

**Minutes of the Annual Budget Hearing and Meeting of the Board of Trustees of  
the Manhasset Public Library  
April 4, 2023**

*Held at the Library in the Community Room on Tuesday, April 4, 2023.  
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 (Absent with Notice)  
William Hannan, Trustee

Maggie Gough, Director  
Maria Mignano, Assistant Director  
Linda Palmieri, Principal Clerk  
Stephanie Catlett, Secretary to the Board

Also present: Ruth Bechtold  
Marie Louise Kapitanyan  
Cristina Robino  
Jerry Samuels  
Frances Simeti  
Frances Zino

Financial Officer Donald T. O'Brien 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 2023-2024 Proposed Library Operating Budget with Debt Service."

Donald O'Brien used a PowerPoint presentation to illustrate the proposed 2023-2024 budget, a comparative overview and 2023-2024 breakdown. Following the power point presentation, Mr. O'Brien opened the meeting for discussion or questions from those present.

Members of the public were interested in knowing if exercise classes would be expanded. They were also interested in the addition of musical and cultural programs.

The Trustees and Director responded that we have expanded the range of exercise classes to attract more patrons, including chair yoga, tai chi, mat pilates, basic yoga and ballroom dance. The Library offers the Manhasset Community a variety of programming for different age levels and interests. Motion to accept the budget followed.

Motion Charles Jettmar, seconded by Judith Esterquest to adopt the 2023-2024 Library Budget with Debt Service in the total amount of **\$5,728,183**.

Yes - Jettmar, Esterquest, O'Brien, 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 13, 2023.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

**Financials, Reports and Vouchers**

The Trustees reviewed and accepted Michael Tomicich’s Treasurer Reports of March 17, 2023 and April 3, 2023. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on April 4, 2023 and are allowed in the amounts shown.

Voucher #845	3/16/2023	Payroll	\$ 73,054.16
Claims Warrant	3/17/2023	A-Fund/General Operating	\$ 99,620.76
Voucher #846	3/30/2023	Payroll	\$ 70,234.70
Claims Warrant	3/31/2023	A-Fund/General Operating	\$ 57,363.11

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

Motion made by Charles Jettmar, 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.

### **Budget Vote and Trustee Election**

The Director reminded the Trustees of the procedures for the upcoming April 18<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.

### **Library Activities**

The Youth Services Librarians have brought back the very popular *Chicks in the Library* program which teaches the life cycle of a chicken. The Youth Services Librarians will host first time library visits for nearly 500 first grade students in May.

After a multi-year hiatus, Stephanie Catlett and Linda Palmieri are hosting a bus trip, sponsored by MPL, to the NY Botanical Gardens. The date of the trip is May 24<sup>th</sup>.

The theme for this year's Summer Reading program is *All Together Now*. The program includes reading challenges and fun activities for Children, Teens and Adults. Summer Reading begins the last week of June. In addition, for the summer of 2023 NLS has brought back the very popular *Nassau Library Tour*. Patrons will be invited to travel to as many libraries as they can collecting prizes and exploring local communities.

### **Facilities**

Spring maintenance is in full swing. Quinn & Feiner have been onsite to change MERV filters and clean units. Fire systems have been checked and extinguishers replaced. The cooling tower has been cleaned and readied for filling as the weather warms up. Work continues on the landscaping following the initial spring cleanup. Albertson Electric will continue installing ballasts in the portico lighting, adding timing fixtures and adjusting exterior spot lights.

**New Policies**

We have codified our programming practices and confirmed the filming and photography activities allowed in the Library by developing two new policies and supporting request documents.

After discussion, the following Resolutions were put forth:

Motion made by Judith Esterquest, seconded by Charles Jettmar, the Board adopts the MPL Program Policy as amended.

RESOLVED, that the Board ratifies and confirms the MPL Program Policy as stated.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

Motion made by Judith Esterquest , seconded by Charles Jettmar, the Board adopts the MPL Filming and Photography Policy as amended.

RESOLVED, that the Board ratifies and confirms the MPL Filming and Photography Policy as stated.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

The date for the next Board Meeting is Wednesday, June 28, 2023 at 8:00pm.

Motion to end the meeting made by Charles Jettmar and seconded by Judith Esterquest at 8:00pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board