

may 2019

Minutes May 9, 2019

## **Minutes of the Board of Trustees of the Manhasset Public Library**

*Held at the Library in the Conference Room on Thursday, May 9, 2019.  
Session called to order at 7:45 pm.*

### **Attendance**

Board Members:

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

Maggie Gough, Director  
Ellen Majorana, Admin Assistant  
Charisse Relyveld-Osnato, Senior Account Clerk

### **Minutes from previous sessions**

Motion by Charles Jettmar, seconded by, Donald O'Brien to accept Minutes dated March 28, 2019

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

Motion by Judith Esterquest, seconded by, Gloria Su to accept Minutes dated April 10, 2019

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

### **Financial Report and Vouchers:**

The Trustees reviewed and accepted Michael Tomicich Treasurer's Report of May 6, 2019. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on May 9, 2019 and are allowed in the amounts shown.

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

Motion made by Gloria Su seconded by Donald O'Brien to approve Vouchers in the amounts listed.

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

Yes – Jettmar, Su, O’Brien, Esterquest  
 No – none

|                |           |           |              |
|----------------|-----------|-----------|--------------|
| Voucher #742   | 4/4/2019  | Payroll   | \$83,870.98  |
| Claims Warrant | 4/8/2019  | Operating | \$54,802.90  |
| Voucher #743   | 4/18/2019 | Payroll   | \$88,184.38  |
| Voucher #744   | 5/2/2019  | Payroll   | \$83,671.49  |
| Claims Warrant | 5/6/2019  | Operating | \$137,280.01 |

**Administrative Report**

The Director responded to all questions regarding her report. The Director reported the successful installation of the new servers and stated that the next network upgrades will include the installation of replacement switches and firewall protections.

The Director reported on the many positive activities, programs and library services. The Children’s room has caught the attention of the local press with Librarian Mary Heuman’s *reading to service dogs program* and our baby chick fest. Plans are well underway for the Summer Reading Kick Off Celebration which will be held on Wednesday, June 26, 4:30 pm – 7:30pm.

Librarian Cheryl Kallberg has proposed a new category of popular title books, *Hot Picks*, for our Manhasset cardholders only. The *Hot Picks* books can be taken out for 14 days, there are no renewals and no holds. This new collection will be available later this month.

Librarian Sharon Rappaport has proposed adding a new service; Wi-Fi Hot Spots. Sharon did the research to set up this service contracting with TMobile for four Hot Spots devices. The Hot Spots will be limited to adult Manhasset cardholders for a 14 day loan period. This service will be available for our summer kick off. This will be the summer of Hot Picks & Hot Spots!

MPL will be an active participant in this summer’s *NLS Library Tour* which involves a road trip to any/all of Nassau’s public libraries during July and August. At each library, participants will be encouraged to seek a “unique feature” (ours will be the USS Manhasset). Once at the library, participants will be urged to take the opportunity to explore the nearby attractions, restaurants, and parks. All our Library Staff are contributing to make this summer long program a huge success.

The Director presented information on recent revisions to New York’s election law which gives workers in the state up to three hours of paid time off to vote. Effective immediately, the New York Election Law § 3-110 reads as follows:

*A registered voter may, without loss of pay for up to three hours, take off so much working time as will enable him or her to vote at any election ....*

Under the new law, all employees may request up to three hours of paid time off to vote, regardless of their work schedules, as long as the request is made at least two working days prior to the election. The employer may designate that any requested time be taken at the beginning or the end of shift. The Director is developing guidelines for implementation.

### **New Business**

**MDA update:** The Director provided documents that broke down the costs for each floor of the MDA proposed designs. Using this information the Trustees agreed to amend the scope of the proposed designs. The Director was told to convey this information to Elisabeth Martin along with instruction to continue design development within the proposed budget.

**Community Room AV:** The Director recommended that the Trustees consider allowing her to make arrangements for the immediate remedy of outstanding community room issues that interfere with a positive patron experience at our many programming events that rely on AV equipment. To this extent, the Director has solicited multiple AV proposals. The down period during the summer would be the preferred time to make these upgrades. The Trustees agreed that the community room AV should be upgraded. Review and selection of vendor to follow.

**Payroll Company:** The Director proposed the engagement of Starpay as our new payroll provider service. The service agreement with current payroll provider Paychecks expires this July. Over the years, the Paychecks Corporation has expanded their client base and added many pricey HR services at the expense of responsiveness to smaller clients. A search for mid-sized, local, payroll services that service the needs of library clients resulted in the selection of Starpay which fits the criteria, has positive recommendations from both libraries and accountant Harry Meyer at a comparable cost. As per Board approval, we will begin the payroll transfer process to align with the fiscal year start date of July 1.

*There was no Executive Session.*

Motion made by Charles Jettmar seconded by Gloria Su to adjourn made at 10:05 pm.

The next regularly scheduled meeting is on Thursday, June 6 at 7:30pm

Respectfully submitted,

Maggie Gough, acting as Board Secretary