

Minutes of the Board of Trustees of the Manhasset Public Library
February 2, 2022

Held at the Library in the Community Room/ Lower Level meeting room on Wednesday, February 2, 2022.

Session called to order at 7:40 pm.

Attendance

Board Members:

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

Harry Meyer, Partner, Craig, Fitzsimmons & Meyer, LLP
Maggie Gough, Director
Maria Mignano, Assistant Director
Linda Palmieri, Principal Account Clerk – Business Office
Stephanie Catlett, Secretary to the Board

Sharon Rappaport, Librarian II, Adult Reference
Cheryl Kallberg, Librarian II, Collection Development
Luisa Munoz, Youth Services Librarian

Librarian presentation: Collection Selection, Censorship and the Library's Response
Librarians Sharon Rappaport, Cheryl Kallberg and Luisa Muñoz presented a brief overview of the Library's Collection Development and Collection Maintenance Policy.

Review of the proposed 2022-2023 Budget: Harry Meyer, the Library's accountant, presented the proposed 2022-2023 budget. The proposed overall budget is \$5,616,328, which includes \$1,026,500 for the debt service/bond payment. Fiscal prudence remains the hallmark of the library budgeting process. The Board members thoroughly examined line item expenditures and the value of the resources and services represented by a 2% budget increase. In addition to historically based estimates and projections, Accountant Harry Meyer presented a longitudinal study on the Library's 10-year tax cap history. Harry's analysis demonstrated the Library's pattern of tax cap utilization, averaging 1.8%, was within the tax cap guidelines and avoided additional tax burdens to our community. Last year, 2021, was an anomaly as the Library had to levy funds to cover the \$1,022,625 clerical error made by the MUFSD when submitting our tax

levy. The Library’s sound fiscal management has allowed the us to self-fund the interior renovation and building updates delivering a safe and vibrant library space supported by a first-rate professional staff. The goal of this year’s budget is to continue providing exceptional services and materials in a welcoming space.

Resolution to accept the Proposed Operating Budget for 2022-2023

Motion by, Charles Jettmar seconded by Judith Esterquest, to accept the proposed operating budget for 2022-2023 in the amount of \$ 4,589,828.00, with the amount to be raised by taxes of \$ 5,616,328.00 for consideration at the public hearing on March 23, 2022 followed by public vote to be held at the Library on April 6, 2022.

Yes - Jettmar, Su, O’Brien, Esterquest

No – Hannan

Minutes from previous session

Motion by Gloria Su, seconded by Judith Esterquest to accept the Minutes dated January 19, 2022.

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

No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich’s Treasurer Report of February 1, 2022. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on February 2, 2022 and are allowed in the amounts shown.

Voucher #814	1/6/2022	Payroll	\$ 70,298.90
Voucher #815	1/20/2022	Payroll	\$ 74,468.21
Claims Warrant	1/31/2022	A-Fund/General Operating	\$ 62,033.98
Voucher #816	2/3/2022	Payroll	\$ 70,591.46
Voucher #816a	2/3/2022	Payroll	\$ 2,743.35

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

Motion made by Donald T. 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, Su, O'Brien, Esterquest, Hannan

No – none

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

Masking Update: The Library's legal counsel confirmed that the masking mandate is in place and that the Library should follow the law. The Governor has extended the current mask mandate through March 2, 2022. Once this mandate expires the Library can decide on its own mask policy/practice.

Foot Traffic & library hours: Assistant Director Maria Mignano provided an analysis of patron activity to better allocate staff resources based on peak traffic times. Gate count and transaction history were the two measurable criteria considered in determining how many patrons are using the building during the evening hours from 5pm-9pm. At this time, the data indicates that patron usage is most active on Wednesday, followed by Monday, Tuesday, and Thursday. We anticipate expanding library hours -- to be discussed at the next Board meeting.

No Executive session was called.

The date for the next Board Meeting is March 2, 2022.

Motion to end the meeting made by Charles Jettmar and seconded by Judith Esterquest at 9:50 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board