

Minutes of the Board of Trustees of the Manhasset Public Library
November 15, 2023

*Held at the Library in the Lower Level Meeting Room November 15, 2023.
Session called to order at 6:55 pm.*

Attendance

Board Members:

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

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

Additional attendees:

Harry Meyer, Partner, Craig, Fitzsimmons & Meyer, LLP
Linda Palmieri, Principal Account Clerk, Manhasset Public Library

Harry Meyer presented financial statement highlights. The Library ended fiscal year 2022-2023 in a strong cash position.

Financial Policies:

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

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

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

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

No – none

Fund Balance motion:

Following the discussion of the 2022-2023 budget close out, **Fund Balance** assignments were made as follows:

At a regular meeting of the Manhasset Public Library on November 15, 2023 on a motion made by Charles Jettmar and seconded by Gloria Su, the Board adopts the following resolution to assign a portion of the 2022-2023 fund balances for **Capital Projects** in the amount of \$2,444,451.

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

Yes – Jettmar, Esterquest, O’Brien, Su

No – none

RESOLUTION: Reserve Fund – Employee Compensated Absences Reserve Fund

At a regular meeting of the Manhasset Public Library held on November 15, 2023 on a motion made by Donald T. O’Brien and seconded by Judith Esterquest, the Board assigns a portion of the 2022-2023 fund balance to the Employee Compensated Absences Reserve Fund in the amount of \$179,385 as per current estimates relating to accrued employee benefits.

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

Yes – Jettmar, Esterquest, O’Brien, Su

No – none

RESOLUTION: GASB Compliance

At a regular meeting of the Manhasset Public Library held on November 15, 2023 on a motion made by Judith Esterquest and seconded by Donald T. O’Brien, 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 – Jettmar, Esterquest, O’Brien, Su

No – none

RESOLUTION: Advanced Authorization for ACH payment

At a regular meeting of the Manhasset Public Library held on November 15, 2023 on a motion made by Judith Esterquest and seconded by Donald T. O'Brien, the Board adopts the following resolution for advance authorization for the ACH payment of the Library's credit card in order to avoid late fees and finance charges; subject to approval by the Treasurer and subject to audit by The Board of Trustees. Payments are not to exceed \$10,000 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 – Jettmar, Esterquest, O'Brien, Su

No – none

RESOLUTION: Payroll Procedure

At a regular meeting of the Manhasset Public Library held on November 15, 2023 on a motion made by Gloria Su and seconded by Donald T. O'Brien, 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. The Trustees also approve a change in payroll vendors to Accudata Workforce Solutions

RESOLVED, that the Board ratifies and confirms the Advanced Authorization of Payroll Payment and change of payroll vendor as stated

Yes – Jettmar, Esterquest, O'Brien, Su

No – none

Minutes from previous session

Motion by Gloria Su, seconded by Judith Esterquest to accept the Minutes dated October 18, 2023.

Yes – Jettmar, Esterquest, O'Brien, Su

No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich’s Treasurer Reports of October 19, 2023 and November 1, 2023. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on November 15, 2023 and are allowed in the amounts shown.

Voucher #860	9/29/2023	Payroll	\$ 74.56
Voucher #861	10/12/2023	Payroll	\$ 82,233.13
Claims Warrant	10/19/2023	A-Fund/General Operating	\$ 124,756.12
Voucher #862	10/26/2023	Payroll	\$ 83,851.97
Claims Warrant	10/31/2023	A-Fund/General Operating	\$ 39,150.65
Voucher #863	11/9/2023	Payroll	\$ 82,079.83
Claims Warrant	11/15/2023	A-Fund/General Operating	\$ 330,782.87

Linda Palmieri has been hereby authorized and directed to pay 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, Esterquest, O’Brien, Su
 No – none

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

The Trustees were made aware of the uptick in the presence of homeless persons in the library. The Trustees received information on developing a policy on addressing posting of non-library related signage on library property.

Appraisal Affiliates:

Our appraisers, Appraisal Affiliates, have provided us with a proposal for a facility site visit in order to issue an updated, post renovation asset listing. The estimated cost will be \$7,200.

Two other proposals were obtained from other service providers, as per the Library’s Procurement Policy. These companies are out of state and have long lead times before a site visit can be arranged. Furthermore, Appraisal Affiliates were recommended by Accountant Harry Meyer for their outstanding quality of work.

Motion by Judith Esterquest, seconded by Charles Jettmar to hire Appraisal Affiliates provide an updated, post renovation asset listing.

Yes – Jettmar, Esterquest, O’Brien, Su

No - none

Capital Projects:

Solar Panel Study: Keith Callahan, Engineer FPM conducted an analysis of MPL’s electrical usage, completed a solar model, and performed a visual survey of the building to assess the feasibility of a roof mounted photovoltaic solar array (solar panels). The report concluded that “In general, the building would be a good candidate for a roof mounted photovoltaic solar array.” A baseline recommendation for the total cost of construction for capital planning purposes is **\$1,000,000.**

In addition to FPM Solar Panel analysis, additional cost saving incentives are being explored. David Ahrens, Energy Spectrum, has been contacted regarding exploring possible cost saving incentives offered by government entities and/or utilities associated with potential capital projects at the Library.

Exterior repairs: Bushes have been planted to replace those lost last year during the sinkhole repair. The flood lights have been realigned to better light the building and new timers have been added.

The cooling tower has been cleaned and shut down for the winter.

Personnel: A part time Adult Page/Page III, Jodi DiTore, will be joining the Tech/Circ staff at the circulation desk. Jodi is a local Manhasset resident and an enthusiastic supporter of the library. She will be filling in as needed days, nights and weekends.

The next scheduled Board Meeting is Wednesday, December 20, 2023 at 5:30 pm.

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

Respectfully submitted,

Stephanie Catlett
Secretary to the Board