

Jan, 2020

Minutes January 9, 2020

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Thursday, January 9, 2020.
Session called to order at 7:30 pm.*

Attendance

Board Members:

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

Maggie Gough, Director

Also present:

Peter Fishbein, Library Counsel
Lisa Hendrickson, Consultant
Linda Palmieri, Business Office
Charisse Relyveld-Osnato, Business Office
Ellen Majorana, Administrative Assistant
LIVE Video

Additional attendees see attached sign in sheet

Opening Comments:

Board President Charles Jettmar opened the meeting with the following statement:

Thank you all for attending this evening's meeting. We have a larger than usual turnout by the public, and in order to try and accommodate all who are here, the Board will adjust the agenda and place the open session at the beginning of the meeting. We will try and accommodate as many as possible who want to speak, and have allotted 20-30 minutes. If the Board finds it necessary, it may have a second open session at the conclusion of the Board's agenda. Each speaker will be allowed two minutes to speak. Please complete a card with your name and address, and we will work from these cards.

Before we begin, as Chair of the Board, I would like to let all know that when the Board became aware of the allegations associated with the event of December 14, 2019, we contacted library counsel. He recommended an investigation of these allegations, and such an investigation is currently underway. He has also recommended that the Library Board not make any additional comments until the investigation is complete. We are hoping that it will be complete within the next week to ten days.

Community members came forward to speak.

Minutes January 9, 2020

1. George Juang
2. William Juang
3. Jen DeSena
4. Evan Mandery

The Manhasset Press was represented by Marco Schaden, who asked questions and was given answers.

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated December 5, 2019.

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

No – none

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated December 12, 2019.

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

No – none

Financial Report and Vouchers:

The Trustees reviewed and accepted Michael Tomicich Treasurer's Report of December 30, 2019.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on January 9, 2020 and are allowed in the amounts shown.

Voucher #760	12/12/19	Payroll	\$85,180.27
Claims Warrant	12/16/19	Operating	\$38,429.46
Voucher #761	12/26/19	Payroll	\$89,191.57
Claims Warrant	12/30/19	Operating	\$77,169.90
Voucher #762	1/9/2019	Payroll	\$84,822.75

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

Motion made by Donald O'Brien seconded by Gloria Su to approve Vouchers in the amounts listed.

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

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

No – none

Administrative Report

The Director responded to all questions regarding her report.

MDA update: Elisabeth Martin reports that the MEP documents have been added to the NYSED package which is ready for submission. Bids documents that cover two areas; general construction and furniture/finishes are ready for execution pending NYSED approval expected by early March. The Director will be working with MDA and the Trustees on oversight strategies and project logistics including the operational timetable/scheduling and labor plan. Preliminary staging for construction will commence in June 2020.

MDA's RFP for furniture proposal: as requested, Elisabeth Martin has submitted a service contract proposal RFP for furniture vendor; this is an additional MDA service costing \$5,400.

Motion by Charles Jettmar and seconded by Judith Esterquest to award the RFP for furniture vendor contract to MDA at the cost of \$5,400.

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

No – none

New Business

Informed by recent events and anticipating pending construction requirements, the Trustees discussed meeting room policy and use, deciding the following:

The Board is in the process of reviewing the meeting room policies and contracts.

Effective immediately, temporary suspension of all new contracts/rental agreements for the Community Room.

Due to pending construction planning, there will be no meeting room events scheduled (Community Room, Secret Garden, Conference Room and Café) effective June 1, 2020 until further notice.

Effective immediately, for executed contracts/agreements that involve food, the contract signer must provide a detailed list of food intended to be served at the event for approval by Administration at least two weeks prior to event.

Motion to accept the meeting room and contract proposals as stated.

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

No – none

Minutes January 9, 2020

The Trustees reviewed the Timeline for Annual Vote & Trustee Election for 2020. All questions were answered by Ellen Majorana and the Director. The Trustees agreed that if there will be a contested Trustee election we will be ordering the voting machines. If the election is not contested, a paper ballot election will be held. The Trustees opted not to translate voting materials into Spanish as it is not a specified election requirement for Libraries.

Annual Budget Meeting and Trustee Election Resolution for 2020

Motion made by William Hannan, seconded by Judith Esterquest, to accept the following resolution:

WHEREAS, it is necessary to conduct an Annual Meeting and to hold an election to fill one vacancy for a five year term in the office of trustee, and to approve the annual library budget; it is

RESOLVED that the Board of Registration of the Manhasset Union Free School District is requested to meet at the library on Tuesday, March 24, 2020 from 3:00 pm to 7:00 pm to conduct personal registration of non-registered, eligible residents of the District; and it is further

RESOLVED that at the close of said registration session, the Board of Registration is required to prepare and certify the roll of eligible voters and is requested to deliver the same to the Library Clerk on or before Friday, March 27, 2020 and it is further

RESOLVED that the public budget hearing of the voters of the Manhasset Union Free School District for library purposes shall be held at the Manhasset Public Library on Thursday, March 26, 2020 at 7:00 pm; and it is further

RESOLVED that the budget vote and trustee election for the Library shall be held at the Manhasset Public Library on Thursday, April 2, 2020 from 7 am – 9 pm.

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

No – none

Election Officials for the 2020 Vote

The Board has designated the following:

Judith Esterquest to act as Chief Election Inspector

William Hannan as Permanent Chair Person

Gloria Su as Alternate Permanent Chair Person

Executive Session entered at 10:15pm

Minutes January 9, 2020

Executive Session exited at 10:50pm

No actions taken.

Motion made by Charles Jettmar, seconded Judith Esterquest by to adjourn made at 10:53pm.

There will be a TRUSTEE WORKSHOP is on Wednesday, January 15.

The next scheduled Board meeting will be on Thursday, February 6, 2020.

Respectfully submitted,

Maggie Gough, acting as Board Secretary