

**Minutes of the Annual Budget Hearing and Meeting of the Board of Trustees of  
the Manhasset Public Library  
April 2, 2024**

*Held at the Library in the Community Room on Tuesday, April 2, 2024.  
Session called to order at 7:00pm.*

**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  
Linda Palmieri, Principal Account Clerk  
Stephanie Catlett, Secretary to the Board

Also present: Patricia M. O'Brien  
Jerry Moy  
Diane Klein

President Charles Jettmar opened the Budget Hearing session:

"In keeping with established procedure, the Library is holding the Annual Budget hearing. The following is a presentation of the 2024-2025 Proposed Library Operating Budget with Debt Service."

Donald O'Brien used a PowerPoint presentation to illustrate the proposed 2024-2025 budget, a comparative overview and 2024-2025 breakdown. Following the power point presentation, Mr. O'Brien opened the meeting for discussion or questions from those present.

Members of the Community wanted to know if any Capital Improvement projects were planned for the upcoming fiscal year. The Director explained that any projects are now in the idea stage. The Library completed an extensive renovation in 2020-2021, with all floors improved for patron use. The Manhasset community has responded positively to these changes.

Community members also asked about the increased funding in the Programming line of the 2024-2025 Budget. Director Maggie Gough and Assistant Director Maria Mignano explained that musical and theatrical performances on Sundays have been reinstated, along with expanded exercise offerings.

Also suggested was increasing foreign language classes or participation by those that do not speak that particular language. This suggestion will be taken under advisement. The Library has purchased a voice/text translator to facilitate communication between staff and non-English speaking patrons.

Motion to accept the budget followed.

Motion by Charles Jettmar, seconded by Judith Esterquest to adopt the 2024-2025 Library Budget with Debt Service in the total amount of **\$5,842,747**.

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

No – none

*Resumption of Meeting at 7:45pm*

**Minutes from previous session**

Motion by Judith Esterquest, seconded by William Hannan to accept the Minutes dated March 11, 2024, as amended.

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

No – none

**Financials, Reports and Vouchers**

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on April 2, 2024 and are allowed in the amounts shown.

Voucher #872	3/14/24	Payroll	\$ 81,757.74
Claims Warrant	3/14/24	A-Fund/General Operating	\$ 100,066.97
Claims Warrant	3/27/24	A-Fund/General Operating	\$ 33,595.06
Voucher #873	3/28/24	Payroll	\$ 82,505.66
Claims Warrant	4/1/24	A-Fund/General Operating	\$ 26,976.15

Linda Palmieri has been hereby authorized and directed to pay to 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, Su, Hannan

No – none

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

**Meet the Candidates Night:** The League of Women Voters will moderate a Meet the Candidates night on Wednesday, April 10<sup>th</sup> at 7:00 pm. The two Trustee candidates, Diane Klein and Jerry Moy will be present.

**Budget Vote and Trustee Election:** The Director reminded the Trustees of the procedures for the upcoming April 16<sup>th</sup> Annual Budget Vote and Trustee Election. On Tuesday morning, we will be conducting the final set up with the poll workers at 7:30am and open the polls at 8am. The polls will close at 9pm at which time the ballots will be counted. Attendance by Trustees is not required, however, a quorum is necessary in order to call a special meeting to confirm the vote after the count.

**Notice of Michael Tomicich's passing:** We were shocked and saddened by Mike Tomicich's sudden death on March 17, 2024. Mike had signed off on the March 14<sup>th</sup> financials making this his last contact with us. A valued member of our team, Mike has been our Treasurer since 2018. We will be working with Harry Meyer on identifying new Treasurer candidates.

**Phone update: Forerunner Technology phone system:** Forerunner Technologies has installed our new telephone system and begun transferring the lines hosted by Windstream. Our IT Consultant, Scott Schafer has been instrumental in facilitating this transition.

On Saturday, March 30<sup>th</sup> the Library experienced a phone line outage which affected the fire alarm and elevator dedicated lines. Due to the potential safety issue, the Director closed the Library early at 3:00 pm. On Monday, April 1<sup>st</sup> the issues were corrected.

The Board requested the Director contact Christopher Prior, Esq. for assistance with any Windstream Technology issues.

**Payroll Company switch:** The payroll company crossover was implemented on Monday, March 18<sup>th</sup>. Staff clocked in on the new AccuData time clock. There were some questions from staff

regarding any changes in clocking procedure and processing which were addressed. So far, the AccuData implementation has run very smoothly.

**Bibliotheca upgrade:** Our RFID security gates have been failing for some time. We have contacted Bibliotheca for maintenance and support only to be told our products are obsolete and not supported. The Library's entire RFID system needs to be upgraded, and Bibliotheca is a sole source provider. The Director used the NLS discount to purchase the new equipment. Delivery of the new Bibliotheca gates and RFID pad for book tagging and checkout is expected by May 1<sup>st</sup>. In order to maintain the integrated RFID/Bibliotheca system, computers at Tech/Circ will be replaced and upgraded.

Board President Charles Jettmar thanked the two Trustee candidates, Diane Klein and Jerry Moy, for their interest in serving the Manhasset community, and also thanked William Hannan for his five years of community service.

The date for the next Board Meetings are Tuesday, May 14, 2024 and Tuesday, June 11, 2024 at 6:00pm.

Motion to end the meeting made by Charles Jettmar and seconded by William Hannan at 8:10pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board