

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

*Held at the Library in the second floor conference room on Thursday, October 15, 2015.  
Session called to order at 7:45 pm.*

**Attendance**

Board Members:

William McLean, President  
Joanne L. Kesten, Vice President  
Donald T. O'Brien, Treasurer (absent with notice)  
Robert Carrozzo, Trustee (left at 9:05pm with notice)  
Charles Jettmar, Trustee (late with notice)

Maggie Gough, Director

**Minutes from previous sessions**

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

Yes – McLean, Kesten, 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 October 15, 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 #649	9/10/2015	Payroll	\$63,552.68
Voucher #650	9/24/2015	Payroll	\$63,942.81
Claims Warrant	9/30/2015	Operating	\$112,664.64
Claims Warrant	10/15/2015	Operating	\$65,942,56

Motion made by Bill McLean seconded by Donald O'Brien, to approve Vouchers in the amounts listed.

Yes – McLean, Kesten, Carrozzo, Jettmar  
No – none

**Executive Session entered 8:15pm**

Legal discussion regarding PERB settlements.

**Executive Session ended 8:40pm; entered public session**

The Trustees moved to settle outstanding PERB issue regarding Page III/Adult Pages as follows:

BE IT RESOLVED, as of October 15, 2015, the Board of Trustees hereby approves granting Page III/Adult Pages Ms. Giacalone (Step 4), Mr. Eng (Step 2) and Mr. Kerigan (Step2), step movement as listed on the salary scale, all of whom agree to forgo any retroactive corrections, as agreed among the United Public Service Employees Union, the Manhasset Public Library Staff Association and the Manhasset Public Library in full resolution of PERB Case No.U-32154, subject to the execution of a Memorandum of Agreement among the parties.

Yes – McLean, Kesten, Carrozzo, 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 Director answered Trustee questions regarding a patron complaint dated October 5 involving a request for quiet study space and the lack of helpful staff response. The complaint characterized her experience in the library as disappointing and interaction with library staff as ‘lacking common sense, kindness and generosity’ and ‘acting with no regard to common sense or interest in the public's satisfaction with the facility or operations’. Speaking for the Board, Trustee Joanne Kesten demanded that the Director address the unwelcoming tone exhibited by library staff and reacquaint the staff with the library mission to serve the community. Further mention was made to improve communication and to expand electronic interface.

The Director answered Trustee question regarding the power outage occurring Friday, October 2, from approximately 3:15pm – 4:00pm. At the time a large number of St Mary’s students were in the facility many of whom normally wait for parents/guardians to pick them up later in

the evening. The Trustees expressed concern over unattended, unsupervised minors and proposed renewed outreach efforts to St Mary's.

The Director responded to questions regarding the incident occurring Wednesday morning, October 14 when the building was evacuated as a result of a fire alarm. A faulty light ballast on the first floor triggered the fire alarm. Trustee Joanne Kesten questioned the Director as to her whereabouts during the incident. The Director responded that she had in fact left the building as she had a prior appointment but had been fully apprised of the evacuation using both staff statements and security video. Based on this evidence, the Director could understand the flaws in the evacuation process and plan improvements.

### **Old Business**

Following a discussion of RFQ for Library Architect services, the Director was instructed to identify multiple architectural firms and services and prepare project overview materials for Trustee review.

On Hold for further Trustee review ByLaws revision, Long Range Plan of Service, Director Goals and evaluation

### **New Business**

Charisse Relyveld- Osnato, Account Clerk, began working in the business office on Monday, October 5. Charisse's duties will include processing payroll, monitoring employee accrual records and assisting with HR functions.

Motion by Bill McLean, seconded by Robert Carrozzo, to approve the hiring Charisse Relyveld-Osnato as Account Clerk to start date October 5, 2015 at a starting salary to be offered of \$45,000 and six months' probation. This is a confidential position.

Yes – McLean, Carrozzo, Kesten, Jettmar

No – none

Materials providing information on the new 2016 Election Guidelines and voting procedures were distributed to the Trustees for their review. Tentative dates for the Annual Budget Hearing is Wednesday, April 6 and for the Budget Vote/Trustee Election, Wednesday, April 20. Suggested dates for the 2016 Board of Trustee Meetings are as follows:

January – Thursday, January 21, 2016

February – Thursday, February 25, 2016

March/April – Wednesday, April 6 – Annual Budget Hearing

April – Special Meeting to confirm voting results – Wednesday, April 20

May – Thursday, May 19, 2016

June – Thursday, June 16, 2016

The Trustees reviewed and accepted the 2016 Library Calendar.

Motion by Bill McLean seconded by Joanne Kesten to adjourn made at 9:25pm.

The next regularly scheduled Board meeting will be Thursday, November 19, 2015 at 7:30 pm in the second floor conference room

Respectfully submitted,

Maggie Gough, Director  
*acting as Secretary to the Board*