

**Minutes of the Board of Trustees of the Manhasset Public Library**  
**December 14, 2022**

*Held at the Library in the Lower Level Meeting Room December 14, 2022.  
Session called to order at 6:45 pm.*

**Attendance**

Board Members:

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

Maggie Gough, Director  
Maria Mignano, Asst. Director  
Linda Palmieri, Principal Account Clerk  
Stephanie Catlett, Secretary

**Minutes from previous session**

Motion by William Hannan, seconded by Judith Esterquest to accept the Minutes dated November 16, 2022.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

**Financials, Reports and Vouchers**

The Trustees reviewed and accepted Michael Tomicich's Treasurer Report of November 16, 2022 and December 1, 2022. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on December 14, 2022 and are allowed in the amounts shown.

Voucher #836	11/10/2022	Payroll	\$ 72,560.68
Claims Warrant	11/16/2022	A-Fund/General Operating	\$ 298,410.70
Voucher #837	11/23/2022	Payroll	\$ 78,688.83
Claims Warrant	11/30/2022	A-Fund/General Operating	\$ 33,520.06

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

Motion made by Donald T. O'Brien, seconded by William Hannan, to approve Vouchers in the amounts listed.

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

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

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

**Patron Incident and response:** On December 7, 2022, the police were called twice in response to a visibly intoxicated patron who was drinking beer while using our computers.

The Trustees want to assure the safety of all staff. Assurances were made by the Director that Staff are encouraged to call the police or 911 if they feel threatened or anticipate a violent occurrence

The Trustees also instructed the Director to look into upgrading to LED lighting in the parking lot.

**Responding to Patron Requests:** The Director and Assistant Director updated the Trustees on the Library's Collection Development Policy and the Meeting Room Policy. The Trustees would like all staff members to be aware of these Policies and how to administer them, including the mechanism to challenge these policies.

**Personnel:** Replacements are being sought for vacant positions.

The Trustees would like to implement and schedule a review of the Director in the coming months.

**Investment Plan Implementation:** Based on the amounts available in the Library's Unassigned Reserve Funds, we are looking to maximize earning potential. We have obtained CD and US Treasury rates from TD Bank and FNBLI.

A Resolution was made at a regular Board Meeting on December 14, 2022, to open 3 CDs with FNBLI for a total of \$500,000.00 to be transferred from the operating account. One 3-month CD in the amount of \$100,000.00, one CD for 6 months in the amount of \$200,000.00, and the last CD for 12 months in the amount of \$200,000.00

Motion was made by Donald T. O'Brien, seconded by Judith Esterquest to invest funds in the amounts set forth above.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No- None

A Resolution was made at a regular Board Meeting on December 14, 2022, to open 3 US Treasuries with TD Bank for a total of \$1,500,000.00 to be transferred from the operating account. One 3-month Treasury in the amount of \$500,000.00, one Treasury for 6 months in the amount of \$500,000.00, and the last Treasury for 11 months in the amount of \$500,000.00.

Motion was made by Donald T. O'Brien, seconded by William Hannan to invest funds in the amounts set forth above.

Yes- Jettmar, Esterquest, O'Brien, Hannan

No- None

The next scheduled Board Meetings are all on Wednesday evenings at 7:30 pm: January 25, 2023; February 15, 2023 and March 15, 2023.

Motion to end the meeting made by Charles Jettmar and seconded by William Hannan at 8:05 pm.

Respectfully submitted,

Stephanie Catlett  
Secretary to the Board