

May 2020

Minutes May 13, 2020

**Minutes of the Meeting of Board of Trustees
of the Manhasset Public Library
May 13, 2020**

Held on Wednesday, May 13, 2020- this was a virtual session held in response to the coronavirus (COVID-19) pandemic. These minutes reflect basic discussion.

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

Executive session entered at 7:00pm, exited at 8:30pm for virtual public meeting.

Minutes from previous sessions

Motion by William Hannan, seconded by, Judith Esterquest to accept the brief Minutes dated April 22, 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 May 1, 2020.

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

Voucher #769	4/16/2020	Payroll	\$ 83,548.41
Claims Warrant	4/30/2020	Operating	\$ 41,432.94
Voucher #770	4/30/2020	Payroll	\$ 82,106.91

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

Motion made by Gloria Su 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

No – none

Administrative Report

The Director provided a summary of her report. Items mentioned included a facility update, status of reopening planning and staff initiatives.

The contract bidding that will confirm costs for the proposed interior renovation project remains on hold pending the release of the final approved documents from NYSED.

Bidding the project out and reviewing the proposed costs for the design upgrades to the building will inform the Trustee decision making process with regards to the scope and duration of the project.

New Business

The Trustees acknowledged the change in library operation in the wake of the COVID -19 pandemic by proposing the following Resolution on Altered Operations in Response to Covid-19

WHEREAS the World Health Organization declared the Covid-19 virus a pandemic on March 11, 2020; and

WHEREAS New York State and Nassau County have declared States of Emergency; and

WHEREAS the most effective way to slow the spread of the disease is to practice strict social distancing; and

WHEREAS the MPL Board wishes to put the health, safety, and security of the MPL staff and the Manhasset community first; and

BE IT RESOLVED that as of March 16, 2020 MPL's usual operations and leave policies will be altered such that:

- The Manhasset Public Library will remain closed in accordance with the Governor’s Executive Order, except to the extent required to maintain the facility or perform essential services at the discretion of the Library Director;
- Employees shall not report to the library without the approval of the Director.

- MPL shall continue to pay FT employees' base pay compensation and, for PT employees, their average pay in accordance with their regular weekly schedule in exchange for the employees to telework; remotely performing job related duties, other assigned projects and required reporting during such times as conditions warrant.
- Employees who do not want to perform their remote job duties and the required reporting will be allowed to use available, accrued time. Employees unable or unwilling to work remotely shall not be entitled to pay except to the extent such employees elect to utilize accrued paid leave benefits.
- Notwithstanding anything to the contrary, employees may be eligible for paid leave time without a charge against their accrual to the extent such leave qualifies under the United States' Families First Coronavirus Response Act or any other applicable law.

BE IT ALSO RESOLVED that these alterations are not precedent-setting and will be in place until further notice and for a limited time until the Board determines that conditions warrant reverting to usual policies and procedures.

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

No – none

Adopting the 2019-2020 Budget

Resolution to adopt 2019-20 tax levy for FY2020-2021

After careful consideration and discussion, the Board has determined not to increase the Library Budget for 2020-21 as was proposed on March 26, 2020, but to maintain the 2019-20 Budget into 2020-21, resulting in no increase to the residents of the Library service area. This is being done in consideration of the Covid-19 pandemic, and the economic impact it has had on the Manhasset community.

Therefore, the \$5,501,214.00 that the Board had proposed is withdrawn, and the Board passes the 2020-21 budget at \$5,403,412.00.

Motion by Charles Jettmar seconded by Gloria Su to maintain the 2019-2020 budget into 2020-2021.

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

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

No – none

Trustee election will be held according to Executive Order 202.26.

In compliance with Executive Order 202.26, School Districts and School District Public Library Trustee Elections are scheduled for June 9, 2020 and will be conducted by absentee ballot. The Library Trustee election will be managed by the MUFSD and will use the guidelines created by the school district through the Executive Order. A ballot for the June 9th election must be mailed with a postage-paid return envelope to all eligible voters in the district. The votes will be counted after 5pm on June 9th at the school.

Policy Resolutions

Motion made by Charles Jettmar and seconded by Gloria Su, the Board adopts the following resolution to adopt the Employee Work from Home Agreement.

RESOLVED, that the Board ratifies and confirms the Work from Home Agreement as stated.

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

No – none

Motion made by Gloria Su and seconded by Judith Esterquest, the Board adopts the following resolution to establish Staff Computer Use Policy.

RESOLVED, that the Board ratifies and confirms the Staff Computer Use Policy as stated.

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

No – none

Motion made by Judith Esterquest and seconded by Gloria Su, the Board adopts the following resolution to revise the Meeting Room Policy.

RESOLVED, that the Board ratifies and confirms the Meeting Room Policy as stated.

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

No – none

Motion to adjourn, William Hannan seconded by Charles Jettmar at 9:19pm.

Next meeting: TBA

Respectfully submitted,

Maggie Gough, acting as Board Secretary