

Feb. 2021

**Agenda for Meeting of the Board of Trustees
of the Manhasset Public Library
February 24, 2021**

Meeting start time 7:30pm

1. Minutes
 - Approval of the Minutes dated January 27, 2021

2. Financial Report and Vouchers
 - Vouchers
 - Treasurer's Report
 - Director's Report

3. Business
 - Project update and Variance Report
 - Project opening activities planning
 - Continued discussion on library collections, selection, access and censorship
 - Collection Development and Maintenance Policy
 - MUFSD budget vote and trustee election collaboration

4. New Business
 - Pandemic Operation Plan
 - Air Change Study results and proposed modifications

5. Executive Session
 - Legal and Personnel

**Minutes of the Meeting of Board of Trustees
of the Manhasset Public Library
February 24, 2021**

Held on Wednesday, February 24, 2021 at 7:40 pm 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

Maggie Gough, Director

Minutes from previous sessions

Motion by William Hannan, seconded by Judith Esterquest, to accept the Minutes dated, January 27, 2020.

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

Financial Report and Vouchers:

The Trustees reviewed and accepted Michael Tomicich Treasurer's Report of February 21, 2021. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on February 24, 2021 and are allowed in the amounts shown.

Voucher #788	1/7/2021	Payroll	\$ 64,969.86
Voucher #789	1/21/2021	Payroll	\$ 67,202.03
Claims Warrant	1/29/2021	A-Fund/General Operating	\$ 137,044.06
Claims Warrant	1/31/2021	H-Fund/Capital Projects	\$ 189,007.25
Voucher #790	2/4/2021	Payroll	\$ 67,047.15
Voucher #791	2/18/2021	Payroll	\$ 74,491.86
Claims Warrant	2/22/2021	A-Fund/General Operating	\$ 108,790.84

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, Esterquest, Hannan

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

The Director reviewed the 2021 Budget Vote & Trustee Election Timeline. The MUFSD will administer to all other voting requirements other than the Trustee nominating and Annual Budget presentation. Trustee Nominating Petition kits will be available at Library at the Adult Reference desk on March 31, 2021. Petitions require at least 55 signatures or 2% of the last official vote (2,755 votes cast in 2020), or whichever is greater. Petitions are due April 19th by 5pm in administration office. MPL and MUFSD will produce joint legal notices and create a combined ballot. The vote will take place at the secondary school. MUFSD will handle absentee ballot requests and processing. Absentee ballot will not be available until April 19th.

The Director has been asked to serve as an election official on May 18th and to provide staff to assist with the polling responsibilities.

Project update: The Director submitted recent project progress reports and the updated Variance Report and financials. The Phase 1 of the project has exceeded the half way mark as major installations have occurred. The glass walls, doors and hardware have been installed creating four bright new study rooms. The carpet has been installed on both the 2nd and 3rd floors. Mill work will be arriving in early March.

The February article, describing progress on the 2nd floor and teen zone was submitted to the Manhasset Times by Lisa Hendrickson.

There have been no additional change orders, yet. There is a pending situation with the fire safety system that is being investigated.

The Director inserted the Casey Fire System proposal into the project discussion. The proposal address the need for nine additional smoke heads, addition of carbine monoxide units and programming for the system. The scope for this fire alarm system was not addressed in the original contract. The proposal would be a change order for \$17,690.

ACTION: The Director was told to enlist FPM Engineers, the engineers on record for the project, in vetting the Casey proposal.

The Trustees asked the Director to provide the collection development practices and procedures sensitive to the current climate of challenging access to a broad range of subjects, topics and information. The Director and Librarian IIs Cheryl Kallberg, Sharon Rappaport and Maria Mignano assisted in updating the collection policy and created the *Collection Development and Collection Maintenance Policy*.

The Trustees requested additional time to review and discuss the new features.

Pandemic Operations Plan: NYS legislation Chapter 168, signed into law on September 9, 2020, requires each public employer in New York to prepare a *Pandemic Operations Plan* in the event the Governor declares a public health emergency involving a communicable disease. The Plan was shared with the staff/union for review and recommendations. The Plan was reviewed and approved by Library Counsel, Petr Fishbein.

Motion made by Gloria Su, seconded by Judith Esterquest, to approve the Pandemic Operations Plan as stated

RESOLVED, that the Board ratifies and confirms the Pandemic Operations Plan as stated.

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

Air Quality Study: The Library received the results from Ed Bosco's air quality study with his recommendations for equipment to help mitigate the effects of COVID and potential air borne pathogens. We have targeted seven (7) areas of high personnel contact where potential air quality can be improved with the use of portable Carrier Opticlean negative air machines. The cost of the machine ranges for \$2,100 to \$ 2,500. We can anticipate an expenses of \$20,000.

The Director plans on purchasing two units to trial test for functionality and staff approval

Motion made by Charles Jettmar, seconded by Judith Esterquest, to approve the purchase of air filtering/Opticlean equipment not to exceed \$20,000.

RESOLVED, that the Board ratifies and confirms the purchase of air filtering/Opticlean equipment as stated.

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

Executive session: entered at 9:05 pm exited 9:50 pm.

No actions taken.

Motion to end the meeting made by Charles Jettmar, at 9:55pm.

The next scheduled meeting is on March 24, 2021.

Respectfully submitted,

Maggie Gough, Director