

Minutes of the Board of Trustees of the Manhasset Public Library
September 17, 2025

*Held at the Library in the Lower Level meeting room on Wednesday, September 17, 2025.
Session called to order at 5:45 pm*

Attendance

Board Members:

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

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

Also Present: Katherine Ann Radigan

Minutes from previous session

Motion by Judith Esterquest, seconded by Diane Klein to accept the Minutes, dated July 23, 2025

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

Financials, Reports and Vouchers

The Trustees reviewed and accepted Brian Cleary’s Treasurer’s Reports of July 31, 2025, August 14, 2025, August 28, 2025 and September 11, 2025. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on September 17, 2025 and are allowed in the amounts shown.

Voucher #908	7/31/25	Payroll	\$ 86,704.27
Claims Warrant	7/31/25	A-Fund/General Operating	\$ 252,404.10
Claims Warrant	7/31/25	H-Fund/Capital Projects	\$ 76,000.00
Voucher #909	8/14/25	Payroll	\$ 80,028.47
Claims Warrant	8/14/25	A-Fund/General Operating	\$ 118,143.77

Claims Warrant	8/14/25	H-Fund/Capital Projects	\$ 133,095.00
Voucher #910	8/28/25	Payroll	\$ 83,251.68
Claims Warrant	8/28/25	A-Fund/General Operating	\$ 44,098.59
Voucher #911	9/11/25	Payroll	\$ 84,084.78
Claims Warrant	9/11/25	A-Fund/General Operating	\$ 91,088.54

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 – Jettmar, Esterquest, O’Brien, Klein

No – none

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

Conflict of Interest Statement: As per discussion during the July Board meeting, a *Conflict of Interest* annual renewal statement has been developed. This statement complements our *Conflict of Interest* Policy. New York’s Not-For-Profit Corporation Law (NPCL §715-a) mandates that all public and association libraries adopt and implement conflict of interest policies and that Board members file an annual disclosure statement. Specifically, a Conflict of Interest Policy and annual statement requires Trustees to disclose any financial or personal interests that could conflict with their duties to the library. Each Trustee is required to sign a statement annually, affirming they have read and will comply with the policy and disclosing any potential conflicts of interest. This policy ensures transparency and the public’s trust. Failure to disclose or correct a conflict of interest can be considered grounds for removal from the Board or staff dismissal.

Motion made by Charles Jettmar and seconded by Diane Klein to accept the Conflict of Interest Policy Annual Renewal Statement

RESOLVED, that the Board ratifies and confirms the Conflict of Interest Policy Annual Renewal Statement.

Yes – Jettmar, Esterquest, O’Brien, Klein

No – none

FPM/Construction Update:

- Bi-weekly meeting was held on Tuesday, September 9th. Next meeting is scheduled for Tuesday, September 23rd.
- Roof installation is approximately 60% - 75% complete.

Remaining roof construction items:

- Change Order #4 – cracked roof parapets repair includes 40 CMU Block Replacements, 500 LF Repointing and CMU Patch Work
- Flashing Detail & Coping

Additional work:

- Replacement of concrete flags damaged during construction
- Post flood clean-up has been completed. Best Restoration is coordinating with MPL for additional post-flood remediation including ceiling tile replacement and ceiling repair.

Additional Capital Projects: Priority and Timeline:

In regards to financial planning and library operations we are considering these capital projects as part of a 5-year cycle.

1. Bollard project – Spring-2026
2. Landscaping and Sprinkler System- Spring 2026
3. Lighting – Spring 2026
4. Parking Lot – Summer 2026
5. BMS/HVAC overhaul – 2027- 2028

After discussion, the Board requested that Director Maggie Gough obtain a concept plan from FPM Engineering for Bollard construction as soon as practicable.

Personnel: The Youth Services department has had two librarians resign; Ida Weiss in May and Erin Sweeney in August. Librarian Trainee Theresa Vogel was promoted to Librarian I on August 25, 2025, after completion of her Masters in Library Science degree. Theresa has been employed at MPL since September of 2023, and has proven to be an asset to the Youth Services Department. Two additional Librarian I candidates have accepted positions in the Youth Services department. Rene Giminiani will join us as of September 22nd. Rene has worked in Baldwin and Great Neck and has expertise in children’s programming including multicultural programs, literacy planning, marketing and community building. Amy D’Arco will be our new Teen Librarian as of September 29th. Amy has worked in Oceanside and Levittown and has an outstanding record of producing engaging teen activities, programs and collaborative opportunities.

Motion made by Donald T. O’Brien, seconded by Charles Jettmar to approve the promotion of Theresa Vogel and the hiring of Rene Giminiani and Amy D’Arco.

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

Meeting Room Use: requests, response and policy guide.

Request for meeting space use has clear guidelines as outlined in our Meeting Room Policy. Room use must be approved and the applicant/patron assumes all program-related costs as well as any costs related to ‘damages’ or ‘additional services’ (tech help, etc.). Additional Library policies cover other related contingencies such as **Policy on Communicative Activities at Library Facilities** (such as posting flyers or using MPL brand without permission), **Filming and Photography Policy** which covers the interruption of library operations due to media presence and includes a REQUEST TO PHOTOGRAPH OR FILM IN THE LIBRARY pending Director approvals. As security and safety is a legitimate concern, in addition to our camera system run on compliant NCP Milestone software, we have a good relationship with our local police who have been a presence at the Library when requested. Our Meeting Room use policy has been vetted by our attorney and is compliant with First Amendment rights. The Director stated that our current policy, as written, is adequate for our needs.

Trustee Education: The Director reminded the Trustees that New York State requires them to complete two hours of training each year. There are training opportunities through the Nassau Library System (NLS) listed under “Trustee Info”.

Legislative Breakfast: The co-sponsored LILRC and NLS Annual Legislative Breakfast will be held on October 3, 2025 at 8:30 am at the Nassau Library System, 900 Jerusalem Avenue, Uniondale.

Executive Session: entered at 6:45 pm, exited at 7:10 pm

No action taken.

The date for the next Board Meetings are Wednesdays, October 29 at 6:00 pm, November 12 at 5:30 pm, and December 3, 2025, at 6:00 pm.

Motion to end the meeting made by Charles Jettmar and seconded by Judith Esterquest at 7:10 pm.

Respectfully submitted,

Stephanie Catlett

Secretary to the Board