

Minutes of the Board of Trustees of the Manhasset Public Library
October 29, 2025

*Held at the Library in the Lower Level meeting room on Wednesday, October 29, 2025.
Session called to order at 6:10 pm*

Attendance

Board Members:

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

Maggie Gough, Director
Maria Mignano, Assistant Director
Stephanie Catlett, Secretary to the Board
Keith Callahan, P.E., FPM Group

FPM Group Discussion: FPM Group, represented by Keith Callahan, presented bollard designs for approval and finalization. Keith also discussed additions to the scope of work, such as landscaping, sprinkler system replacement and architectural lighting. The multi-year Project Tracking Matrix which addresses recent issues with the Underground Fuel Tank, BMS Upgrades and Central Cooling Plant Replacement was also presented.

After discussion, the Board requested that FPM provide a proposal for a schematic study of the BMS and Central Cooling Plant replacement.

Minutes from previous session

Motion by Judith Esterquest, seconded by Diane Klein to accept the Minutes, dated September 17, 2025.

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

Financials, Reports and Vouchers

The Trustees reviewed and accepted Brian Cleary's Treasurer's Reports of September 25, 2025, October 9, 2025 and October 23, 2025. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 29, 2025 and are allowed in the amounts shown.

Voucher #912	9/25/25	Payroll	\$ 95,263.31
Claims Warrant	9/25/25	A-Fund/General Operating	\$ 32,741.93
Claims Warrant	9/25/25	H-Fund/Capital Projects	\$278,663.00
Claims Warrant	9/30/25	A-Fund/General Operating	\$ 25,861.80
Voucher #913	10/9/25	Payroll	\$ 83,894.32
Claims Warrant	10/9/25	A-Fund/General Operating	\$ 62,554.65
Voucher #914	10/23/25	Payroll	\$ 91,150.10
Claims Warrant	10/23/25	A-Fund/General Operating	\$ 95,879.08
Claims Warrant	10/23/25	H-Fund/Capital Projects	\$254,733.00

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

Motion made by Charles Jettmar, seconded by Judith Esterquest, to approve Vouchers in the amounts listed.

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

Yes – Esterquest, O’Brien, Su, Klein

No – none

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

FPM /Roof Project: Although the project is significantly complete, there are still outstanding issues to be addressed. The October 23rd Bi-Weekly meeting included a walk through wherein Robbie Hein documented outstanding work to be completed. Progress has been made with cleaning up the staging site. At the next meeting, November 4th, we should have a better idea regarding a date for a punch list walk-through, the status of the Soprema inspection for the warranty and closing out this project.

NLS Funding request: The 2026 and 2027 Member Library Support request contains a 1% increase over a two-year period. NLS’s services supported by this funding include: 5-day/week delivery service; administration of the OverDrive consortium and database coordinated orders; cataloging of library materials; E-rate assistance; out-of-system interlibrary loan; marketing and social media initiatives; continuing education and training for staff and trustees; NLS email accounts for member libraries and/or their staff; hosting libraries’ websites; and website design, enhancement and problem-solving assistance.

NLS Funding request: \$18,424 (2026) & \$18,811 (2027). TOTAL anticipated budget Funding for 2026 and 2027: \$37,235.

Motion, made by Charles Jettmar, seconded by Gloria Su, to approve the **NLS** proposed fee schedule in the amount of **\$18,424 (2026)** and **\$18,811 (2027)**.

RESOLVED, that the Board ratifies and confirms proposed NLS Fee schedules as stated.

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

No- None

Executive Session: entered at 8:15 pm, exited at 9:00 pm.

Action:

Confidential Staff members, who are not covered employees under the Library’s collective bargaining agreement (“CBA”), shall receive those employee benefits provided to covered employees in the terms and conditions set forth in the current CBA and receive compensation as granted by the Trustees.

Likewise, the Director shall receive the employee benefits provided to covered employees in the terms and conditions set forth in the current CBA and receive compensation as granted by the Trustees.

RESOLVED, that the Board ratifies and confirms, effective July 1, 2025, the start of the Library’s fiscal year, that the Confidential Staff contracts are renewed as proposed.

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

No – none

RESOLVED, that the Board ratifies and confirms, effective July 1, 2025, the start of the Library’s fiscal year, that the Director’s contract is renewed as proposed.

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

No – none

The date for the next Board Meetings for 2025 (all Wednesdays) are November 12th at 5:30 pm and December 3rd at 6:00 pm.

Motion to end the meeting made by Judith Esterquest and seconded by Gloria Su at 9:00 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board