

Minutes of the Board of Trustees of the Manhasset Public Library
December 20, 2023

*Held at the Library in the Lower Level Meeting Room December 20, 2023.
Session called to order at 5:45 pm.*

Attendance

Board Members:

Charles Jettmar, President
Judith Esterquest, Vice President
Donald T. O'Brien, Financial Officer (arrived 6:15 pm)
Gloria Su, Trustee
William Hannan, Trustee

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

Minutes from previous session

Motion by William Hannan, seconded by Judith Esterquest to accept the Minutes dated November 15, 2023

Yes – Jettmar, Esterquest, Su, Hannan
No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich's Treasurer Report of November 15, 2023 and December 7, 2023. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on December 20, 2023 and are allowed in the amounts shown.

Voucher #864	11/22/2023	Payroll	\$ 85,046.60
Voucher #865	12/7/2023	Payroll	\$ 80,350.80
Claims Warrant	12/7/2023	A-Fund/General Operating	\$ 46,678.62

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

Motion made by William Hannan, 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, Su, Hannan
No – none

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

Bus Trips:

After discussion, the Trustees asked the Director to look into a single event rider to the Library’s insurance plan to cover bus trip insurance. The certificates of insurance and contracts for each transportation provider should be reviewed by the Library’s counsel.

Preliminary Calendar for 2024 Budget Vote:

The Annual Budget Hearing and Board Meeting will take place on Tuesday, April 2, 2024, and the Annual Budget Vote and Trustee Election will be Tuesday, April 16, 2023.

Posting Policy:

Trustees approved “Posting Policy” developed by Chris Prior. Policy to be posted on website and on signage on exterior of building.

Motion, made by Charles Jettmar, seconded by Judith Esterquest to ratify and confirm the Posting Policy as stated.

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

FBI Meeting:

On Monday, December 18, 2023, Director Maggie Gough and Assistant Director Maria Mignano attended an FBI information session which took place at the Morrelly Homeland Security Center, Bethpage. FBI agents presented information on cybercrime alerts and foreign malign influences, and Nassau County Police followed with a presentation on security awareness. Handouts contained contact numbers and select resources. There was no mention of future information sessions.

FPM:

In response to a request for a capital project assessment, a notice for a capital project/conditions assessment proposal was sent to Keith Callahan, Senior Project Engineer, FPM Group. A proposal will be forthcoming.

The next scheduled Board Meetings are on Monday, January 29, 2024; and Wednesday, February 14, 2024, both at 6:00 pm.

Motion to end the meeting made by Charles Jettmar and seconded by Judith Esterquest at 7:00 pm.

Respectfully submitted,

Stephanie Catlett
Secretary to the Board
Stephanie Catlett, Secretary to the Board