

Minutes of the Board of Trustees of the Manhasset Public Library
January 13, 2026

*Held at the Library in the Lower Level meeting room on Tuesday, January 13, 2026.
Session called to order at 7:10 pm*

Attendance

Board Members:

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

Harry Meyer, Partner, Craig, Fitzsimmons & Meyer, LLP
Maggie Gough, Director
Maria Mignano, Assistant Director
Linda Palmieri, Business Operations Manager
Stephanie Catlett, Secretary to the Board

Presentation of the proposed 2026 - 2027 Budget

Harry Meyer presented the proposed 2026-2027 budget. The total appropriation is \$6,612,612, which includes \$1,020,750 for the debt service/bond payment. The amount to be raised by taxes is \$6,170,912.

Motion by Donald T. O'Brien, seconded by Judith Esterquest to approve the 2026-2027 Budget, as presented.

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

Minutes from previous session

Motion by Diane Klein, seconded by Judith Esterquest to accept the Minutes dated December 10, 2025.

Yes – Jettmar, Su, Esterquest, O'Brien, Klein
Abstain - Su

Financials, Reports and Vouchers

The Trustees reviewed and accepted Brian T. Cleary’s Treasurer Reports of December 18, 2025 and January 6, 2026. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on January 13, 2026 and are allowed in the amounts shown.

Voucher #917	12/4/25	Payroll	\$ 93,477.46
Voucher #918	12/18/25	Payroll	\$ 91,790.08
Claims Warrant	12/18/25	A-Fund/General Operating	\$115,670.75
Voucher #919	12/31/25	Payroll	\$ 89,512.98
Claims Warrant	12/31/25	A-Fund/General Operating	\$ 25,861.80
Claims Warrant	1/6/26	A-Fund/General Operating	\$ 76,398.16

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, Klein
 No – none

Director’s Report:

FPM- Roof Project Update: FPM is working to close out the remaining punch list items. We have received the Soprema Roof Warranty. The smoke vents have been installed. BEST has not secured the DOT permit for repairing the sidewalk. FPM is working out additional issues with BEST regarding change orders, credits and payments.

FPM – Vehicle Protection/Bollard Project-additional scope cost proposal: Due to the increases in the cost of the bollards (+/-) \$80,000, FPM will be producing a Project Manual, Construction Contracts and coordinated Bid Documents and bidding oversight. The original scope was covered by our **agreed to lump sum fee of \$17,000 on 1/31/2025**. With the added scope, FPM is requesting an additional services fee of \$8,500. The total FPM costs would be \$25,500.

Motion, made by Donald T. O'Brien, and seconded by Diane Klein, to approve FPM's additional service fee of \$8,500.

RESOLVED that the Board approves FPM's additional service fee in the amount of \$8,500.

Yes – Jettmar, Esterquest, O'Brien, Su, Klein

No – none

FPM – Engineering Services Cost Proposal - Cooling Central Plant Replacement and HVAC System Retro-Commissioning. FPM has submitted a *Proposal*. The Proposal will include 'as-built' drawings of the cooling plant, schematic designs, construction cost estimates, optimal plant configurations and recommendations with supporting rationale. This yearlong scope of services will include samplings from different seasons to evaluate the performance of the cooling and heating systems. FPM is projecting a date of May 14, 2026 for the 30% schematic design completion. The cost for the proposed Engineering Services is a lump sum fee of \$45,575.

Motion, made by Diane Klein, and seconded by Gloria Su, to approve FPM's Engineering Services for the Cooling Central Plant Replacement and HVAC System Retro-Commissioning in the amount of \$45,575.

RESOLVED that the Board approves FPM's Engineering Services for the Cooling Central Plant Replacement and HVAC System Retro-Commissioning in the amount of \$45,575.

Yes – Jettmar, Esterquest, O'Brien, Su, Klein

No – none

New Business:

Budget Vote Timeline: The Budget Vote and Trustee Election will be held on Tuesday, March 31, 2026.

Wednesday, February 11 – Trustee Nominating Petitions are available

Friday, February 27 – Return date for Nominating Petitions

Tuesday, March 24 – Annual Budget Hearing at 7:00pm

Tuesday, March 31 – Budget Vote & Trustee Election, 8:00am-9:00pm-Community Room

- Special meeting will be held directly after ballots are counted to authenticate the election results.

Resolution to hold Budget Vote

Motion by Donald T. O'Brien, seconded by Judith Esterquest, to set the Budget Vote and Trustee Election on Tuesday, March 31, 2026.

RESOLVED, that the Budget Vote and Trustee Election for the Library shall be held at the Manhasset Public Library on Tuesday, March 31, 2026 from 8:00 am – 9:00 pm.

Yes – Jettmar, Esterquest, O'Brien, Klein

No – none

The designation of Board members as Election Officials for the Annual Budget Vote and Trustee Election on Tuesday, March 31 is as follows:

Donald T. O'Brien to act as Chief Election Inspector

Diane Klein as Permanent Chair Person

Charles Jettmar as Alternate Permanent Chair Person

The date for the next Board Meeting is Tuesday, February 10, 2026 at 7:00 pm.

Motion to end the meeting made by Charles Jettmar and seconded by Judith Esterquest at 8:20 pm

Respectfully submitted,

Stephanie Catlett

Secretary to the Board