

Feb. 2020

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Thursday, February 13, 2020.
Session called to order at 8:00 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:

- Harry Meyer, Accountant
- Linda Palmieri, Business Office
- Charisse Relyveld-Osnato, Business Office
- Ellen Majorana, Administrative Assistant (available to set up)
- Joseph Imbro, FNBLI
- Joseph Gueli, FNBLI

Banking Presentation and Resolutions

National Bank of Long Island representatives Joe Imbro and Joe Gueili met with the Trustees, introduce the new baking services and finalize paperwork.

Following through on the request to transfer the Library's bank accounts to the First National Bank of Long Island as authorized during the October 17th, 2019 Board Meeting and reaffirmed on February 13, 2020 with the official signing of related bank documents. The following Resolution for designating authorized signatures was approved.

Motion by President Charles Jettmar, seconded Donald O' Brien to approve the authorized signatures as follows:

- Primary: Michael Tomicich, Treasurer
- Margaret Gough, Director
- Secondary: Charles Jettmar, President
- Gloria Su, Vice President
- Donald T. O'Brien, Financial Officer
- Judith Esterquest, Trustee
- William Hannan, Trustee

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

No – none

As a result of the move to FNBLI, the Investment Policy, Section VII. DESIGNATION OF DEPOSITARIES in which the bank accounts are named and numbered has been amended to reflect the new account designations.

Motion by President Charles Jettmar, seconded Donald O’ Brien the Investment Policy is so amended.

RESOLVED, that the Board ratifies and confirms the amendment to the Investment Policy as stated.

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

No – none

8:30pm The Bank Representatives exited at his time.

Proposed Operating Budget for 2020-2021

Motion by President Charles Jettmar, seconded by William Hannan, to accept the proposed operating budget for 2020 - 2021 in the amount of \$ 5,635,614.00 and the amount to be raised by taxes of \$ 5,501,214.00 for consideration at the public hearing on March 26, 2020.

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

No – none

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated January 9, 2020 as amended.

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

No – none

9: 10 pm Harry Meyer, Linda Palmieri, and Charisse Relyveld-Osnato exited.

Financial Report and Vouchers:

The Trustees reviewed and accepted Michael Tomicich Treasurer’s Report of January 30, 2020 and February 13, 2020.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on February 13, 2020 and are allowed in the amounts shown.

Claims Warrant	1/15/2020	Operating	\$ 128,789.90
Voucher #763	1/23/2020	Payroll	\$ 88,290.17
Claims Warrant	1/29/2020	Operating	\$ 76,947.63
Voucher #764	2/6/2020	Payroll	\$ 88,313.40
Claims Warrant	2/12/2020	Operating	\$ 72,043.92

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.

Supervisor Reports were reviewed and all questions answered.

New Business

The Trustees reviewed and approved the Annual Newsletter as pre requested edits.

MDA Update: Dan Santin from MDA sent notice that the resubmitted documents were approved by NYSRD and that we are into the Third party review stage. The time line is not much altered; we should expect the completion of the Third party review and follow up consult period to confirm paperwork on or before March 30th through April 3rd. Elisabeth Martin has provided a revised Furniture RFP for Trustee review and approval. The Bid process is expected to begin in early April 2020.

Executive Session entered at 9:30pm

Executive Session exited at 10:00pm

The Director discussed the need for a project management team to meet the renovation objectives. The Trustees agreed to look into the idea.

Motion made by Judith Esterquest, seconded by William Hannan to adjourn made at 10:20 pm.

There will be a TRUSTEE WORKSHOP is on Wednesday, February 19, 2020.

The next scheduled Board meeting will be on Thursday, March 26, 2020.

Respectfully submitted,

Maggie Gough, acting as Board Secretary