

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the second floor conference room on Thursday, November 19, 2015.
Session called to order at 7:45 pm.*

Attendance

Board Members:

William McLean, President
Joanne L. Kesten, Vice President (absent with notice)
Donald T. O'Brien, Treasurer
Robert Carrozzo, Trustee
Charles Jettmar, Trustee

Maggie Gough, Director
Pascale Laforest, Secretary to the Board

Guest speaker: Roger Smith, Architect, BBS

Mr. Smith addressed the Board about the library repurposing plan. Mr. Smith asked about the Trustee's ideas for possible changes. The Trustees discussed different ideas such as, stacks being reconstructed or moved to different floors, how to open up more space, and book volume reduction. Other discussions included other uses for existing rooms, adding conference/study room space, and different furniture for different "feel"? Mr. Smith will provide building floor plans and a survey to the board. Mr. Smith asked that the Board and the Director propose a list of ideas that they generally agree on. Chuck Jettmar requested Mr. Smith give the Board proposals which would include 3D proposed construction features. Mr. Smith will be in touch with the Director after the Thanksgiving holidays.

Minutes from previous sessions

Motion by Bill McLean, seconded by Chuck Jettmar, to accept the September 17, 2015 Minutes as amended.

Yes – McLean, O'Brien, Carrozzo, Jettmar
No – none

Financial Reports and Vouchers

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on November 19, 2015 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 #651	10/08/2015	Payroll	\$70,530.22
Voucher #652	10/22/2015	Payroll	\$70,093.94
Claims Warrant	10/30/2015	Operating	\$65,800.63
Claims Warrant	11/17/2015	Operating	\$319,667.30

Motion made by Bill McLean seconded by Robert Carrozzo, to approve Vouchers in the amounts listed.

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

Administrative and Statistics Reports

- Director’s Report
- Reference Department
 - Web Resources
 - Overdrive Statistics (e-books, downloadable audiobooks)
- Children’s Department Report
 - Children’s Library Statistics
- Program Attendance Statistics

Discussion of the Director’s Report included the following:

The Library has received notice of the actual NYS Retirement pension contribution which is \$229,694.00. In our 2015-16, we estimated \$280,000.00, therefore we have an excess-savings due to under-budgeting by \$50,306.00.

Director answered questions about the Friends of the Library. The Friends have funded engineering programs for children. Early sign up for the popular program was given to Friend’s members. As of the first day of sign up the Friends gained 12 new members. This has proven to be a successful membership initiative and a very popular children’s program.

The Trustees were asked for direction as to the use of remaining Grant monies. Due to the unsettled nature of our repurposing space plans, the Director proposed applying Grant funding reimbursement to new phone system with energy saving technology. She will look into phone proposals.

NLS Annual Meeting will take place on Monday, December 14, 2015 at 7PM. There will be an election of Area 4 and 5 representatives to the NLS Board. Trustees and the Director are asked to attend.

Old Business

The Director reported that the repair to air handler fan #2 from Quinn & Feiner is under review with consultant Bill Sullivan.

The Director reported that the current arrangement with the cleaning service provided for a six day schedule. With the heavy use of the library on Sunday’s both for programming and general

use, the building is particularly dirty on Monday mornings. The Director asked to increase the cleaning schedule with JanPro to seven days and will get proposed pricing. The long range plan of service and Director Goals will be reviewed by the Board. Donald O'Brien will reach out to the lawyers for Atlas Bass regarding parking lot.

New Business

Recent incident involving Parking lot accident was discussed.

Executive Session entered 9:30 pm

Discussion about hiring Librarian I's.

Executive Session ended 10:10 pm; entered public session

Motion by Bill McLean seconded by Donald T. O'Brien to adjourn made at 10:10pm.

The next regularly scheduled Board meeting will be Thursday, December 17, 2015 at 7:30 pm in the second floor conference room

Respectfully submitted,

Pascale Laforest
Secretary to the Board