

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

*Held at the Library in the Conference Room on Thursday, September 26, 2019.  
Session called to order at 8:08 pm.*

### **Attendance**

Board Members:

Charles Jettmar, President  
Gloria Su, Vice President (absent with notice)  
Donald T. O'Brien, Financial Officer  
Judith Esterquest, Trustee  
William Hannan, Trustee

Maggie Gough, Director

Elisabeth Martin, MDA (exited at 9:30pm)

Dan Santin, MDA (exited at 9:30pm)

Christopher Prior, Esq. (exited at 10:20)

MPL Staff: Cheryl Kallberg & Maria Mignano (*exited prior to Executive Session*)

**Presentation:** Elisabeth Martin MDA presented the updated floor designs under review with the cost estimators and the EMP engineers. Ms. Martin reported on advances made in the NYSED process. A final NYSRD document check list is being completed and materials are ready for submission. Elisabeth Martin and Christopher Prior engaged in a preliminary discussion on formulating bidding documents, bidding strategies and contracts. Bids will cover two areas; general construction and furniture/finishes. The bid form to be developed will include project oversight strategies and contract requirements including payments, insurance, warranties, and subcontractor approvals. Oversight strategies and project logistics including the operational timetable/scheduling and labor plan will be developed. The bidding process and contract phase have to be accounted for in the preliminary project schedule with variations noted. The Director was asked to request bid documents from other libraries that have undergone this process.

**Executive Session entered at 9:30pm.**

**Executive Session exited at 10:15pm.**

**Request and Approval given for the 2018-19 Auditing service.**

Motion by Donald O'Brien, seconded by Charles Jettmar to engage Robert Craig, CPA, from the firm Craig, Fitzsimons and Michaels for the 2018-2019 Annual Audit.

Yes – Jettmar, O'Brien, Esterquest, Hannan

No – none

**Minutes from previous sessions**

Motion by, Judith Esterquest seconded by, Charles Jettmar to accept Minutes dated August 1, 2019

Yes – Jettmar, O’Brien, Esterquest, Hannan

No – none

**Financial Report and Vouchers:**

The Trustees reviewed and accepted Michael Tomicich Treasurer’s Report of September 12, 2019.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on September 26, 2019 and are allowed in the amounts shown.

Voucher #751	8/8/2019	Payroll	\$90,636.11
Claims Warrant	8/14/2019	Operating	\$37,542.26
Voucher #752	8/22/2019	Payroll	\$84,340.12
Claims Warrant	8/27/2019	Operating	\$95,710.81
Voucher #753	9/5/2019	Payroll	\$82,072.79
Claims Warrant	9/13/19	Operating	\$28,763.44

Linda Palmieri has been here by authorized and directed to pay to each of the claimants.

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

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

Yes – Jettmar, O’Brien, Esterquest, Hannan

No – none

**Administrative Report**

The Director reported that the Staff received Active Shooter Incident training with the expectation that such training raises awareness and facilitates preparation and crisis planning. For other emergency conditions, the staff will receive a follow up course on safely dealing with threatening incidents in the work place and *Verbal Judo* techniques in October. Staff have been

asked to provide feedback and comments on the training sessions which will be used in determining future training topics and procedural actions. An updating of emergency response procedures and continuing safety practice drills are being planned for October.

The Director reported that NLS recommends that all Library Boards commit to supporting fair access to digital content in opposition to what Macmillan proposes.

The Trustees tabled the MPL Resolution supporting digital content pending further discussion.

The Director reported the Civil Service approval and hiring of Lusía Muñoz to the position of Full Time Librarian 1, Youth Services. Ms. Muñoz, who is bilingual (Spanish-English), has been the Teen Librarian at Merrick Library for the past 6 years. She has a thorough knowledge of library technologies, media and youth services.

Motion by Charles Jettmar, seconded by Judith Esterquest approves the appointment of Lusía Muñoz as Librarian I, Youth Services.

Yes – Jettmar, O’Brien, Esterquest, Hannon

No – none

### **New Business**

Parking Lot project: Parking lot maintenance has not been done in three years. The Director provided a comparison chart listing the services costs and materials proposed by four parking lot repair companies. The services includes parking lot crack repairs, resealing and striping. After discussion the Trustees selected, Black Top Unlimited.

Motion by Charles Jettmar, seconded by Donald O’Brien to approve the hiring of Black Top Unlimited to perform the necessary parking lot repairs and sealing at a cost not to exceed \$20,000.

Yes – Jettmar, O’Brien, Esterquest, Hannon

No – none

Motion made by Charles Jettmar to adjourn made at 10:45pm.

The next regularly scheduled meeting will be held on Thursday, October 17 at 8:00pm. This session will include the Annual Reorganization.

Respectfully submitted,

Maggie Gough, acting as Board Secretary