

Minutes of the Board of Trustees of the Manhasset Public Library
February 13, 2023

*Held at the Library in the Lower Level meeting room on Monday, February 13, 2023.
Session called to order at 6:45pm*

Attendance

Board Members:

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

Maggie Gough, Director
Maria Mignano, Assistant Director
Stephanie Catlett, Secretary to the Board

Minutes from previous session

Motion by Judith Esterquest, seconded by Charles Jettmar to accept the Minutes dated January 24, 2023

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

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich's Treasurer's Report of February 1, 2023. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on February 13, 2023 and are allowed in the amounts shown.

Voucher #841	1/19/2023	Payroll	\$ 71,943.51
Claims Warrant	1/31/2023	A-Fund/General Operating	\$ 64,595.36
Voucher #842	2/2/2023	Payroll	\$ 69,549.94

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

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

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

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

No – none

Director's Report – Director answered all questions regarding her report.

Personnel Update:

As previously reported, we have conducted multiple interviews for the positions of Full-Time Senior Library Clerk and Full and Part-Time Librarian I. We have hired the following candidates to fill our immediate vacancies:

For the Full-Time Senior Library Clerk positions, we have hired Elaine Ngai, who has been with us for two years as an Adult Page, and Megan Murphy, who has previously worked in Farmingdale Public Library. We have hired a Part-Time Librarian – Sophia Sotto for Youth Services/Teen Librarian. We are still interviewing for the Full-Time Youth Services/Teen Librarians and have viable candidates in mind.

As we have been able to fill vacant positions, we plan to reset our operating hours.

Motion made by Gloria Su, seconded by William Hannan to approve the hiring as detailed above.

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

No – none

New Duties for Senior Library Clerks:

In examining our current staffing model, work flow and service needs, we have determined that merging Circulation staff with Tech Services (book processing) would result in the most efficient use of Senior Library Clerks whose job duties fall within the duties of both areas. Senior Library Clerks are deployed in all departments and, going forward, will be crossed trained in book processing and Circulation Desk services. To facilitate this merge, we will be moving Tech Services' equipment and supplies to the offices behind the Circulation desk. The manager for the combined departments will be Senior Library Clerk Nancy McGoldrick who has extensive experience in both areas. In addition to managing the desk, Nancy will be training all the Senior

Library Clerks on Tech Services procedures. Over the next two weeks, we will be reorganizing the circulation offices to facilitate this move.

Operating Hours:

Given Civil Service procedures and new candidate availability, onboarding of new staff will begin on or around March 1 through March 17. Based on having these replacements for 2020-2022 vacancies, our hours can increase by 3 full shift hours. Commencing March 20th, the new operating hours for Spring 2023 will be as follows:

Monday: 9am – 9pm

Tuesday: 11am – 9pm *Library will be open at 9am for Staff meetings, training and professional development

Wednesday: 9am – 9pm

Thursday: 9am – 5pm

Friday: 9am – 5pm

Saturday: 9am – 5pm

Sunday: 12pm – 5pm

Motion made by Gloria Su, seconded by William Hannan to approve the Library’s new operating hours as of March 20, 2023.

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

No – none

Parking Lot Lighting Upgrade

As requested, we obtained a revised proposal from Albertson Electric (lowest bidder) for a LED upgrade for the light fixtures that are currently not working. The plan is to try the LED lights on two existing fixtures before we convert the others. The parts have been ordered and Albertson should be on site next week.

Financial Update:

Linda Palmieri has overseen the investment of monies as per Trustee resolutions.

The date for the next Board Meeting is Monday, March 13, 2023 at 6:30 pm.

Motion to end the meeting made by William Hannan and seconded by Charles Jettmar at 7:30pm

Respectfully submitted,

Stephanie Catlett, Secretary to the Board