets the perimeters for fines and fees. As part of the discussion, Chuck Jettmar mentioned the need to notify patrons that they would not be charged fines for materials when/if the library is closed especially if closed due to an emergency. Additionally, the Trustees agreed to close the library on Sunday, New Year’s Eve, 2017.

Motion made by President Chuck Jettmar, seconded by Donald O'Brien to approve the proposed MPL Calendar 2017.

RESOLVED, that the Board ratifies and confirms the proposed 2017 MPL calendar.

Yes – Jettmar, Su, O'Brien, McLean,

No – none

Bylaws update: The Trustees and the Director reviewed the Bylaws and reworded passages to reflect current practices.

Motion made by President Chuck Jettmar, seconded by Donald O'Brien to approve the MPL Bylaws as amended.

RESOLVED, that the Board ratifies and confirms the MPL Bylaws as amended.

Yes – Jettmar, Su, O'Brien, McLean,

No – none

New Business

The Trustees reviewed compliance information on the water tower treatment plan as outlined by our contracted provider Metro Group. The Metro treatment and testing plan is in compliance with the with NYS Health and Safety standards. The Metro plan references NYS Code 10 CRR-NY 4-1.4, c.July 31, 2016, which includes specific plan dates for testing, analysis and reporting which are covered under our contract with Metro.

The Trustees share a common concern for security in the Library. The Trustees request that the Director investigate possible security assessments providers and propose upgrades including camera surveillance and other possible structural solutions. Additionally, the Director is asked to offer emergency preparedness training to the staff and apprise the Trustees of the actions.

As a result of a recent traffic survey, 11am to 4 pm weekday parking restrictions will be enacted on Rugby Road. The Library has become a destination and parking for access to our numerous programs and desirable study space has become a significant problem.

The Director is requested to investigate outcomes of localized traffic studies, reach out to the town transportation planner and others to discuss possible alternatives to the Library's parking problems.

The Director is instructed to advance the inquiries into opening the discussion with Ed-Sands Realty/Atlas Bass through their legal counsel Lisa Cairo, Jaspan Schlesinger, regarding developing an egress to the areas of vacant parking lot spaces adjacent to the library.

The Director is instructed to contact architect Roger Smith and formulate a plan to address known deficiencies such as improving sightlines, adding more usable patron space and seating options and updating the community room. The architect is to provide a statement of work

detailing the various phases of the suggested space plan on the different floors with cost factor options for each accompanying phase.

Executive Session entered 11:00pm to discuss personnel and legal matters.

Executive session ended and meeting concluded at 11:40pm

Actions taken:

Trustee appointment

Motion made by President Chuck Jettmar, seconded by Trustee Gloria Su to appoint Judith Esterquest Trustee position left vacant by Joanne Kesten. Judy will serve on the Board in this position through June 30, 2016. A permanent Trustee will be appointed to the 5 year term as a result of the annual Trustee election.

RESOLVED, that the Board ratifies and confirms the appointment of Judith Esterquest as stated.

Yes – Jettmar, Su, O’Brien, McLean,

No – none

Legal counsel appointment

Motion made by President Chuck Jettmar, seconded by Trustee Donald O’Brien to appoint Attorney Christopher Prior as general counsel for the Library and accept the Ackerman Levine proposal as submitted.

RESOLVED, that the Board ratifies and confirms the appointment of Attorney Christopher Prior effective September 21, 2016.

Yes – Jettmar, Su, O’Brien, McLean,

No – none

Facility staffing proposal: The Director is instructed to provide additional information.

Compensation for confidential staff and director.

Motion by President Chuck Jettmar, seconded by Trustee Donald O’Brien, to adopt the following:

RESOLVED, that the Board ratifies and confirms, effective July 1, 2016, the start of the Library’s fiscal year, that Confidential Staff members, who are not covered employees under the Library’s collective bargaining agreement (“CBA”), shall receive those employee benefits provided to covered employees on the terms and conditions set forth in the current CBA, and annual salary increases from the prior fiscal year, in the range of 2.5%-3%, as identified to the Board by the Director.

Yes – Jettmar, Su, O’Brien, McLean

No – none

Motion by President Chuck Jettmar, seconded by Trustee Donald O'Brien to adopt the following:

RESOLVED, that the Board ratifies and confirms, effective July 1, 2016, the start of the Library's fiscal year, that the annual salary of the Director shall increase by 2.5%; and, in light of extraordinary duties and obligations of the Director anticipated during the current fiscal year in connection with Library projects and staff and elected official transitions, the Director shall be entitled to payment for 24 vacation days accrued but not used by the Director, in a per diem amount based upon her annual salary in effect during the period in which she accrued such days.

Yes – Jettmar, Su, O'Brien, McLean,

No – none

The meeting concluded at 12:00pm

The next regularly scheduled Board meeting will be held on Monday, October 24 at 7:30pm in the 2nd floor conference room.

Respectfully submitted,

Pascale Laforest, Secretary to the Board