

**Minutes of the Board of Trustees of the Manhasset Public Library**  
**July 23, 2025**

*Held at the Library in the Community Room/Lower Level on Wednesday, July 23 2025.  
Session called to order at 6:10 pm.*

**Attendance**

Board Members:

- Charles Jettmar, President (left at 6:30 pm with notice)
- Judith Esterquest, Vice President
- Donald T. O’Brien, Financial Officer
- Gloria Su, Trustee
- Diane Klein, Trustee

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

**Resolution Items**

**TD Bank – New Account:** A new checking account has been opened at TD Bank for Capital Projects.

Motion made by Gloria Su and seconded by Diane Klein to open a checking account at TD Bank to fund Capital Projects. The Board authorized Linda Palmieri to transfer \$851,000 as well as additional funding to cover the cost of change orders/contingencies as required into this account.

RESOLVED, that the Board confirms the opening of a checking account at TD Bank, to be titled “Capital Projects” and authorizes Linda Palmieri to initiate inter-account transfers in the amount of \$851,000 as well as additional funding to cover the cost of change orders/contingencies as required into the Capital Projects account at TD Bank.

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

**Exterior Renovations Project Update**

There are three change orders for the planned exterior renovations project. The change orders have been reviewed by Board President Charles Jettmar and will go forward to continue the exterior work. Cost is expected to be under \$30,000.

- FPM has reviewed and approved Best Restoration submission for payment in the amount of \$76,000.

**Amendments to NLS Bylaws**

The NLS board recently approved amendments to the NLS Memorandum of Organization, an attachment to the NLS bylaws that outlines how member library boards participate in elections of NLS trustees and system wide meetings.

Motion by Judith Esterquest, seconded by Charles Jettmar, to approve the Proposed NLS Memorandum of Organization Amendments.

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

**Reorganization item 1**

**Appointment of the Board of Trustee officers for the Manhasset Public Library for the fiscal year term 2025-2026:**

Motion by Donald T. O’Brien, seconded by Judith Esterquest 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 Donald T. O’Brien to nominate Judith Esterquest to the Office of Board Vice President

Yes – Jettmar, Esterquest, O’Brien, Su, Klein  
No – None

Motion by Judith Esterquest, seconded by Gloria Su to nominate Donald T. O’Brien as Financial Officer.

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

Charles Jettmar left the meeting at this point, at 6:30 pm with notice.

**Minutes from previous session**

Motion by Judith Esterquest, seconded by Diane Klein to accept the Minutes dated May 2, 2025.

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

**Financials, Reports and Vouchers**

First National Bank of Long Island has merged with ConnectOne Bank as of June 15, 2025.

The Trustees reviewed and accepted Brian Cleary’s Treasurer Reports of May 14, 2025, May 19, 2025, June 4, 2025, June 30, 2025 and July 16, 2025. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on July 23, 2025 and are allowed in the amounts shown.

Voucher #902	5/8/25	Payroll	\$ 83,419.01
Claims Warrant	5/14/25	A-Fund/General Operating	\$ 102,101.62
Voucher #903	5/22/25	Payroll	\$ 85,482.16
Claims Warrant	5/25/25	A-Fund/General Operating	\$ 11,747.87
Claims Warrant	6/4/25	A-Fund/General Operating	\$ 50,653.14
Voucher #904	6/5/25	Payroll	\$ 84,305.20
Voucher #905	6/18/25	Payroll	\$ 111,463.46
Claims Warrant	6/30/25	A-Fund/General Operating	\$ 159,658.85
Voucher #906	7/3/25	Payroll	\$ 84,274.86
Claims Warrant	7/16/25	A-Fund/General Operating	\$ 58,246.96
Voucher #907	7/17/25	Payroll	\$ 85,404.46
Voucher #907a	7/17/25	Payroll	\$ 1,321.04

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

Motion made by Donald T. O’Brien, seconded by Judith Esterquest, 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

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

**Project update:** On Wednesday, June 11, Project Architect Robbie Hein chaired the kick off meeting with Best Restoration and Library administration. Site staging began the week of June 30<sup>th</sup> and exterior masonry work started July 7<sup>th</sup>. FPM's Robbie Hein was on site Tuesday, July 15 for the bi-weekly progress meeting. Nearly 80% of the exterior repointing has been completed. Garry Serraino and Robbie walked the building prior to meeting with Best Restoration and noted various issues to be addressed including change orders/field orders. Best has provided proposals for the work outside of the original scope which have been reviewed by FPM and Charles Jettmar. Best Restoration has not been on site since July 15<sup>th</sup>. Work will continue after FPM has received and approved the roofing submittals which were still outstanding as of this date. Submittal delays and the subsequent material wait time will mean that the roof work is not likely to start until early August.

- The next on-site meeting is scheduled for Tuesday, July 29.

### **Resumption of Reorganization Agenda**

#### **2026 Calendar:**

Motion made by Gloria Su, seconded by Donald T. O'Brien, to approve the proposed MPL Calendar for 2026.

RESOLVED, that the Board ratifies and confirms the proposed 2026 MPL calendar.

Yes – Esterquest, O'Brien, Su, Klein

No – none

#### **Designation of Official Newspaper**

Motion made by Judith Esterquest, and seconded by Donald T. O'Brien, 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 Gloria Su, 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 Judith Esterquest, 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 Donald T. O'Brien and seconded by Judith Esterquest to reaffirm the following Policies:

- Anti-Discrimination and Harassment Policy
- Code of Conduct \*
- Collection Development and Collection Maintenance Policy
- 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

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

Yes – Esterquest, O’Brien, Su, Klein

No - none

**Executive Session:** Entered at 7:00 pm exited at 7:30 pm.

No action taken.

The dates for the next Board meetings are September 17, 2025, October 29, 2025, November 12, 2025 and December 3, 2025 all Wednesday nights at 6:00 pm.

Motion to end the meeting made by Judith Esterquest and seconded by Gloria Su at 7:30 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board