

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Wednesday, November 15, 2017.
Session called to order at 8:30pm.*

Attendance

Board Members:

Charles Jettmar, President (Absent with notice)
Gloria Su, Vice President
Donald T. O'Brien, Financial Officer
William McLean, Trustee (Absent with notice)
Judith Esterquest, Trustee

Maggie Gough, Director
Pascale Laforest, Secretary to the Board

Community member: Bill Hannon

Motion to enter Executive session at 8:35 pm made by Judith Esterquest and seconded by Donald O'Brien.

During executive session Library Counsel, Peter Fishbein, presented the results of the MOA staff ratification vote of Tuesday November 14, 2017 and his recommendations on the 2017-2021 Contract.

Executive session exited for action 8:50. ACTIONS:

BE IT RESOLVED, the Board of Trustees hereby approves the Memorandum of Agreement dated October 31, 2017 and ratified November 14, 2017 among the United Public Service Employees Union/ Manhasset Public Library Staff Association and the Manhasset Public Library.

Yes – Su, O'Brien, Esterquest

No – none

BE IT RESOLVED, that the Board of Trustees hereby motioned not to participate in the New York State Paid Family Leave Law at this time.

Yes – Su, O'Brien, Esterquest

No – none

Executive session resumed at 8:55 for Trustees to interview candidates for Treasurer.

Executive Session ended at 10:20pm.

No action taken.

The Director was instructed to send messages thanking the candidates. A decision, concerning the appointment of a Treasurer was not made at this time.

Minutes from previous sessions

Motion by Donald O’Brien, seconded by, Judith Esterquest to accept Minutes dated October 25, 2017 as amended.

Yes – 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 November 15, 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:

Claims Warrant	10/31/2017	Operating	\$ 103,647.92
Voucher # 705	11/2/2017	Payroll	\$78,545.08

Motion made by Donald O’Brien seconded by Gloria Su to approve Vouchers in the amounts listed.

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

Yes – Su, O’Brien, Esterquest
 No – none

Administrative Report

The Director responded to all questions regarding her report.

Old Business/Action List

The Trustees and the Director discussed the Architects selected for Space Redesign Service Project.

Motion made by Judith Esterquest and seconded by Gloria Su, to offer a Contract to Architect Elizabeth Martin of MDA Design Group for the Space Redesign Service at the Library with a budget of \$1, 000,000. Pending MDA acceptance of the Contract, the award will be made.

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

Yes – Su, O'Brien, Esterquest

No – none

The Trustees and Director reviewed the status of Digital Provisions installation of security equipment and wiring on the first floor and library entrances. The exterior work involved 'change orders' explained using technical drawings and updated plans for the parking lot installation.

Motion made by Donald O'Brien and seconded by Judith Esterquest to approve additional cost for wiring, exterior cameras and fixtures and trenching services as detailed in Digital Provisions Proposal #52123 at the cost of \$10,969.48 and #52202 at the cost of \$14,645.16.

Yes – Su, O'Brien, Esterquest

No – none

The Trustees approve the Directors request for funding for the 2017 Wrap- up- the Year Staff appreciation luncheon to be held the week of December 25th.

The following are the suggested Board meeting dates for 2018

- Wednesday, January 24
- Wednesday, February 28
- Wednesday, March 28 - Annual Meeting and Budget Hearing
- Wednesday, April 11 - Budget Vote and Trustee Election (confirming vote results)
- Wednesday, May 16
- Wednesday, June 20

Summer dates to be decided.

Motion made by Gloria Su seconded by Judith Esterquest to adjourn made at 10:50 pm.

The next regularly scheduled Board meeting will be held on December 20 at 7:30 pm in the 2nd floor conference room.

Respectfully submitted,

Pascale Laforest, Secretary to the Board