

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

*Held at the Library in the Conference Room on Wednesday, September 27, 2017.  
Session called to order at 8:18 pm.*

**Attendance**

Board Members:

Charles Jettmar, President  
Gloria Su, Vice President  
Donald T. O'Brien, Treasurer  
William McLean, Trustee - absent with notice  
Judith Esterquest, Trustee

Maggie Gough, Director  
Peter Fishbein, Legal Counsel  
Robert Craig, Auditor  
Pascale Laforest, Secretary to Board

Motion by Judith Esterquest, seconded by, Donald O'Brien to enter Executive Session.  
Executive session entered at 8:20 pm.

Executive session covered matters pertaining to labor negotiations.

Executive Session exited at 9:30 pm

Motion by Gloria Su, seconded by, Charles Jettmar to resume public meeting.

**Selection of Board Officers for FY 2017-2018**

Appointment of the Board of Trustee officers for the Manhasset Public Library for the fiscal year term 2017 -2 018:

Motion by Gloria Su, seconded by Donald O'Brien to nominate Charles Jettmar to the Office of Board President.

Yes – Jettmar, Su, O'Brien, Esterquest

No – None

Motion by Donald O'Brien, seconded by Judy Esterquest to nominate Gloria Su to the Office of Board Vice President.

Yes – Jettmar, Su, O'Brien, Esterquest

No – None

Motion by Gloria Su, seconded by Charles Jettmar to nominate Donald O'Brien as Financial Officer.

Yes – Jettmar, Su, O'Brien, Esterquest

No – None

As of July 1, 2017 our Board Officers will be:

Charles Jettmar, President

Gloria Su, Vice President

Donald T. O'Brien, Financial Officer

William McLean, Trustee

Judith Esterquest, Trustee

In preparation for the re-organization meeting, Motion by Judith Esterquest, seconded by Gloria Su, to review and amend the Bylaws to reflect current practices.

Yes – Jettmar, Su, O'Brien, Esterquest

No – None

### **Minutes from previous sessions**

Motion by Gloria Su, seconded by, Judith Esterquest to accept Minutes dated August 9, 2017 as amended.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

### **Financial Reports and Vouchers**

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on September 27, 2017 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:

Voucher # 699	8/10/2017	Payroll	\$ 73,183.30
Claims Warrant	8/16/2017	Operating	\$ 84,136.90
Voucher # 700	8/24/2017	Payroll	\$ 72,223.51
Claims Warrant	9/7/2017	Operating	\$ 43,854.15
Voucher # 701	9/7/2017	Payroll	\$ 74,292.07
Voucher # 702	9/21/2017	Payroll	\$ 74,951.97

Motion made by Donald O'Brien seconded by Judith Esterquest to approve Vouchers in the amounts listed.

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

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

### **Administrative Report**

The Director reported that MPL Trustee email accounts have been set up and are ready for enabling. It is recommended that all Trustees use their library account for all library related activities and preserve the autonomy of their personal or work emails.

The Director reported updating the Employee Performance Evaluation format to include a rating category of 'no issues' and an emphasis on supervisory comments, professional development and goal setting. These changes are reflective of our work environment in which our staff are performing on a satisfactory level. It is the expectation of the employee evaluation process that, with continued support, our satisfactory baseline will be enhanced and that supervisory comments will provide suggestions for individualized professional advancement and service opportunities. The Director has completed the performance evaluations for all direct reporting supervisors and continues work with department supervisors on staff evaluations in efforts to make meaningful, constructive comments and individualized goals

*The Director responded to all questions regarding her report.*

### **Old Business/Action List**

Security System: The Trustees reviewed the proposals and tabulated information presented by the Director and discussed the merits of each security service proposal. The Trustees suggested a list of amendments to the Digital Provisions proposal and included the insertion of the MPL standard contract for service drafted by library counsel, Chris Prior.

Motion made by Donald O'Brien seconded by Judith Esterquest to accept the proposal from Digital Provisions with the suggested amendments/added services pending legal review.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

### **New Business**

Library Calendar 2018: The Director proposed the 2018 calendar noting that there are no special exceptions and that all library closures are as per contractual obligations. Proposed dates for the Budget Hearing and Trustee Election must be scheduled within 14 days of each other while MUFSD is open and avoiding any holidays.

After discussion the proposed dates for 2018: Budget Hearing – Wednesday, March 28<sup>th</sup> and Budget Vote and Trustee Election – Wednesday, April 14<sup>th</sup>.

Motion made by Charles Jettmar seconded by Judith Esterquest to accept the 2018 Library Calendar.

Yes – Jettmar, Su, O’Brien, Esterquest

No – none

Architect Interview schedule: The Trustees devised a plan to meet and interview all the architectural candidates in one day, starting at 4pm, arranging 60 minute sessions with 15 minute breaks and a wrap up. The Director was given a selection of days in October and asked to make the necessary arrangements.

Motion made by Charles Jettmar seconded by Judith Esterquest to adjourn made at 11:02pm.

The next regularly scheduled Board meeting will be held on October 25<sup>th</sup> at 8 pm in the 2<sup>nd</sup> floor conference room.

Respectfully submitted,

Pascale Laforest