

**Minutes of the Board of Trustees of the Manhasset Public Library**  
**November 19, 2024**

*Held at the Library in the Lower Level Meeting Room November 19, 2024.  
Session called to order at 6:15 pm.*

**Attendance**

Board Members:

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

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

**Minutes from previous session**

Motion by Donald T. O'Brien, seconded by Gloria Su to accept the Minutes dated October 15, 2024.

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

**Financials, Reports and Vouchers**

The Trustees reviewed and accepted Brian Cleary's Treasurer Reports of October 17, 2024 and October 29, 2024. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on November 19, 2024 and are allowed in the amounts shown.

Voucher #887	10/10/2024	Payroll	\$ 83,113.95
Claims Warrant	10/16/2024	A-Fund/General Operating	\$ 130,205.71
Voucher #888	10/24/2024	Payroll	\$ 85,485.20
Claims Warrant	10/29/2024	A-Fund/General Operating	\$ 32,800.15

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

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

**Windstream Enterprise Services:**

Our legal counsel, McLaughlin & Stern, has informed us that Windstream has made an offer to settle. We are awaiting a formal, written agreement specifying the terms.

**Capital Projects: FPM Engineering**

FPM is moving ahead with the SED filing. We are awaiting a proposal for crash barrier design options. Keith Callahan will be available at a future board meeting to review proposed plans and services.

**New Business:**

**Digital Provisions:**

Digital Provisions has provided a proposal for replacement of the existing server, which was installed in October 2017.

Digital Provision's proposed NVR Server/VMD unit is on the New York State OGS contract. With installation and tech costs the total would be \$16,500.00.

Motion, made by Donald T. O'Brien and seconded by Judith Esterquest, to approve the upgrade of the Digital Provisions server in the amount of \$16,500.00.

RESOLVED, after due discussion, the Board approves the upgrade of the Digital Provisions server in the amount of \$16,500.00

Yes – Jettmar, Esterquest, O'Brien, Su

No – none

**Staff Holiday Luncheon:**

The Trustees unanimously agree to fund a holiday luncheon for the Library staff in appreciation of their efforts during the past year.

**Trustee Education:**

The Director provided the Trustees with several opportunities for completing the New York State Trustee Education requirement. The Trustee Education requirement should be completed by December 31, 2024.

The next scheduled Board Meetings are all on Tuesday, January 14, 2025 at 7:00 pm and Wednesday, February 26, 2025 at 6:00 pm.

Motion to end the meeting made by Judith Esterquest and seconded by Gloria Su at 6:55 pm.

Respectfully submitted,

Stephanie Catlett  
Secretary to the Board