

**Minutes of the Board of Trustees of the Manhasset Public Library**  
**December 10, 2025**

*Held at the Library in the Lower Level Meeting Room December 10, 2025.  
Session called to order at 7:15pm.*

**Attendance**

Board Members:

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

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

**Minutes from previous session**

Motion by Diane Klein, seconded by Donald T. O’Brien to accept the Minutes dated November 12, 2025

- Yes – Jettmar, Esterquest, Klein
- No – none

**Financials, Reports and Vouchers**

The Trustees reviewed and accepted Brian Cleary’s Treasurer Report of November 18, 2025 and December 2, 2025. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on December 10, 2025 and are allowed in the amounts shown.

Voucher #915	11/6/25	Payroll	\$117,813.69
Claims Warrant	11/18/25	A-Fund/General Operating	\$134,423.42
Voucher #916	11/20/25	Payroll	\$ 94,920.14
Claims Warrant	12/2/25	A-Fund/General Operating	\$342,806.38

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, Klein

No – none

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

**Patron Action:** Director notified Trustees that patron Edward Pallarino's behavior posed a threat to our patrons and staff. Therefore, the Director has suspended his library privileges and banned him from MPL property.

**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.

**Project update:** BEST has completed the interior work to remediate the earlier flood damage. Wall repair, painting and ceiling tile replacement are complete. The roof is complete except for the replacement of the smoke relief units. We are still awaiting the roofing warranty from Soprema. We are also waiting for BEST to provide the DOT approval for the broken sidewalk replacement.

**FPM-additional service cost proposal:** FPM has submitted a lump sum fee request for \$7,200 to cover the additional service hours in excess of the original projected costs. FPM has provided a break out to support the request.

Motion, made by Judith Esterquest, seconded by Charles Jettmar, to approve FPM's additional service hours in the amount of \$7,200.

RESOLVED that the Board approves FPM's additional service hours in the amount of \$7,200.

Yes – Jettmar, Esterquest, O'Brien, Klein

No – none

**FPM- Vehicle Protection/Bollard installation.** Keith Callahan has provided a construction cost estimate, project drawings and a set of questions for the bidding process.

After discussion, the Trustees asked the Director to contact FPM to clarify several aspects of their proposal, including distance between bollards and lighting.

Motion, made by Charles Jettmar, seconded by Judith Esterquest, to proceed with the bollard project subject to clarification of the scope of work by FPM.

RESOLVED that the Board approves the installation of bollards subject to clarification of the scope of work by FPM.

Yes – Jettmar, Esterquest, O’Brien, Klein

No - none

**FPM – Engineering Services Cost Proposal - Cooling Central Plant Replacement and HVAC System Retro-Commissioning.** FPM has submitted a *Proposal*. The Proposal will include ‘as-built’ drawings of the cooling plant, schematic designs, construction cost estimates, optimal plant configurations and recommendations with supporting rational. This yearlong scope of services will include samplings from different seasons to evaluate the performance of the cooling and heating systems.

Cost for the proposed Engineering Services is a lump sum fee of \$45,575.

After discussion, the Trustees asked the Director to contact Keith Callahan of FPM for clarification of certain aspects of the Proposal. They would also like to have Keith Callahan attend the next Board of Trustees meeting.

The next scheduled Board Meeting is on Tuesday, January 13, 2026 at 7:00 pm.

Motion to end the meeting made by Charles Jettmar, and seconded by Diane Klein at 8:30 pm.

Respectfully submitted,

Stephanie Catlett  
Secretary to the Board