

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

*Held at the Library in the Conference Room on Wednesday, October 25, 2017.*

*Session called to order at 8:13 pm.*

**Attendance**

Board Members:

Charles Jettmar, President  
Gloria Su, Vice President – absent with notice  
Donald T. O’Brien, Financial Officer  
William McLean, Trustee  
Judith Esterquest, Trustee

Maggie Gough, Director

Community guests: Bill Hannon

**Reorganization 2017- 2018: Policy & Procedure**

Motion made by Board President Charles Jettmar and seconded by Donald O’Brien, the Board reviews and confirms the Trustee By-Laws as amended.

RESOLVED, that the Board ratifies and confirms the Trustee By-Laws.

Yes – Jettmar, O’Brien, McLean, Esterquest

No – none

Motion made by Board President Charles Jettmar and seconded by William McLean, the Board reviews and confirms the Long Range Plan of Service 2015-2020

RESOLVED, that the Board ratifies and confirms the Long Range Plan of Service 2015-2020.

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

No – none

Motion made by Board President Charles Jettmar and seconded by Judith Esterquest, the Board adopts the following resolution to appoint the **Manhasset Press** as the official newspaper; published within the county to which the Library will submit for publication announcements and legal notices.

RESOLVED, that the Board ratifies and confirms the Manhasset Press as official newspaper.

Yes – Jettmar, O’Brien, McLean, Esterquest

No – none

Motion made by Board President Charles Jettmar and seconded by Donald O'Brien, to reaffirm the following Professional Providers:

- General Counsel – Christopher Prior, Esq.
- Labor Counsel – Peter Fishbein, Esq.
- External Auditor – Robert Craig, CPA
- Internal Accountant – Harry Meyer, CPA
- Recording Secretary – Pascale Laforest

RESOLVED, that the Board ratifies and confirms the Professional Providers as stated.

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

Motion made by Board President Charles Jettmar and seconded by William McLean, the Board adopts the following resolution to reaffirm Whistle Blower Policy as amended and subject to reviewed by counsel.

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

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

Motion made by Board President Charles Jettmar and seconded by Judy Esterquest, the Board adopts the following resolution to reaffirm Conflict of Interest Policy.

RESOLVED, that the Board ratifies and confirms the Conflict of Interest Policy as stated.

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

Motion made by Board President Charles Jettmar and seconded by Donald O'Brien, the Board adopts the following resolution to amend the Community Room policy to include rental deposits.

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

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

### **Minutes from previous sessions**

Motion by Donald O'Brien, seconded by, Judy Esterquest to accept Minutes dated September 27, 2017 as amended.

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

**Financial Reports and Vouchers**

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 25, 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	9/28/2017	Operating	\$ 93,784.85
Voucher # 703	10/5/2017	Payroll	\$ 76,830.25
Claims Warrant	10/12/2017	Operating	\$ 42,229.69
Voucher # 704	10/19/2017	Payroll	\$ 77,965.39

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

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

Yes – Jettmar, O’Brien, McLean, Esterquest

No – none

**Administrative Report**

*The Director responded to all questions regarding her report.*

**Old Business/Action List**

**New Business**

NLS Trustee approval vote

The Manhasset Public Library Board indicated their support and re-nomination of incumbent Irving Chernofsky as the Area 7 Representative on the NLS Board.

Motion: made by Donald O’Brien seconded by Charles Jettmar that the Manhasset Public Library Board supports Irving Chernofsky as the Area 7 Representative on the NLS Board.

Yes – Jettmar, O’Brien, Esterquest

No – none

Architect proposal confirmation was tabled pending the responses to additional questions raised by the Trustees. The Director will forward the queries to the architects for their response.

A discussion arose regarding service contracts and redefining of the Procurement Policy and procedures. In order to track project costs a variance report will be employed; an outline was suggested by Chuck Jettmar and reviewed by the Trustees. Chuck Jettmar suggested that a 10% contingency reserve be included in project costs and noted within the variance report. A Cost Variance Report was drafted for this purpose. (*see attached*). It was reported that Chris Prior is working on the service contract and procurement policy updating.

Board Meeting Calendar for 2018 – items tabled

Motion by Judith Esterquest, seconded by, Donald O'Brien to enter Executive Session.

Executive session entered at 9:30pm.

Executive session covered matters pertaining to labor negotiations. The Trustees were informed that a MOA has been reached with the Union and a member vote on possible ratification is forthcoming.

Motion made by Charles Jettmar seconded by Judith Esterquest to adjourn made at 10:50pm.

The next regularly scheduled Board meeting will be held on November 15<sup>th</sup> at 8 pm in the 2<sup>nd</sup> floor conference room.

Respectfully submitted,

Maggie Gough, acting as secretary

