

Minutes of the Board of Trustees of the Manhasset Public Library
May 14, 2024

*Held at the Library in the Lower Level meeting room on Tuesday, May 14, 2024.
Session called to order at 6:20 pm*

Attendance

Board Members:

Charles Jettmar, President
Judith Esterquest, Vice President
Donald T. O'Brien, Financial Officer (until 7:15 pm)
Gloria Su, Trustee
William Hannan, Trustee (until 7:00 pm)

Maggie Gough, Director
Maria Mignano, Assistant Director
Stephanie Catlett, Secretary to the Board
Garry Serraino, Maintainer
Linda Palmieri, Principal Account Clerk
Diane Klein, Trustee Elect
Keith Callahan, P.E., FPM Group

Conditions Assessment Report: Keith Callahan, P.E., FPM Group

Mr. Callahan reviewed his findings in the Conditions Assessment Report prepared by FPM Group. When a building is over a certain age (the Library building is 20 years old), building conditions need to be assessed. This assessment identifies and evaluates the current condition of the facility and recommendations are made so the Library can make informed decisions regarding repairs, maintenance, and replacements of building systems and components. FPM Group developed their report based on an on-site assessment.

After reviewing the items on FPM's Assessment Report, Mr. Callahan suggested prioritizing roof replacement and façade repair. The initial design, planning and permit approval process can take as long as 9 months, as permits may be required for multiple phases of the project. At the same time, options for replacing or upgrading the cooling tower on the roof should be considered for bundling with the roof and façade projects. Other items on the Condition Assessment Report can be addressed in-house or are projects that can be considered at a later date.

Motion made by Charles Jettmar, seconded by Judith Esterquest to request FPM Group to provide proposals for a) roof design and façade and b) HVAC study.

Yes – Jettmar, Esterquest, Su
 No - none

Minutes from previous session

Motion by Charles Jettmar, seconded by Judith Esterquest to accept the Minutes, dated April 2, 2024 and April 16, 2024.

Yes – Jettmar, Esterquest, Su
 No – none

Financials, Reports and Vouchers

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on May 14, 2024 and are allowed in the amounts shown.

Voucher #874	4/11/2024	Payroll	\$ 78,756.31
Claims Warrant	4/20/2024	A-Fund/General Operating	\$ 126,977.59
Voucher #875	4/25/2024	Payroll	\$ 81,090.29
Claims Warrant	4/25/2024	A-Fund/General Operating	\$ 9,317.93
Voucher #876	5/9/2024	Payroll	\$ 81,903.69
Claims Warrant	5/13/2024	A-Fund/General Operating	\$ 162,386.94

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

Motion made by Charles Jettmar, seconded by Judith Esterquest, to approve Vouchers in the amounts listed.

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

Yes – Jettmar, Esterquest, Su
 No – none

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

Treasurer Position Candidates

The Library has received resumes from Brian Cleary, Kayla Craig, Marguerite Krejci and Christopher Sia. All candidates have qualifications necessary for the position and will make themselves available for interviewing.

After discussion, the Board requested a committee be formed, headed by Trustee Donald T. O'Brien and including Principal Account Clerk Linda Palmieri to interview the Treasurer candidates and make a hiring recommendation at the June 11, 2024 Board of Trustees meeting.

Insurance policy review

As per the latest requirement from our insurance underwriter, we are developing a policy to address concerns with *Sexual Abuse and Misconduct Prevention*. The new NYS laws have strict mandated reporting guidelines that do not clearly state requirements for Librarians and library personnel. The Director is working with Nicole Morton and Maryann Aiello (Salerno Insurance) on drafting an appropriate library *Sexual Abuse and Misconduct Prevention* policy.

Response to Patron email

Discussion of Patron email to Trustees expressing concern that an adult, unaccompanied by a child, was observed browsing in the children's room. After review of the incident, it was determined the Librarians handled the situation appropriately.

The date for the next Board Meeting is Monday, July 8, 2024 at 6:30 pm.

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

Respectfully submitted,

Stephanie Catlett, Secretary to the Board