

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

**Held at the Library in the second floor conference room on Thursday,
October 24, 2013.
Session called to order at 7:12 p.m.**

Attendance

Board Members:	Robert Carrozzo, President Joanne L. Kesten, Trustee Donald T. O'Brien, Financial Secretary Cindy Cardinal, Trustee
	Maggie Gough, Director
Secretary to the Board	Gail J. Neufeld

Executive Session

Motion by Robert Carrozzo, seconded by Donald O'Brien, to go into Executive Session at 7:12 P.M.

Legal and personnel issues were discussed. No action taken.

Motion by Robert Carrozzo, seconded by Joanne Kesten, at 7:58 pm to exit Executive Session.

Minutes from previous session

Motion by Robert Carrozzo, seconded by Cindy Cardinal, to accept the September 19, 2013 minutes, as amended.

Yes – Carrozzo, Kesten, O'Brien, Cardinal
No – none

Financial Report and Vouchers

Motion by Robert Carrozzo and seconded by Donald O'Brien, to approve the financial vouchers dated April 2013.

Yes – Carrozzo, Kesten, O'Brien, Cardinal
No – none

Vouchers

Voucher #596	Dtd. 9/12/13	Payroll	67,825.56
Voucher	Dtd. 9/24/13	Operating	78,665.95
Voucher #597	Dtd. 9/26/13	Payroll	71,882.43
Voucher	Dtd. 10/2/13	Operating	26,467.23
Voucher #598	Dtd. 10/10/13	Payroll	70,388.65
Voucher	Dtd. 10/22/13	Operating	84,067.38

Administrative and Statistics Reports

Financial Report and Vouchers

- Vouchers/ACTION
- Financial Review / ACTION

Administrative Reports and Statistics Reports

- Director's Report
- Reference Department
- Web Resources
- Overdrive Statistics (e-books, downloadable audiobooks)
- Children's Department
- Children's Library Statistics
- Teen Zone
- Program Attendance Statistics
- Facilities Report

Administrative Report

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

- Yes – Carrozzo, Kesten, O'Brien, Cardinal
- No – none

Old Business/ACTION List

Policy Manual Update (Secret Garden Room & Conference Room)

Updates were discussed, questions were answered, corrections made.

Auditor/Accounting update

Items discussed and resolved.

Review of Richmar

Consultant Bill Sullivan is in contact with Richmar regarding the resolution of labor cost billing issues and maintenance contract renewal.

Review of Insurance renewal

Broker is reviewing options and making recommendations for additional coverage.

Renew Maura Brothers for Snow Removal

Contract reviewed. Cost difference between sand/salt or salt only for parking lot noted. Recommend sand/salt for lot at lower cost despite the inconvenience of tracking sand into the building, etc. Director recommends renew of proposed contract.

Fire Marshal Report

The Fire Marshal reported one possible code violation involving the venting system for the gas oven in the community room kitchen. Subsequently, oven and the gas line were turned off. In order to use the oven the vent system must be brought up to code.

The Fire Marshal report was sent to the school facility supervisor for his signature. Awaiting documents to be signed and filed.

Wi-Fi Update

Proposed wireless package will upgrade the network and provide a log in for users' devices. Awaiting written confirmation that the system will work in all parts of the library. It is suggested by the Director that the new wireless package could be paid for by the Grant.

Quinn & Feiner Repair bills

Donald O'Brien will get a second opinion on air handler repair as estimate from Quinn and Feiner seems high.

New Business

Motion by Robert Carrozzo, seconded by Joanne Kesten, to authorize Heidi McNamara to work as an unpaid consultant with regard to contract negotiations; and further authorize her to contact our labor lawyer as she sees fit.

Yes – Carrozzo, Kesten, O'Brien, Cardinal
No – none

Manhasset resident, Charles Jettmar, was introduced to the Board as a prospective replacement for Trustee, Heidi McNamara. Discussion and motion followed.

Motion by Cindy Cardinal, seconded by Joanne Kesten, for Manhasset resident, Charles Jettmar, to fill the position on the Library Board of Trustees vacated last month by Heidi McNamara.

Discussion on 8 am Sign Up for Exercise on Wednesday, October 17

Problems exist with in-person sign up for the library's exercise programs. The Director is requested to devise program sign up alternatives.

Discussion of staff schedules and the staff review program - Reflection Advisory: Job Duties, Job Weighting and Performance.

This discussion took place in Executive Session.

The next scheduled meeting will be Thursday, November 21, 2013 at 7:00 P.M.

Respectfully submitted,

Gail J. Neufeld, Secretary to the Board