

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

Held at the Library in the second floor conference room on Thursday, December 19, 2013.

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

Attendance

Leslie Levor, Library staff
Anne May, Library staff
Cheryl Kallberg (briefly)

Board Members:

Robert Carrozzo, President
Joanne L. Kesten, Vice President
Donald T. O'Brien, Treasurer
Cindy Cardinal, Trustee (8:30 arrival)
Charles Jettmar, Trustee

Maggie Gough, Director

Secretary to the Board

Gail J. Neufeld

Executive Session (postponed until 9pm)

Motion by Robert Carrozzo, seconded by Donald O'Brien, to go into Public Session at 7:12 p.m.

Minutes from previous session

Motion by Robert Carrozzo, seconded by Joanne Kesten, to accept the November 21, 2013 Minutes, as amended.

Yes – Carrozzo, O'Brien, Kesten, Jettmar

No – none

Administrative and Statistics Reports

Administrative Reports

- Director's Report
- Reference Department
- Children's Department
- Teen Zone

- Web Resources
- Facilities Report

Director responded to all questions asked by the Board.

Statistics

- Children’s Library Statistics
- Circulation Statistics
- Overdrive Statistics
- Program Attendance Statistics

Administrative Report

Motion by Robert Carrozzo, seconded by Joanne Kesten, to accept the Administrative Report dated December 2013.

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

Old Business/ACTION List

Auditor/Accounting

Account David Grant from RS Abrams will be meeting with the Director in January at a date to be determined. Discussion will focus on the Comptroller Audit Report for 2013.

Corstar Wi-Fi

Issues with proposal price quote of \$15,000 remain. Trustee Chuck Jettmar will review proposal and send suggestions to the Director.

Quinn & Feiner

Contracts for service for facilities need to be streamlined and standardized. Trustee Chuck Jettmar has been asked to prepare a potential template for an MPL maintenance contract and send the draft(s) to the Director.

New Business

Calendar – the following dates were confirmed:

- Early closing on Good Friday, 5:00 p.m.
- July 6-August 31, closed Sundays, Reopen September 7.
- Early closing on Thanksgiving, 5:30 p.m.
- Closed Christmas Eve.

Canceling March 20th Board Meeting. The March Board Meeting will be combined with 2014 Budget Hearing on March 27th.

Wednesday, April 9th, 2014 - Budget Vote and Trustee Election, to take place in the Library Community room from 7 a.m. - 9 p.m.

Web Page

Suggested updates are being reviewed.

Motion by Robert Carrozzo, seconded by Donald O'Brien, to go into Executive Session at 9:12 P.M.

Legal and personnel issues were discussed. No action taken.

Motion by Robert Carrozzo, seconded by Joanne Kesten, at 10:38 pm to exit Executive Session

The next scheduled meeting will be Thursday, January 23, 2014 at 7:00 P.M.

Respectfully submitted,

Gail J. Neufeld, Secretary to the Board