

**Minutes of the Meeting of Board of Trustees
of the Manhasset Public Library
January 12, 2021**

Held on Tuesday, January 12, 2021 at 5:40 pm in the library.

Attendance

Board Members:

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

Maggie Gough, Director

Minutes from previous sessions

Motion by Charles Jettmar, seconded by Gloria Su, to accept the Minutes dated, December 10, 2020.

- Yes – Jettmar, Su, O'Brien, Hannan
- No – none

Financial Report and Vouchers:

The Trustees reviewed and accepted Michael Tomicich Treasurer's Report of December 30, 2020. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on December 10, 2020 and are allowed in the amounts shown.

Voucher #786	12/10/2020	Payroll	\$ 65,946.81
Voucher # 787	12/23/2020	Payroll	\$ 67,455.74
Claims Warrant	12/31/2020	Operating- A Fund/General	\$100,998.61
Claims Warrant	12/31/2020	Operating- H Fund/Capital Projects	\$133,403.75

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

Motion made by Donald O'Brien, seconded by William Hannan, to approve Vouchers in the amounts listed.

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

- Yes – Jettmar, Su, O'Brien, Hannan

No – none

Director Report. The Director responded to all questions regarding her report.

Project update: The Director submitted recent project meeting notes, look ahead schedule and the updated Variance Report and financials.

Project meeting was held on Monday, January 4 at 2:30pm. Submittals were discussed and Change Orders were received and processed as:

Change Order #1: Millwork Items credit (\$1,605.00) - the Millwork credit

Change Order #2: Storefront locking ladder pulls (study rooms/glass doors 2nd fl.) - \$3,993. MDA discovered these better suited locking systems which added better functionality at a small additional cost.

Change Order #3: Floor replacement in rooms 102 and 102A - \$ 5,763.00. Carpet will be installed at the circulation desk area as per this change order.

Change Order #4: Existing wall and soffits repairs - \$ 5,980.00. On the Second floor, cracks are showing up on certain sections of the plaster walls. One section of damage is under the curved window bay; this plaster damage is due to long-term water infiltration partially remedied when the window 'weeping' systems were unclogged and fixed. The other damage sited relates to plaster in selected areas that, at the time of original construction, were not properly secured to the block back up and have developed cracks over time. MDA agrees with the plaster damage assessment.

The Director will contacted Lisa Hendrickson and we will be working on the next press release.

The Director will work with the Trustees on proposing an 'opening or soft opening' actives to highlight the finished renovation project.

As a follow up on Elisabeth Martin's adjusted scope fee proposal, the Trustees have approved the additional compensation in the amount of \$25,000 and released the MDA retainer of \$10,000. It is their expectation that this will satisfy any prior request for additional scope compensation.

Motion made by Charles Jettmar, seconded by Gloria Su, to approve the MDA additional adjusted scope payment of \$25,000 plus retainer of \$10,000 to satisfy contractual obligation.

RESOLVED, that the Board ratifies and confirms the MDA payment as stated.

Yes – Jettmar, Su, O'Brien, Hannan

No – none

The Trustees engaged in a discussion on MPL's collection development policies and practices and emerging issues of censorship. The Director provided background for MPL collection practices and statement by Librarians Cheryl Kallberg, Sharon Rappaport and Maria Mignano as to the current state of the collections and responses to collection challenges. Our policies and practices are currently under review with the intent to be more responsive to collection balance, potential censorship and to articulate the methods used in the selection and promotion of materials.

The Trustees are interested in continuing the discussion on censorship and our Library's role in providing access to diverse material free of individual subjectivity or discriminatory agendas.

The Library has posted updated information on COVID 19, COVID Vaccines and access to scheduling vaccinations. While the vaccine program is being rolled out in NY, the Trustees have stated their openness for the use of the Library in the roll out plans and their commitment for continued community welfare in fighting this pandemic.

The Director stated the need to consider a preliminary 2021-2022 Budget discussion within the next few weeks. In order to plan the execute the legal requirements to run the annual budget vote and trustee election a time line of no less than 50 days must be implemented. The director pointed out that a vote held in late April would entail a Board approved budget by mid-February. Due to the changing and challenges posed by Government decrees and the relentless COVID spread, the sooner the budget is settled the more effectively the Director can act.

Executive session: entered at 7:30 pm exited 8:15pm

No actions taken.

Further attention is to be given to the organization chart, library operations schedule, staffing needs, 2021-2022 Budget and Civil Service procedures.

Motion to end the meeting made by Charles Jettmar, at 8: 17pm.

The next scheduled meeting is on Wednesday, January 26, 2021.

Respectfully submitted,

Maggie Gough, Director