

**Minutes of the Board of Trustees of the Manhasset Public Library**  
**September 28, 2022**

*Held at the Library in the Lower Level Meeting Room September 28, 2022.  
Session called to order at 6:15pm.*

**Attendance**

Board Members:

Charles Jettmar, President  
Judith Esterquest, Vice President  
Donald T. O'Brien, Financial Officer  
Gloria Su, Trustee  
William Hannan, Trustee

Maggie Gough, Director  
Maria Mignano, Asst. Director  
Stephanie Catlett, Secretary

**Additional attendees:**

William DeWitt, Library Counsel

Executive Session entered: 6:15 pm

Executive Session exited: 7:20 pm. Public session resumed.

The following actions were taken:

Motion by President Charles Jettmar, seconded by Vice President Judith Esterquest to adopt the following:

BE IT RESOLVED, the Board of Trustees signed the Contract between the United Public Service Employees Union/ Manhasset Public Library Staff Association and the Board of Trustees of the Manhasset Public Library. The term of the Contract is from July 1, 2021 through June 30, 2026.

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

No – none

RESOLVED, 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.

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

No – none

RESOLVED, that the Board ratifies and confirms, effective July 1, 2022, the start of the Library’s fiscal year, that it is the intention of the Trustees that the Director receive those benefits and terms provided by the CBA and receive compensation as granted by the Trustees.

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

No - none

**Minutes from previous session**

Motion by William Hannan, seconded by Judith Esterquest to accept the Minutes dated August 4, 2022.

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

No – none

**Financials, Reports and Vouchers**

The Trustees reviewed and accepted Michael Tomicich’s Treasurer Reports of August 17, 2022, September 1, 2022 and September 16, 2022. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on September 28, 2022 and are allowed in the amounts shown.

Voucher #829	8/4/2022	Payroll	\$ 70,442.46
Claims Warrant	8/17/2022	A-Fund/General Operating	\$ 91,705.70
Voucher #830	8/18/2022	Payroll	\$ 73,509.07
Claims Warrant	8/31/2022	A-Fund/General Operating	\$ 55,514.18
Voucher #831	9/1/2022	Payroll	\$ 68,964.73
Voucher #832	9/15/2022	Payroll	\$ 69,313.96
Claims Warrant	9/16/2022	A-Fund/General Operating	\$ 103,152.26

Linda Palmieri has been hereby authorized and directed to pay 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, Su, Hannan

No – none

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

**Personnel: Staffing as of September 2022**

Over the past weeks, the Director and Assistant Director have been working on replacements for staff vacancies. After obtaining Civil Service candidate lists, one Part-Time Senior Library Clerk was hired for the Circulation Desk. The next opportunity to canvass a Senior Library Clerk list will be in January 2023. We will be canvassing for a Librarian I for Youth Services beginning next week. The Trustees were provided with the Library Organizational Chart which captured the staffing position as of September, 2022.

**Library Trustee Information:**

The 37<sup>th</sup> Annual Legislative Breakfast with State Legislators will be held at the Island Trees Public Library on Friday, September 30 at 8:30am. This event focuses on Library advocacy and support. Library Trustees and Directors are invited to attend. Assistant Director Maria Mignano will be representing the Manhasset Public Library.

**Area 7: For Library Trustees in NLS Area 7 (Great Neck, Manhasset, Port Washington, Roslyn, Shelter Rock)**

Caroline Ashby of NLS will be scheduling an Area meeting at which time the member libraries in Area 7 can vote for the re-election of Bill Keller as the Area 7 representative on the NLS Board. A virtual meeting will potentially be scheduled for either Tuesday, October 11<sup>th</sup> or October 18<sup>th</sup>. The Director will attend the session.

**Trustee Education:**

Beginning January 1, 2023, each public library Trustee, elected or appointed, of a public library will be required to complete a minimum of two hours of trustee education annually (Education Law 260-d added by Chapter 468 of the Laws of 2021). Evidence of completion is to be filed by

each Trustee with the Board President, and compliance will be reported to the State in the Library's Annual Report.

The Director has provided links to suggested educational videos and a form to assist in documenting educational compliance.

The next scheduled Board Meeting is Wednesday, October 19, 2022 at 6:30pm.

Motion to end the meeting made by Gloria Su and seconded by William Hannan at 7:50 pm.

Respectfully submitted,

Stephanie Catlett  
Secretary to the Board