

**Amended Minutes of the Board of Trustees of the Manhasset Public Library**  
**January 14, 2025**

*Held at the Library in the Lower Level meeting room on Tuesday, January 14, 2025.*

*Session called to order at 7:05 pm*

**Attendance**

Board Members:

Charles Jettmar, President  
Judith Esterquest, Vice President  
Donald T. O'Brien, Financial Officer  
Gloria Su, Trustee (Absent with Notice)  
Diane Klein, Trustee

Keith Callahan, P.E., FPM Group  
Harry Meyer, Partner, Craig, Fitzsimmons & Meyer, LLP  
Maggie Gough, Director  
Maria Mignano, Assistant Director  
Stephanie Catlett, Secretary to the Board

**Presentation: FPM Review of SED/Capital Projects**

Keith Callahan of FPM Group presented a review of SED projects. After discussion, the Board took the following actions:

RESOLVED, that the Board unanimously approves the Exterior Renovation Project. The estimated cost of the upgrades is \$707,000 and the Library has sufficient funds to cover these fees.

Motion to accept Resolution, made by Judith Esterquest and seconded by Donald O'Brien.

Yes – Jettmar, Esterquest, O'Brien, Klein

No – none

Upon the recommendation of the Director, the Board of Trustees of Manhasset Public Library approves the following Resolution:

WHEREAS the Board of Trustees desires to embark upon the Proposed Exterior Reconstruction Project (Project), listed in attachment A hereto; and  
WHEREAS, said Project is subject to classification under the State

Environmental Quality Review Act (SEQRA); and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby declares itself lead agency in connection with the requirements of SEQRA; and the Board of Trustees, as the lead agency, has examined all information related to the Project and has determined that the Project as a whole listed in attachment A hereto is classified as a Type II Action as defined by Section 617.5(c)(8) of the SEQRA Regulations and therefore requires no further review; and

WHEREAS the prior review of this site for the Interior Renovations of Basement, 1 st Floor, 2 nd Floor, & 3 rd Floor was judged as exempt from a requirement for SEQR review; and

BE IT FURTHER RESOLVED that the Board of Trustees hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the prior Project Review Exemption Form from the New York State Office of Parks, Recreation and Historic Preservation, in connection with its request for approval of said Project from the New York State Education Department.

Motion by Charles Jettmar, seconded by Judith Esterquest to accept the above SEQRA Resolution.

Yes – Jettmar, Esterquest, O’Brien, Klein

No – none

The Board asked Mr. Callahan to have FPM move forward with the Building Vehicle Protection proposal (dated December 4, 2024) for the Onderdonk and Northern Blvd. corner and present barrier options and three contractor proposals for Board consideration. In addition, Mr. Callahan was asked to add a lighting plan for the library name signage facing the parking lot to the *Exterior Renovation Project* and, in response to the recent sprinkler system flood emergency, a warning system added to the dampers in the SW Stairway along with adjustments to the sprinkler pipe.

#### **Presentation of the proposed 2025-2026 Budget**

Harry Meyer presented the proposed 2025-2026 budget. After discussing the line items, Harry was instructed to bring the total budget increase to 2.20% as per the tax cap. The total

appropriation is \$6,418,000 which includes \$1,025,250 for the debt service/bond payment. The amount to be raised by taxes is **\$5,971,300**.

Motion was made by Donald T. O'Brien, seconded by Diane Klein, to approve the proposed 2025-2026 Budget, as presented.

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

### Minutes from previous session

Motion by Judith Esterquest, seconded by Diane Klein to accept the Minutes dated November 19, 2024.

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

### Financials, Reports and Vouchers

The Trustees reviewed and accepted Brian Cleary's Treasurer Reports of November 21, 2024, December 12, 2024 and December 30, 2024. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on January 14, 2025 and are allowed in the amounts shown.

Voucher #889	11/7/2024	Payroll	\$ 85,057.69
Claims Warrant	11/21/2024	A-Fund/General Operating	\$ 408,909.08
Voucher #890	11/21/2024	Payroll	\$ 86,375.75
Voucher #891	12/5/2024	Payroll	\$ 83,913.37
Claims Warrant	12/12/2024	A-Fund/General Operating	\$ 114,955.35
Voucher #892	12/19/24	Payroll	\$ 83,496.50
Claims Warrant	12/31/24	A-Fund/General Operating	\$ 54,981.17
Voucher #893	1/2/2025	Payroll	\$ 82,218.91

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

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

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

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

**Director's Report** – Director answered all questions regarding her report.

Actions:

**Budget Vote Timeline:** As per discussion, the Budget Vote and Trustee Election will be held on Tuesday, April 8, 2025. Additional preparations to be determined.

**Resolution to hold Budget Vote**

Motion by Donald T. O'Brien, seconded by Charles Jettmar, to set the Budget Vote and Trustee Election on Tuesday, April 8, 2025.

RESOLVED, that the Budget Vote and Trustee Election for the Library shall be held at the Manhasset Public Library on Tuesday, April 8, 2025 from 8:00 am – 9:00 pm.

Yes – Jettmar, Esterquest, O'Brien, Klein

No – none

**Nassau Civil Service Residency Requirement:** MLD (Member Library Directors) & NLS (Nassau Library System) have met with the NYS Civil Service Commissioner and are working together to address negotiating the removal of the Nassau County Residency requirement for library positions. Nassau Libraries could benefit from expanded canvassing and hiring from a larger talent pool. Adopting a non-residency clause for hiring would not exclude Manhasset from continuing to opt for 'local preference' which places community residents on the top of the eligible list and the first opportunity to interview for an open position.

If in agreement with eliminating the Nassau County Residency requirement, the Board is asked to record their support in the Minutes and thereby notify MLD/NLS of our position.

Motion, made by Judith Esterquest, and seconded by Diane Klein to adopt a non-residency clause for Civil Service hiring.

Yes – Jettmar, Esterquest, O'Brien, Klein

No – none

The Director will notify MLD & NLS of the Board's decision.

**Facility – Flood follow up:** On Friday, January 10<sup>th</sup> at approximately 11:00 am fire alarms sounded alerting library occupants to an emergency situation. A sprinkler head had broken in the SW stairwell connected to the roof. Additional calls for emergency service were made. Patrons, assisted by Staff, evacuated the building. The Library closed Friday by noon and remained closed Saturday, January 11<sup>th</sup> for flood damage cleaning. Trustees and Patrons were alerted to the emergency closure.

The flood conditions included standing oil infused water in the stairwell and on the 3<sup>rd</sup> floor and in the basement, soaked rugs and stained flooring. Maccarone Plumbing fixed the broken sprinkler head, tested, and reset the fire suppression system. The fire department and the Fire Marshalls were on site to inspect. The ServePro cleaning crew were brought in to dry and clean the damaged areas. The Building Maintainer, Garry Serraino, oversaw the remediation process and directed the ServePro crew throughout the weekend. The swift and efficient flood response allowed us to open the Library on Sunday, January 12<sup>th</sup>. Garry has redoubled cleaning efforts on select carpets that showed some sign of water damage. Otherwise, we are back to normal facility operations.

We were very fortunate that this incident occurred during operating hours with our experienced, dedicated Facility and Administrative Staff present. Continued water flow from the sprinkler head could have had disastrous consequences.

**Executive Session:** Entered at 9:05 pm, Exited at 9:15 pm

**Action:** As per request by the Director, the Trustees approved the addition of a full-time programming person to be hired in compliance with Civil Service regulations and from the Civil Service eligible list for LSK – Program Specialist.

Motion, made by Judith Esterquest, seconded by Charles Jettmar to canvass for the position of LSK - Cultural Program Specialist.

Yes – Jettmar, Esterquest, O'Brien, Klein

The date for the next Board Meeting is Wednesday, February 26, 2025 at 5:30 pm.

Motion to end the meeting made by Charles Jettmar and seconded by Judith Esterquest at 9:15 pm.

Respectfully submitted,

Stephanie Catlett

Secretary to the Board