

**Minutes of the Board of Trustees of the Manhasset Public Library**  
**February 26, 2025**

*Held at the Library in the Lower Level meeting room on Wednesday, February 26, 2025.  
Session called to order at 5:45 pm.*

**Attendance**

Board Members:

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

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

**Minutes from previous session**

Motion by Judith Esterquest, seconded by Diane Klein to accept the Minutes dated January 14, 2025.

Yes – Jettmar, Esterquest, O'Brien, Klein  
Abstain – Su

**Financials, Reports and Vouchers**

The Trustees reviewed and accepted Brian K. Cleary's Treasurer's Reports of January 23, 2025 and February 13, 2025. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on February 26, 2025 and are allowed in the amounts shown.

Voucher #894	1/16/2025	Payroll	\$ 83,949.11
Claims Warrant	1/23/2025	A-Fund/General Operating	\$ 294,348.45
Voucher #895	1/30/2025	Payroll	\$ 86,490.99
Voucher #896	2/13/2025	Payroll	\$ 84,890.58
Claims Warrant	2/13/2025	A-Fund/General Operating	\$ 125,986.67

Linda Palmieri has been hereby authorized and directed to pay to 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, Su, O'Brien, Esterquest, Klein

No – none

**Budget Vote Timeline Update:**

**Monday, March 3** – Return date for Nominating Petitions

**Tuesday, March 25** – Annual Budget Hearing at 7:00pm

**Tuesday, April 1** – Possible Meet the Candidates Night

**Tuesday, April 8** – Budget Vote & Trustee Election, 8:00am-9:00pm-Community Room

- Special meeting will be held directly after ballots are counted to authenticate the election results.

The designation of Board members as Election Officials for the Annual Budget Vote and Trustee Election on Tuesday, April 8th is as follows:

Charles Jettmar to act as Chief Election Inspector

Gloria Su as Permanent Chair Person

Judith Esterquest as Alternate Permanent Chair Person

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

**Capital Projects**

**FPM Update:** The SED review process is complete, and Keith Callahan has forwarded the preliminary project timeline and discussed the basic process with the Director, Assistant Director and Facilities Manager. The timeline has been shared with the Trustees.

FPM was at the Library on Wednesday, February 26th to do a GPR (Ground Penetrating Radar) study for the Vehicle Barrier study and proposal.

**Annual Report 2025:** Assistant Director Maria Mignano presented the 2025 Annual Report for Public and Association Libraries, a NYSDOE requirement. The report quantifies library collections, services, finances and facility conditions.

The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board.

Motion made by Judith Esterquest, seconded by Charles Jettmar to ratify the statement above.

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

**Personnel:** Michael Serraino has been hired at a full-time Adult Program Coordinator and will be starting on March 3<sup>rd</sup>

No Executive session.

The date for the Annual Budget Hearing and next Board of Trustees Meeting is on Tuesday, March 25, 2025 at 7:00 pm.

Motion to end the meeting made by Charles Jettmar and seconded by Judith Esterquest at 7:30 pm.

Respectfully submitted,

Stephanie Catlett,

Secretary to the Board