Minutes of the Board of Trustees of the Manhasset Public Library
July 1, 2026

Held at the Library in the Community Room/Lower Level on Tuesday, July 1, 2026.
Session called to order at 7:05 pm.

Attendance
Board Members:

Charles Jettmar, President
Judith Esterquest, Vice President
Donald T. O'Brien, Financial Officer
Gloria Su, Trustee
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 May 19, 2026.

Yes – Esterquest, O'Brien, Su, Klein
No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Brian Cleary's Treasurer Reports of May 21, 2026, June 11, 2026, and June 24, 2026. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on July 1, 2026 and are allowed in the amounts shown.

Voucher #929	5/21/26	Payroll	$ 89,449.33
Claims Warrant	5/21/26	A-Fund/General Operating	$ 45,876.52
Voucher #930	6/4/26	Payroll	$ 88,535.13
Claims Warrant	6/11/26	A-Fund/General Operating	$ 116,727.59
Claims Warrant	6/11/26	H-Fund/Capital Projects	$ 34,219.62
Voucher #931	6/18/26	Payroll	$ 114,811.62
Claims Warrant	6/24/26	A-Fund/General Operating	$ 77,802.59
Claims Warrant	6/30/26	A-Fund/General Operating	$ 30,557.10

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

Motion made by Donald T. O'Brien, seconded by Diane Klein, to approve Vouchers in the amounts listed.

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

Yes – Esterquest, O'Brien, Su, Klein
No – none

Appointment of the Board of Trustee officers for the Manhasset Public Library for the fiscal year term 2026-2027:

Motion by Gloria Su, seconded by Donald T. O'Brien to nominate Charles Jettmar to the Office of Board President.

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

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

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

2027 Calendar:

Motion made by Charles Jettmar, seconded by Donald T. O'Brien, to approve the proposed MPL Calendar for 2027, as amended.

RESOLVED, that the Board ratifies and confirms the proposed 2027 MPL calendar, as amended.

Yes – Esterquest, O'Brien, Su, Klein
No – none

Designation of Official Newspaper

Motion made by Diane Klein, and seconded by Gloria Su, 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 – Esterquest, O'Brien, Su, Klein
No – none

Designation of Official Bank(s)

Motion made by Donald T. O'Brien, and seconded by Judith Esterquest, the Board reaffirms ConnectOne Bank and TD Bank as the official banks as stated in the following resolution.

RESOLVED, that the Board ratifies and confirms ConnectOne Bank and TD Bank as official banks.

Yes – Esterquest, O'Brien, Su, Klein
No – none

Professional Providers

Motion made by Diane Klein, seconded by Charles Jettmar, to reaffirm the following Professional Providers:

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

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

Yes – Esterquest, O'Brien, Su, Klein
No – none

Policy Review and Confirmation

Motion made by Judith Esterquest and seconded by Gloria Su to reaffirm the following Policies:

- Anti-Discrimination and Harassment Policy
- Code of Conduct *
- Collection Development and Collection Maintenance Policy with AI Addendum**
- Communicative Activities Policy
- Computer Policy (Staff)
- Conflict of Interest Policy
- Filming and Photography Policy
- Internet Use Policy (Public Computers)
- Long Range Plan of Service *
- Meeting Room Policy
- Open Meetings Policy
- Program Policy
- Safety Plan
- Sexual Abuse and Reporting Policy
- Trustee By-Laws *
- Video, Camera and Surveillance Policy
- Whistleblower Policy

*Pending Committee Review
**New AI Addendum

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

Yes – Esterquest, O'Brien, Su, Klein
No - none

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

FPM Update:

Roof Project: FPM is in the process of completing the SED final review and closeout. The expected finalization is in early July. MPL has received a credit for the broken sidewalk which will be applied to the repair costs using another contractor. FPM has requested a proposal for sidewalk repair with DOT permitting from Anchormen Construction. If accepted, this repair will coincide with the bollard installation.

Vehicle Protection/Bollard Project: An introductory meeting was held on June 24th with the Anchormen representative. The project is moving forward with the first steps being submission of the bollard specs. The timing will take into account the lead time for product delivery which is estimated at 3-4 weeks. The estimated time for deployment and actual construction is slated for early to mid-August. Once the bollards are placed, we can proceed with installing the irrigation system, lights and the planned plantings.

HVAC System: FPM has provided their HVAC System Retro-Commissioning Proposal. This Capital Project has a 2–3-year duration. After discussion, the Board requested the Director to ask FPM for a one-page summary of additional expected costs for the project.

Art Donations: The internationally famous Chinese artist Cao Jun has created an original calligraphy piece for the Library which is now framed and on display on the first floor. The calligraphy translates as *"As the pursuit of knowledge is endless, learning becomes a lifelong journey."* Included with the translation is the following commemorative: Dedicated to the Manhasset Public Library by the artist CAO JUN on March 28, 2026.

The Gach Pelle Art Studio, family of local artist George Gach (1909-1996), has donated a painting titled "Manhasset Bay View". The work, awash in blue sky crested with clouds, crystal water and sailboats, is a vision of summer. The painting was framed and placed on permanent display on the 2nd floor near the conference room.

Executive Session: Entered at 8:10 pm exited at 8:50 pm.

No action taken

The date for the next Board meeting is Wednesday, July 15, 2026 at 7:00 pm.

Motion to end the meeting made by Charles Jettmar and seconded by Judith Esterquest at 8:55 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board