

Minutes of the Board of Trustees of the Manhasset Public Library
September 10, 2024

*Held at the Library in the Lower Level meeting room on Wednesday, September 10, 2024.
Session called to order at 6:40 pm*

Attendance

Board Members:

- Charles Jettmar, President
- Judith Esterquest, Vice President
- Donald T. O’Brien, Financial Officer
- Gloria Su, Trustee
- Diane Klein, Trustee (Absent with Notice)

- Maggie Gough, Director
- Maria Mignano, Assistant Director
- Stephanie Catlett, Secretary to the Board

Minutes from previous session

Motion by Judith Esterquest, seconded by Gloria Su to accept the Minutes, dated July 8, 2024.

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

Financials, Reports and Vouchers

The Trustees reviewed and accepted Brian Cleary’s Treasurer’s Reports of August 14, 2024 and August 27, 2024. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on September 10, 2024 and are allowed in the amounts shown.

Claims Warrant	7/17/2024	A-Fund/General Operating	\$ 18,066.46
Voucher #881	7/18/2024	Payroll	\$ 80,912.81
Voucher #881a	7/18/2024	Payroll	\$ 1,249.46
Claims Warrant	7/31/24	A-Fund/General Operating	\$ 250,264.95
Voucher #882	8/1/2024	Payroll	\$ 79,080.05
Claims Warrant	8/14/2024	A-Fund/General Operating	\$ 121,315.17
Voucher #883	8/15/2024	Payroll	\$ 80,477.12
Claims Warrant	8/27/2024	A-Fund/General Operating	\$ 37,387.43
Voucher #884	8/29/2024	Payroll	\$ 80,464.52

Voucher #885	9/12/2024	Payroll	\$ 79,178.90
--------------	-----------	---------	--------------

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

Motion made by Donald T. O’Brien, seconded by Charles Jettmar, to approve Vouchers in the amounts listed.

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

Yes – Esterquest, O’Brien, Su

No – none

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

New Library Cards: Assistant Director Maria Mignano has overseen the production of the new MPL library card which features our new logo. We will start issuing the new cards to patrons signing up this September (National Library Card month). New cards will also include a ‘youth card’ designation for patrons under 16. Youth cards will help us track patrons more accurately and monitor access to adult rated video games.

Banking news: FNBLI has announced a merger with ConnectOne bank. The merger is due to be completed by mid-2025. The ConnectOne merger will create a company with a market capitalization exceeding \$1.2 billion. Our operating account is with FNBLI along with 3 CDs. The remaining CDs and T-bills are with TD Bank. As of now, the impact on our day-to-day operations should be minimal and we will be monitoring the situation as it evolves.

Patron incident: An access restriction letter was issued to L. Trachtman as of September 6, 2024 in response his public exposure, urination and improper disposal of bodily waste in the Library parking lot.

Policy follow up: The language used in the Communicative Activities Policy was reviewed and updated.

Motion made by Judith Esterquest, and seconded by Gloria Su to approve the Communicative Activities Policy, as amended.

RESOLVED, that the Board ratifies and confirms the Communicative Activities Policy, as amended.

Yes – Jettmar, Esterquest, O’Brien, Su

No – none

New Policy: Sexual Abuse and Misconduct Prevention Policy. The Board has reviewed the Sexual Abuse and Misconduct Prevention Policy.

Motion made by Charles Jettmar and seconded by Gloria Su to approve the Sexual Abuse and Misconduct Prevention Policy

RESOLVED, that the Board ratifies and confirms the Sexual Abuse and Misconduct Prevention Policy.

Yes – Jettmar, Esterquest, O'Brien, Su

No – none

FPM Group Follow Up: FPM Group, represented by Keith Callahan, has received Board approval to go ahead with the Engineering Services Cost Proposal for the HVAC system report. The Director and Trustee Charles Jettmar conducted an extensive review of the Engineering Services Cost Proposal for Building Envelope Renovations, not to exceed \$82,000.00. The Library should be receiving the timeline for services within the week.

Motion made by Charles Jettmar, seconded by Donald T. O'Brien, to approve the Engineering Services Cost Proposal by FPM Group for the building envelope project not to exceed \$82,000.00.

RESOLVED, that the Board approves the FPM Group Engineering Services Cost Proposal for Building Envelope Renovations not to exceed \$82,000.00

Yes – Jettmar, Esterquest, O'Brian, Su

No – none

2025 Budget Vote: The tentative date for the 2025 Budget Vote is Tuesday, April 8, 20245.

Executive Session: entered at 7:05 pm, exited at 7:30 pm

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, 2024, the start of the Library's fiscal year, that the Confidential Staff contracts are renewed as proposed.

Yes – Jettmar, Esterquest, O'Brien, Su

No – none

RESOLVED, that the Board ratifies and confirms, effective July 1, 2024, the start of the Library's fiscal year, that the Director's contract is renewed as proposed.

Yes – Jettmar, Esterquest, O'Brien, Su

No – none

The date for the next Board Meetings for 2024 (all Tuesdays) are October 15, November 19 and December 17 at 6:00 pm.

Motion to end the meeting made by Judith Esterquest and seconded by Gloria Su at 7:35 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board