

Minutes of the Board of Trustees of the Manhasset Public Library
November 12, 2025

Held at the Library in the Lower Level Meeting Room November 12, 2025.

Session called to order at 5:40 pm.

Attendance

Board Members:

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

Maggie Gough, Director
Maria Mignano, Asst. Director
Stephanie Catlett, Secretary

Additional attendees:

Harry Meyer, Partner, Craig, Fitzsimmons & Meyer, LLP
Linda Palmieri, Business Operations Manager, Manhasset Public Library

Harry Meyer presented financial statement highlights for fiscal year end 2024-2025.

RESOLUTIONS: Fund Balance

Following the discussion of the 2024-2025 budget close out, **Fund Balance** assignments were made as follows:

At a regular meeting of the Manhasset Public Library on November 12, 2025 on a motion made by Donald T. O'Brien and seconded by Diane Klein, the Board adopts the following resolution to transfer \$295,859 of the unassigned Fund Balance as follows: \$294,208 towards future Capital Renovations and \$1,651 to Accrued Employee Benefits.

RESOLVED, that the Board ratifies and confirms the assignments of the Fund Balance as stated.

Yes – O'Brien, Su, Klein

No – none

Reserve Fund – Employee Compensated Absences Reserve Fund.

At a regular meeting of the Manhasset Public Library held on November 12, 2025 on a motion made by Donald T. O’Brien and seconded by Diane Klein, the Board confirms the Employee Compensated Absences Reserve Fund in the amount of \$210,390 as per current estimates relating to accrued employee benefits.

RESOLVED, that the Board ratifies and confirms the Reserve Fund balance as stated.

Yes – O’Brien, Su, Klein

No – none

RESOLUTION: Fund Transfer Authorization

At a regular meeting of the Manhasset Public Library on November 12, 2025 on a motion made by Donald T. O’Brien and seconded by Gloria Su, the Board adopts the following resolution to allow the Business Operations Manager to transfer funds between the Library’s authorized bank accounts and budgetary lines as she deems fit, subject to the authorization of the Treasurer and audit by the Board of Trustees.

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

Yes – O’Brien, Su, Klein

No – none

RESOLUTION: GASB Compliance

At a regular meeting of the Manhasset Public Library held on November 12, 2025 on a motion made by Donald T. O’Brien and seconded by Gloria Su, the Board adopts the following resolution:

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement Number 54 Fund Balance Reporting and Governmental Fund Type Definitions, that became effective fiscal year 2010-2011, and

WHEREAS, the Manhasset Public Library continues to comply with the requirements of GASB 54.

NOW, THEREFORE, BE IT RESOLVED that the Manhasset Public Library hereby RENEW the existing policy.

Yes – O’Brien, Su, Klein

No – none

Financial Policies:

Motion by Donald T. O'Brien, seconded by Diane Klein, to **reconfirm the following as presently written:**

1. Fund Balance Policy
2. Employee Compensated Absences Reserve Fund Policy
3. Electronic Payment & Transfer Policy
4. Procurement Policy
5. Records Retention Policy

RESOLVED, that the Board ratifies and confirms the Financial Policies as stated.

Yes – O'Brien, Su, Klein

No – none

Motion by Donald T. O'Brien, seconded by Gloria Su, to amend the **Investment Policy** to reflect the merger of First National Bank of Long Island (FNBLI) with ConnectOne Bank (CNOB) and to add two accounts at TD Bank (H-Fund) to the policy. The Assistant Director has been added to the list of Officers.

RESOLVED, that the Board ratifies and confirms the Investment Policy as amended.

Yes – O'Brien, Su, Klein

No - none

RESOLUTION: Advanced Authorization for ACH payment

At a regular meeting of the Manhasset Public Library held on November 12, 2025 on a motion made by Donald T. O'Brien and seconded by Gloria Su, the Board adopts the following resolution for advance authorization for the ACH payment of the Library's credit card and utilities in order to avoid late fees and finance charges. Additionally, the Business Office is permitted to pay in advance of audit for public utility services, postage, freight and express charges. Public utility services include electric, gas, water, sewer and telephone/internet services. These payments are subject to approval by the Treasurer and subject to audit by the Board of Trustees. Monthly payments are not to exceed \$25,000 unless authorized in advance by the Board of Trustees.

RESOLVED, that the Board ratifies and confirms the Advanced Authorization for ACH payment as stated.

Yes – O'Brien, Su, Klein
No – none

RESOLUTION: Payroll Procedure

At a regular meeting of the Manhasset Public Library held on November 12, 2025 on a motion made by Donald T. O'Brien and seconded by Diane Klein, the Board adopts the following resolution for advance authorization for the payment of fixed salary and related payroll taxes for each pay period; subject to authorization by the Treasurer and audit by the Board of Trustees.

RESOLVED, that the Board ratifies and confirms the Advanced Authorization of Payroll Payment as stated.

Yes – O'Brien, Su, Klein
No – none

Minutes from previous session

Motion by Gloria Su, seconded by Diane Klein to accept the Minutes dated October 29, 2025.

Yes – O'Brien, Su, Klein
No – none

Financials, Reports and Vouchers

There were no Treasurer Reports or vouchers.

Director's Report: The Director answered all questions regarding her report.

Roof/Project Update: Soprema Roofing conducted a warranty inspection on Thursday, November 6. FPM is aware of the existing issues. Soprema returned to spot check on Tuesday, November 11. As of this writing, the warranty is not yet secured. At the Tuesday, November 18 bi-weekly meeting the punch list walkthrough will be conducted.

Facility Update: On November 6, Facilities Manager Garry Serraino noticed water accumulating beside Boiler #2. MJI was notified and their technician observed a crack in section 8 of Boiler #2. MJI is preparing a proposal to replace the cracked section.

Additional Discussion:

Baker & Taylor (B&T), one of the largest suppliers of books to libraries, recently announced it would be going out of business. This has disrupted operations for libraries with no alternate supplier. Although B&T has historically been our main source of print materials, our Librarians have always diversified our book sourcing. This proactive measure allowed us to pivot to alternate sources and avoid disruption in material procurement. As this transition unfolds, our Librarians will continue to streamline and evaluate our suppliers.

Annual training for New York State mandated Anti-Harassment and Sexual Abuse and Misconduct Prevention is in progress. New training modules on interacting with people experiencing homelessness and mental illness is also being offered.

The Director noted that Librarian led programs and activities in the Youth Services Department have increased this fall. In addition, Youth Services outreach to the Elementary Schools, and collaboration with Manhasset Middle and High School has expanded to include more Library engagement.

The next scheduled Board Meeting is Wednesday, December 10, 2025 at 7:00 pm.

Motion to end the meeting made by Gloria Su and seconded by Diane Klein at 7:20 pm.

Respectfully submitted,

Stephanie Catlett
Secretary to the Board