

Minutes of the Board of Trustees of the Manhasset Public Library
June 28, 2023

*Held at the Library in the Community Room/Lower Level on Wednesday, June 28, 2023.
Session called to order at 8:10pm.*

Attendance

Board Members:

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

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

Oath of Office:

Charles Jettmar stated: "I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Manhasset Public Library, according to the best of my ability." June 23, 2023

Minutes from previous session

Motion by William Hannan, seconded by Judith Esterquest to accept the Minutes dated April 4, 2023 (as amended) and April 18, 2023.

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

No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich Treasurer's Reports of April 13, 2023, April 27, 2023, May 15, 2023, June 1, 2023 and June 15, 2023. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on June 28, 2023 and are allowed in the amounts shown.

Claims Warrant	4/13/2023	A Fund/General Operating	\$ 106,722.73
Voucher #847	4/16/2023	Payroll	\$ 78,411.88
Claims Warrant	4/27/2023	A Fund/General Operating	\$ 46,676.16
Voucher #848	4/27/2023	Payroll	\$ 77,868.62
Voucher #849	5/11/2023	Payroll	\$ 77,087.80
Claims Warrant	5/15/2023	A Fund/General Operating	\$ 95,425.23
Voucher #850	5/25/2023	Payroll	\$ 77,566.15
Claims Warrant	5/31/2023	A-Fund/General Operating	\$ 32,687.59
Voucher #851	6/8/2023	Payroll	\$ 75,975.50
Claims Warrant	6/15/2023	A Fund/General Operating	\$ 170,066.28

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

Motion made by William Hannan, 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, O’Brien, Su, Hannan

No – none

Director’s Report

In her report, the Director provided background, context and proposed edits for specific item on the *Reorganization Agenda*. She noted that the financial policies confirmation, the FY 2022-2023 financial review and audit results will be presented by Harry Meyer at a board meeting this autumn.

The Assistant Director, Maria Mignano, presented the initial rebranding materials to the Trustees for their feedback.

Reorganization

Appointment of the Board of Trustee officers for the Manhasset Public Library for the fiscal year term 2023-2024:

Motion by Judith Esterquest, seconded by Gloria Su to nominate Charles Jettmar to the Office of Board President.

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

Motion by Gloria Su, seconded by William Hannan to nominate Judith Esterquest to the Office of Board Vice President

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

Motion by Gloria Su, seconded by Charles Jettmar to nominate Donald T. O'Brien as Financial Officer.

Yes – Jettmar, Esterquest, O'Brien, Su, Hannan
No - None

Trustee By-Laws:

Motion made by Gloria Su and seconded by Charles Jettmar, the Board reviews and confirms the **Trustee By-Laws** as amended.

RESOLVED, that the Board ratifies and confirms the Trustee By-Laws

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

Long Range Plan of Service: Judith Esterquest and Donald T. O'Brien were selected to serve on a committee to update the Library's Long Range Plan of Service. Items to be examined are the Library's mission and the five (5) Goals and Objectives.

Motion made by Charles Jettmar and seconded by William Hannan, the Board reviews and confirms the **Long Range Plan of Service** with Committee review.

RESOLVED, that the Board ratifies and confirms the Long Range Plan of Service with Committee review.

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

No – none

2024 Calendar:

Motion made by William Hannan, seconded by Judith Esterquest, to approve the proposed MPL Calendar for 2024.

RESOLVED, that the Board ratifies and confirms the proposed 2024 MPL calendar.

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

No – none

Designation of Official Newspaper

Motion made by Gloria Su, and seconded by William Hannan, the Board adopts the following resolution to appoint the **Manhasset Press** as the official newspaper; published within the county to which the Library will submit for publication announcements and legal notices.

RESOLVED, that the Board ratifies and confirms the Manhasset Press as official newspaper.

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

No – none

Designation of Official Bank

Motion made by Donald T. O’Brien, and seconded by Judith Esterquest, the Board reaffirms the First National Bank of Long Island as the official bank as stated in the following resolution.

RESOLVED, that the Board ratifies and confirms First National Bank of Long Island as the official bank.

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

No – none

Professional Providers

Motion made by Donald T. O'Brien, seconded by Gloria Su, to reaffirm the following Professional Providers:

- Labor Counsel – William DeWitt, Esq., Bee, Ready, Fishbein
- General Counsel – Christopher Prior, Esq., McLaughlin & Stern
- Treasurer – Michael Tomicich
- Internal Accountant – Harry Meyer, CPA, CFM
- External Auditor – Cullen & Danowski
- Archivist – Antonia Mattheau
- Appraisers – Appraisal Affiliates – Fred & Ken Strom
- IT Consultant – OSI Technologies

RESOLVED, that the Board ratifies and confirms the Professional Providers as stated.

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

No – none

Policy Review and Confirmation:

Motion made by Charles Jettmar and seconded by Donald T. O'Brien to confirm the following Policies:

- Anti-Discrimination and Harassment Policy
- Code of Conduct
- Collection Development and Collection Maintenance Policy
- Computer Policy (Staff)
- Conflict of Interest Policy
- Filming and Photography Policy*
- Internet Use Policy (Public Computers)
- Meeting Room Policy
- Open Meetings Policy
- Program Policy*
- Safety Plan
- Video, Camera and Surveillance Policy
- Whistleblower Policy

*New Policy

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

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

No - none

Executive Session: Entered at 9:15 pm exited at 10:15 pm.

Actions:

The current terms and conditions of employment for Confidential Staff members, regardless of their hire date shall be amended for the period July 1, 2023 through June 30, 2024 to include the applicable terms and conditions of employment recorded in the July 1, 2021 through June 30, 2027 CBA. The Board shall consider applying the portions of the CBA which cover the years July 1, 2024 through June 30, 2027 at a later date.

Confidential Staff members, who are not covered employees under the Library's collective bargaining agreement ("CBA"), shall receive those employee benefits provided to covered employees in the terms and conditions set forth in the current CBA and receive compensation as granted by the Trustees.

Likewise, the Director shall receive the employee benefits provided to covered employees in the terms and conditions set forth in the current CBA and receive compensation as granted by the Trustees.

RESOLVED, that the Board ratifies and confirms, effective July 1, 2023, the start of the Library's fiscal year, that the Confidential Staff contracts are renewed as proposed.

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

RESOLVED, that the Board ratifies and confirms, effective July 1, 2023, the start of the Library's fiscal year, that the Director's contract is renewed as proposed.

Yes – Jett,ar. Esterqiest. O'Brien, Su, Hannan
No – none

The date for the next Board Meeting is Wednesday, August 9, 2023 at 7:00 pm.

Motion to end the meeting made by Judith Esterquest and seconded by William Hannan at 10:15 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board