

Minutes of the Meeting of Board of Trustees
of the Manhasset Public Library
January 27, 2021

Held on Tuesday, January 27, 2021 at 7:30pm in the library.

Attendance

Board Members:

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

Harry Meyer, CFM

Maggie Gough, Director

Proposed Budget Discussion:

Introduction: Harry Meyer provided background and significant assumptions that informed the budget line allocations. This year has seen a disruption in the historical trends due to the COVID pandemic, the adaption of the 2019-2020 budget for FY2020-2021 and the shift in library services to essential service models with remote work variants. This year has also seen the unprecedented reduction in staff with the retirement of four FT employees.

Appropriations: The 2021-2022 salaries appropriations have been reduced due to loss of staff with replacement pending the anticipated direction of the Library post COVID. Salary costs are projected based upon the current provisions of the CBA.

Health insurance is based upon presently known facts and circumstances regarding the current trends of healthcare. Increases in reportable salaries increases pension contributions.

Materials: Historical purchases of books have fallen below budgeted amounts in recent years. The Library has seen a rise in electronic means of content. Usage has been down which has driven the cost of the databases down. The reductions in books and databases has been reinvested into electronic media and E-Books.

Operations: Due to COVID and the renovation of library space, there has been no gathering or in-person programming. In person gathering will be slowly re-established as the COVID vaccine becomes widely available; this is not anticipated until 2022.

An extended loss of anticipated receipts will continue through 2022 due to the COVID related suspension of all fines and fee and any revenue producing programs.

In addition to the savings in salaries, the Library has saved money due to refunding the bond.

The proposed 2021-2022 budget of \$5,506,269, does not use all the existing Tax Cap credits and as such is under the Tax Cap with an allowable increase of 1.9%.

Bill Hannon expressed his preference for a total increase of 1% or less and was not in favor of the 1.9%.

After discussion, Resolution was made to accept the budget

Proposed Operating Budget for 2021-2022

Motion by, Charles Jettmar seconded by Donald O'Brien, to accept the proposed operating budget for 2021-2022 in the amount of \$ 5,528,569 with the amount to be raised by taxes of \$ 5,506,269 for consideration at the public hearing on May 4, 2021.

Yes - Jettmar, Su, O'Brien, Esterquest

No – Hannan

Budget Vote and Trustee Election

MUFSD'S Rosemary Johnson, Deputy Superintendent for Business and Operations and Christine Michelen, District Clerk, have extended an invitation for the Library to join with the school for the 2021 Annual Budget Vote and Trustee Election to be held on May 18, 2021 at the school. The details to be determined.

Motion by, Judith Esterquest seconded by Gloria Su, to accept the proposed hold the library Vote with the MUFSD on May 18, 2021.

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

No – none

Minutes from previous sessions

Motion by Charles Jettmar, seconded by Gloria Su, to accept the Minutes dated, January 17, 2020.

Yes – Jettmar, Su, O'Brien, Esterquest, 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 #5 – Electrical & Data – The scope includes the installment of CAT6 Data lines that support new and existing service areas, the reallocation of existing electrical/data, and the capping of floor plates that pose tripping hazards with new proposed floor and flow design.

Change Order #6 – Sprinkler heads- The scope includes capping existing heads, relocating to new spaces and adding sprinkler heads. This work insures the renovated areas are fire code compliant.

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

The Director is asked to provide updated Library Collection Development and Selection Policy for Trustee review.

Executive session: entered at 9:04 pm exited 9:29 pm.

No actions taken.

Motion to end the meeting made by Charles Jettmar, at 9:30pm.

The next scheduled meeting is on February 24, 2021.

Respectfully submitted,

Maggie Gough, Director