

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Wednesday, December 20, 2017.
Session called to order at 7:48 pm.*

Attendance

Board Members:

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

Harry Meyer, CostaRothbort, Accountant
Robert Craig, Craig, Fitzsimons, Michaels, Auditor
Maggie Gough, Director
Linda Palmieri, Business Office
Charisse Relyveld-Osnato, Business Office
Pascale Laforest, Secretary to the Board

Motion to enter Executive session at 7:50 pm made by Judith Esterquest and seconded by William McLean.

Executive Session ended at 7:54 pm.

Financial Statement and Audit Review

Discussion with Bob Craig and Harry Meyer on the audit finding of the Library's internal controls and financial statements. The Auditors recommended that the Library adopt a standard confidentiality agreement for select professional service providers, create a comprehensive, up to date, personnel manual/employee handbook, amend the Procurement policy and practices to include authorized purchaser and hire an independent Treasurer.

Following the discussion of the 2016-2017 budget close out, **Fund Balance** assignments were made as follows:

At a regular meeting of the Manhasset Public Library on December 20, 2017 on a motion made by Board President Chuck Jettmar and seconded by Donald O'Brien, the Board adopts the following resolution to assign a portion of the 2016-2017 fund balances for Capital Projects in the amount of \$601,204.

Yes – Jettmar, Su, O'Brien, McLean, Esterquest

No – none

At a regular meeting of the Manhasset Public Library on December 20, 2017 on a motion made by Board President Chuck Jettmar and seconded by Donald O'Brien, the Board adopts the following resolution to assign a portion of the 2016-2017 fund balances for Library Repurpose in the amount of \$963,947.

Yes – Jettmar, Su, O'Brien, McLean, Esterquest

No – none

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by Board President Chuck Jettmar and seconded by Donald O'Brien, the Board assigns a portion of the 2016-2017 fund balance to the Employee Benefit Reserve Fund in the amount of \$189,057 as per current estimates relating to accrued employee benefits.

Yes – Jettmar, Su, O'Brien, McLean, Esterquest

No – none

RESOLUTION: GASB Compliance

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by Board President Chuck Jettmar and seconded by Gloria Su, the Board adopts the following resolution:

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement Number 54 Fund Balance Reporting and Governmental Fund Type Definitions, that became effective fiscal year 2010-2011, and
WHEREAS, the Manhasset Public Library continues to comply with the requirements of GASB 54.

NOW, THEREFORE, BE IT RESOLVED that the Manhasset Public Library hereby RENEW the existing policy.

Yes – Jettmar, Su, O'Brien, McLean, Esterquest

No – none

RESOLUTION: Fund Balance

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by President Chuck Jettmar and seconded by Judith Esterquest, the Board adopts the following resolution to reaffirm **FUND BALANCE POLICY**.

RESOLVED, that the Board ratifies and confirms the Fund Balance Policy as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

RESOLUTION: Investment Policy

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by Board President Chuck Jettmar and seconded by William McLean, the Board adopts the following resolution to reaffirm the **INVESTMENT POLICY**.

RESOLVED, that the Board ratifies and confirms the Investment Policy as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

RESOLUTION: Reserve Fund Policy

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by President Chuck Jettmar and seconded by Gloria Su, the Board adopts the following resolution to reaffirm the **RESERVE FUND POLICY**.

RESOLVED, that the Board ratifies and confirms the Reserve Fund Policy as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

Electronic Payment and Transfer Policy: Resolutions to follow...

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by Board President Chuck Jettmar and seconded by Donald O’Brien, the Board adopts the following resolution to amend the **ELECTRONIC PAYMENT and TRANSFER Policy** as follows:

RESOLUTION: Electronic Funds Transfer: Inter-account Transfer authorization

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by President Chuck Jettmar and seconded by Judith Esterquest, the Board adopts the following resolution for the Principal Account Clerk to transfer \$89,557 into Debt Service on a monthly basis as per FY2017-18.

RESOLVED, that the Board ratifies and confirms the Inter-account Transfer Authorization as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

RESOLUTION: Bond Payment and Wire Transfer

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by President Chuck Jettmar and seconded by Donald O’Brien, the Board adopts the following resolution for Principal Account Clerk to wire transfer the budgeted principal and interest in accordance with the Bond Payment amortization schedule.

RESOLVED, that the Board ratifies and confirms the Bond Payment procedure as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

RESOLUTION: Advanced Authorization for ACH payment

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by President Chuck Jettmar and seconded by Gloria Su, the Board adopts the following resolution for advance authorization for the ACH payment of the Library’s credit card in order to avoid late fees and finance charges; subject to audit by The Board of Trustees. Payments are not to exceed \$10,000 unless authorized in advance by the Board of Trustees.

RESOLVED, that the Board ratifies and confirms the Advanced Authorization for ACH as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

RESOLUTION: Payroll Procedure

At a regular meeting of the Manhasset Public Library held on December 20, 2017 on a motion made by President Chuck Jettmar and seconded by Donald O’Brien, the Board

adopts the following resolution Advance Authorization for the Payment of fixed salary and related Payroll taxes for each pay period; subject to audit by the Board of Trustees.

RESOLVED, that the Board ratifies and confirms the Advanced Authorization of Payroll Payment as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

Note: Trustee William McLean left meeting at 9:00 pm due to family commitments.

Minutes from previous sessions

Motion by Donald O’Brien, seconded by, Judith Esterquest to accept Minutes dated November 15, 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 December 20, 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	11/15/2017	Operating	\$ 309,771.02
Voucher # 706	11/16/2017	Payroll	\$ 77,357.76
Claims Warrant	11/30/2017	Operating	\$ 34,226.33
Voucher #707	11/30/2017	Payroll	\$ 81,726.68
Claims Warrant	12/14/2017	Operating	\$84,667.61
Voucher #708	12/14/2017	Payroll	\$78,034.35

Motion made by Gloria Su 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 on the installation of the new security system by Digital provisions and the improvements made by installing a concrete path to the area bordering on the north corner of the parking lot. The Director described the security training program provided for the staff.

Also detailed were the six class visits to the Library by the Munsey Park First Graders. The Children's Librarians hosted a pajama story time and a winter theme crafting program. In addition to a library goodie bag, each attendee left with a library card provided by the circulation staff.

Additionally, the Director responded to all questions regarding her report.

New Business/Goals for 2018

The Director and Trustees discussed the following as 'goals' for January and 2018; to secure contract with the architectural firm and commence public notification process, for the Director to provide monthly news updates for the local papers and to continue to build history center collaborative projects with MUFSD, Quaker Meeting House and Onderdonk House.

Motion made by Charles Jettmar, seconded by Donald O'Brien to adjourn made at 10:05 pm.

The next regularly scheduled Board meeting will be held on January 24, 2018 at 7:30pm in the 2nd floor conference room.

Respectfully submitted,

Pascale Laforest, Secretary to the Board