

Mar. 2018

**Agenda for the Annual Budget Hearing and Board of Trustees Meeting of the
Manhasset Public Library
March 28, 2018**

This meeting opens at 7pm and is held in the Community Room

I. Attendance

- Open Session for Budget Hearing Introductions
- Presentation
- Open session for questions

Resumption of Board Meeting

- Approval of the proposed 2018- 2019 Budget

II. History Center Presentation by Archivist Antonia Mattheou

III. Minutes

- Approval of the Minutes dated February 21, 2018
- Approval of Minutes from Special Session dated March 1, 2018

IV. Financial Report and Vouchers

- Vouchers/ACTION

V. Administrative Reports

- Director's Report

VI. Old Business/Action List

- Confirm CBA
- Approval of Contract with Elisabeth Martin, MDA
- Update from parking lot/Ed Sands Realty

VII. New Business

- Power outage review and suggestions for further actions
- Board meeting frequency

VIII. Executive Session

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Community Room on Wednesday, March 28, 2018.
Session called to order at 7:05 pm.*

Attendance

Board Members:

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

Maggie Gough, Director
Ellen Majorana, Administrative Assistant, acting secretary
Linda Palmieri, Business Office
Charisse Relyveld-Osnato, Business Office
Antonia Matteau, Archivist
Other members of the public – see attached list

After welcoming the public, Board President Charles Jettmar, turned the meeting over to the Board Financial Officer, Donald O'Brien to present the 2018-2019 Proposed Library Operating Budget with Debt Service.

The budget calls for a 1.25% increase in spending for FY 2018-2019. The 1.25% in the budget is below the allowable tax cap levy. The proposed budget reflects increases in personnel costs due to contractual obligations and increases in taxes, pensions and health care costs. The changes in materials budget reflect adjustments made as a result of different usage patterns and change in formats as the industry evolves from print to electronics. Professional services funding was reduced and building replacement funding was eliminated as the funding cycle's goal was achieved.

Following the PowerPoint presentation, Board President Charles Jettmar open the meeting for discussion or questions. Donald O'Brien, the Trustees and Director answered all questions.

Motion by Board President, Charles Jettmar, "If there is no further discussion, I will accept a formal motion to adopt the 2018-2019 Library Budget with Debt Service in the total amount of **\$5,251,134.00.**

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

No – none

History Center Presentation by Archivist Antonia Mattheou. The History Center, now in its third year, collects, preserves and provides access to records related to the history of Manhasset.

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated February 21, 2018 as amended.

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

No – none

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated March 1, 2018.

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

No – none

Financial Reports and Vouchers

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on March 28, 2018 and are allowed in the amounts shown.

Linda Palmieri has been hereby authorized and directed to pay to each of the claimants the amount listed within each of the operating registers and payroll vouchers listed below:

Voucher #713	2/22/2018	Payroll	\$79,915.03
Claims Warrant	3/8/2018	Operating	\$48,205.04
Voucher #714	3/8/2018	Payroll	\$83,167.81
Claims Warrant	2/15/2018	Operating	\$107,890.28
Voucher #715	3/22/2018	Payroll	\$80,925.92
Claims Warrant	3/23/2018	Operating	\$76,664.93

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, McLean

No – none

Administrative Report

The Director responded to all questions regarding her report.

New Business:

After a yearlong period of negotiations with the Trustees represented by Counsel Peter Fishbein and the Director, a Memorandum of Agreement (“MOA”) with the Union representing the Staff was signed on November 24, 2017. Subsequent discussions continued resolving any lingering issues including outstanding PERBs (identified as PERB U-32134, U-33017) executions resulting with the final Contract execution date of March 12, 2018.

Motion by President Charles Jettmar, seconded by Trustee Gloria Su, to adopt the following:

BE IT RESOLVED, the Board of Trustees hereby approves the Contract effective July 1, 2017 through June 30, 2021 among the United Public Service Employees Union/Manhasset Public Library Staff Association and the Manhasset Public Library.

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

No – none

Compensation for confidential staff and director.

Motion by President Charles Jettmar, seconded by Trustee Judith Esterquest, to adopt the following:

RESOLVED, that the Board ratifies and confirms, effective July 1, 2017, the start of the Library’s fiscal year, that Confidential Staff members, who are not covered employees under the Library’s collective bargaining agreement (“CBA”), shall receive those employee benefits provided to covered employees on the terms and conditions set forth in the current CBA and compensation as identified by the Trustees.

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

No – none

Motion by President Charles Jettmar, seconded by Trustee William McLean to adopt the following:

RESOLVED, that the Board ratifies and confirms, effective July 1, 2017, the start of the Library’s fiscal year, that is the intention of the Trustees that the Director receive those benefits provided by the CBA with additional compensation as granted by the Trustees for outstanding fulfillment of her directorial duties.

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

No – none

The Trustless and the Director have been contemplating a space repurposing plan for the last few years. The architect selection process, which began in January of 2017, has resulted in the selection and contract awarding to Elisabeth Martin, MDA Designgroup.

Motion by President Charles Jettmar, seconded by Trustee Judith Esterquest to adopt the following:

BE IT RESOLVED, that, in order to obtain architectural and design services related to the contemplated space repurposing project at the Library, the Board of Trustees hereby authorizes the Library to enter into and perform the Agreement for Space Design Services with MDA Designgroup, in which Elisabeth Martin, R.A., is a principal, in the form of agreement presented to and reviewed by the Board, the Library Director and counsel to the Library [*a copy of which is annexed to these minutes*].

Update from parking lot/Ed Sands Realty: In order to move forward on developing the parking lot connection, it has been suggested by Ed Sands that the Library provide a concept design proposal for their consideration. The Director is to contact landscape architects who will provide a preliminary design/concept proposal for implementing a connecting stairway between our parking lot and the adjacent commercial lot owned by Ed Sands Realty. It is noted that these are design proposals and not a financial commitment to develop non-library property.

VII. New Business

The Director presented and discussed the following for ongoing project needs and consideration for the upcoming year:

- Study and evaluation of surge protection for the building-wide electrical system
- Backup generator study and recommendation; whole facility consideration
- A network study prompted by ALIS network upgrade to switches, ports and hard wire vs expanding wireless options
- Cloud back up storage options for library administration

The Director was asked to follow up with PSEG on the recent power outages and to use that information to inform the study and evaluation of the building wide electrical system.

The Director was asked to contact electrical engineer and consultants to obtain a facility study.

The Director was asked to provide library usage statistics.

The Director was asked to provide an update on staff performance reviews.

Executive Session

Motion to enter Executive session at 9:20 pm made by Charles Jettmar and seconded by Donald O'Brien.

Executive Session ended at 9:30 pm.

No actions were taken.

Motion made by Charles Jettmar, seconded by Judith Esterquest to adjourn made at 9:30 pm.

There are two Board meetings scheduled for April; on April 11, 2018 at 9pm in the Community Room to confirm the election results and on April 24, 2018 at 7:30 pm in the Conference Room.

Respectfully submitted,

Ellen Majorana, acting as Secretary to the Board