

**Minutes of the Board of Trustees of the Manhasset Public Library**  
**July 8, 2024**

*Held at the Library in the Community Room/Lower Level on Monday, July 8, 2024.  
Session called to order at 6:45 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

Harrison Jettmar, Manhasset Resident  
Peter Galvin, Manhasset Resident  
William Galvin, Manhasset Resident

**Oath of Office:**

Diane Klein 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." July 8, 2024

**Minutes from previous session**

Motion by Charles Jettmar, seconded by Gloria Su to accept the Minutes dated May 14, 2024.

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

No – none

**Financials, Reports and Vouchers**

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on July 8, 2024 and are allowed in the amounts shown.

Voucher #877	5/23/2024	Payroll	\$ 79,803.59
Claims Warrant	5/31/2024	A-Fund/General Operating	\$ 58,801.98
Voucher #878	6/6/2024	Payroll	\$ 80,061.16
Claims Warrants	6/13/2024	A-Fund/General Operating	\$ 106,278.84
Voucher #879	6/20/2024	Payroll	\$ 97,888.36
Claims Warrant	6/30/2024	A-Fund/General Operating	\$ 70,285.64
Voucher #880	7/3/2024	Payroll	\$ 80,426.22

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, O’Brien, Su, Klein

No – none

**Banking Update**

Diane Klein and Brian Cleary have been added to First National Bank of Long Island’s Account Agreement, Resolution of Municipality or School District and Customer Profile Sheet. Michael Tomacich has been removed from the Library’s FNBLI account.

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

**FPM Group**

Motion made by Charles Jettmar, seconded by Judith Esterquest, to proceed with the HVAC engineering study in the amount of \$14,950.00 with the addition of the Christopher Prior, Esq. (McLaughlin & Stern) contract addendum. The Engineering Services Cost Proposal for the building envelope project will be tabled until questions raised at this meeting are answered.

RESOLVED, that the Board approves the FPM Group HVAC engineering study in the amount of \$14,950.00.

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

No – none

**Reorganization**

**Appointment of the Board of Trustee officers for the Manhasset Public Library for the fiscal year term 2024-2025:**

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

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

**Trustee By-Laws:**

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

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

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

**Long Range Plan of Service:**

Gloria Su and Judith Esterquest were selected to serve on a Committee to update the Library’s Long Range Plan of Service. The confirmation of the Long Range Plan of Service was tabled pending the Committee’s review.

**2025 Calendar:**

Motion made by Charles Jettmar, seconded by Diane Klein, to approve the proposed MPL Calendar for 2025.

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

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

No – none

**Designation of Official Newspaper**

Motion made by Donald T. O’Brien, and seconded by Charles Jettmar, 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, Klein

No – none

**Designation of Official Bank**

Motion made by Donald T. O’Brien, and seconded by Gloria Su, 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, Klein

No – none

## Professional Providers

Motion made by Charles Jettmar, 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

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

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

No – none

## Appointment of Treasurer

Motion made by Donald T. O'Brien, seconded by Gloria Su to appoint Brian K. Cleary, CPA to the position of Library Treasurer.

RESOLVED, that the Board ratifies and confirms the appointment of Brian K. Cleary, CPA to the position of Treasurer.

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

No – none

## Policy Review and Confirmation:

Motion made by Charles Jettmar and seconded by Judith Esterquest to reaffirm the following Policies:

- Anti-Discrimination and Harassment Policy
- Code of Conduct (Committee Review)
- Collection Development and Collection Maintenance Policy
- Computer Policy (Staff)
- Conflict of Interest Policy
- Filming and Photography Policy
- Internet Use Policy (Public Computers)
- Long Range Plan of Service (Committee Review)

- Meeting Room Policy
- Open Meetings Policy
- Program Policy
- Safety Plan
- Trustee By-Laws
- Video, Camera and Surveillance Policy
- Whistleblower Policy

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

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

No - none

**Communicative Activities Policy:**

The Board would like to review the language used in the Communicative Activities Policy and confirm it at the next Board of Trustees meeting.

**Sexual Abuse and Reporting Policy:**

The Library will be providing staff with education regarding the process of identifying abuse of young people. This policy is a draft that will be reviewed by the Board and ratified at the next Board of Trustees meeting.

**Executive Session:** Entered at 8:00 pm exited at 8:05 pm.

No action taken.

The date for the next Board Meeting is Tuesday, September 10, 2024 at 6:30 pm.

Motion to end the meeting made by Charles Jettmar and seconded by Judith Esterquest at 8:05 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board