

Minutes of the Board of Trustees of the Manhasset Public Library
January 19, 2022

*Held at the Library in the Lower Level meeting room on Wednesday, January 19, 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

Presentation of the proposed 2022-2023 Budget

Harry Meyer presented the proposed 2022-2023 budget. Linda Palmieri provided a considerable amount of vital information on personnel, health insurance and pension costs in addition to historic estimates for operating expenses. After discussing the line items, Harry was instructed to bring the total budget increase to 2% as per the tax cap. The overall budget is \$5,616,328.00 which includes \$1,026,500.00 for the debt service/bond payment. The Trustees will review the adjusted proposed budget and vote on its acceptance at the next meeting.

Minutes from previous session

Motion by Judith Esterquest, seconded by Charles Jettmar to accept the Minutes dated December 15, 2021.

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

No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich Treasurer’s Reports of December 30, 2021 and January 18, 2022. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on January 19, 2022 and are allowed in the amounts shown.

Voucher #812	12/9/2021	Payroll	\$ 69,415.14
Voucher #813	12/23/2021	Payroll	\$ 79,634.27
Claims Warrant	12/31/2021	A-Fund/General Operating	\$ 217,200.76
Claims Warrant	1/18/2022	A-Fund/General Operating	\$ 98,155.98

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

Motion made by Donald T. O’Brien, seconded by Judith Esterquest, 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

New Business:

Budget Vote Timeline – In preparation for the Budget Vote and Trustee Election, the Director has filed the preliminary application with the Nassau County Board of Elections. She has been given access to the Memorandum of Agreement (MOA) which sets forth and authenticates the voting procedures, the ballot and reserves voting machines for an April 6, 2022 vote.

Resolution to hold Budget Vote

Motion by Charles Jettmar, seconded by Gloria Su, to accept the following resolution:

Annual Budget Meeting and Trustee Election Resolution

WHEREAS, it is necessary to conduct an Annual Meeting and to hold an election to fill one vacancy for a five-year term in the office of trustee, and to approve the annual library budget; it is

RESOLVED that the Board of Registration of the Manhasset Union Free School District is requested to meet at the library on Tuesday, March 22, 2022 from 3:00 pm to 7:00 pm, to conduct personal registration of non-registered, eligible, residents of the District, and it is further

RESOLVED that at the close of said registration session, the Board of Registration is required to prepare and certify the roll of eligible voters and is requested to deliver the same to the Library Clerk on or before, April 1, 2002, and it is further

RESOLVED that the public budget hearing of the voters of the Manhasset Union Free School District, for library purposes shall be held at the Manhasset Public Library on Wednesday, March 23, 2022 at 7:00 pm; and it is further

RESOLVED that the Budget Vote and Trustee Election for the Library shall be held at the Manhasset Public Library on Wednesday, April 6, 2022 from 8 am – 9 pm.

RESOLVED, that the Board ratifies and confirms the Annual Budget Meeting and Trustee Election Resolution as stated.

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

No – none

The designation of Board members as Election Officials for the Annual Budget Vote and Trustee Election on Wednesday, April 6 is as follows:

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

William Hannan as Permanent Chair Person

Charles Jettmar as Alternate Permanent Chair Person

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

Re-opening Event: The re-opening event has been rescheduled to Saturday, March 12 at 1:30 pm. Following the photo session, light refreshments will be served in the Café. All are invited to the art reception being held in the community room. Town of North Hempstead Supervisor Jen DeSena will attend.

COVID Surge and Operating Hours: The Library’s two busiest departments have been impacted by the recent COVID surge. By reducing evening hours Monday, Tuesday and Thursday, we have been able to provide coverage without loss of services. Depending on the course of the pandemic, it is expected these hours will be in effect through February. The Director will reevaluate as needed.

Personnel: Assistant Director Maria Mignano has revised and overseen staff evaluations for new employees. The three and six-month evaluations have provided valuable feedback about new employees; reinforcing positive work efforts and underscoring any need for improvement.

In addition, Maria has done the final edits on the Meeting Room Policy and updated the webpage in compliance with New York State Minimum Standards.

Facility: This week Toshiba copiers were delivered for our public and staff use.

Library Activities: Thanks to the coordinating efforts of Scout Master Chuck Jettmar, the Boy Scouts volunteered their time of Saturday, January 8 to move excessed library tables and chairs to the Rev. Tim Tenclay at the Community Reformed Church.

Union Update: As of January 19th, only one former cleaner has responded to the full accrual payout offer. The response is expected by January 21, otherwise the eligible former cleaners will receive the ¼-sick-time-accrual payout as per the CBA.

We have received word from PERB that an arbitrator has been assigned to resolve the impasse. The first mediation session is set for Friday, February 4 at 11:00 am at the Library.

No Executive session was called.

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

Motion to end the meeting made by Charles Jettmar and seconded by William Hannan at 9:30 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board