

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the second floor conference room on Thursday, December 19, 2014.
Session called to order at 7:16 pm.*

Attendance

Board Members: Robert Carrozzo, President
 Joanne L. Kesten, Vice President
 Donald T. O'Brien, Treasurer
 William Mclean, Trustee
 Charles Jettmar, Trustee

 Maggie Gough, Director

Enter into Executive Session at 7:16, Exit 8:50pm

Legal issues, contract negotiations and personnel issues were discussed.

Action:

The Board will interview new attorneys to oversee contract negotiations.
The Board has approved the Directors request to hire a full time Librarian and a part time Page.

Enter into Public Session at 8:50pm

Minutes from previous session

Motion by Robert Carrozzo, seconded by Joanne Kesten, to accept the November 25 , 2014 minutes, as amended.

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

Financial Reports and Vouchers

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on December 19, 2014 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 # 627	11/20/2014	Payroll	\$ 66,049.52
Claims Warrant	11/30/2014	Operating	\$ 316,558.87
Voucher # 628	12/04/2014	Payroll	\$ 65,100.78
Claims Warrant	12/17/2014	Operating	\$ 92,265.57
Voucher # 629	12/18/2014	Payroll	\$ 61,339.48

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

- Yes – Carrozzo, O'Brien, Kesten, McLean, 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 – not available

Director responded to all questions asked by the Board.

Motion by Robert Carrozzo, seconded by Donald O'Brien, to accept the Administrative Reports dated November 2014.

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

Old Business/Action List

Facility Update – The Director reported that the leak in the conference room ceiling was the result of poor insulation techniques in interior drain pipe fittings. Consultant Bill Sullivan and Garry have identified the pipe systems in question using the construction plans and visual confirmation. Garry will continue to check the drain systems for possible weak spots and Bill Sullivan is looking into possible remedies.

Following the recent replacement of the broken section in boiler #1, both boilers have received the winter maintenance service under the recent contract with NJS Heating.

Digital/Archive project update – The Director reported that an appointment has been made with regional Archivist Virginia Antonici-Gibbons to view our fiche and historical collections and to assist with developing the digital projects.

New Business

Annual Budget Meeting and Trustee Election:

Motion made by Robert Carrozzo, seconded by Donald O'Brien, that the following resolution be approved:

WHEREAS it is necessary to conduct an Annual Meeting and to hold an election to fill one vacancy for a five year term in the office of trustee, and to approve the annual library budget, it is

RESOLVED that the Board of Registration of the Manhasset Union Free School District is requested to meet at the library on Monday, April 6, 2015 from 3:00 pm to 7:00 pm, to conduct personal registration of non-registered, eligible, residents of the District, and it is further

RESOLVED that at the close of said registration session, the Board of Registration is required to prepare and certify the roll of eligible voters and is requested to deliver the same to the Library Clerk on or before, Friday, April 10, 2015, and it is further

RESOLVED that the public budget hearing of the voters of the Manhasset Union Free School District for library purposes shall be held at the Manhasset Public Library on Wednesday, April 1, 2015 at 7:00 pm, and it is further

RESOLVED that the budget vote and trustee election for the Library shall be held at the Manhasset Public Library on Wednesday, April 15, 2015 from 7:00 am to 9:00 pm.

Yes – Carrozzo, O'Brien, Kesten, McLean, Jettmar

No – none

Discussion and actions:

The Board has requested that the Director begin Staff evaluations in 2015. The Director will prepare a format for review and implementation.

Trustee Chuck Jettmar has expressed his interest in pressing forward in a library space repurposing plan to be developed with the assistance of architects and space designers. This project should be a major focus in 2015.

Motion by Robert Carrozzo, seconded by Joanne Kesten at 9:08 pm to exit the meeting.

The next regularly scheduled Board meeting will be Thursday, January 22 at 7:00 pm.

Respectfully submitted,

Maggie Gough, Director, acting as secretary to the Board