

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Thursday, June 6, 2019.
Session called to order at 7:45pm.*

Attendance

Board Members:

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

Maggie Gough, Director

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated May 9, 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 22, 2019. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on June 6, 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 #745	5/16/2019	Payroll	\$88,379.95
Claims Warrant	5/22/2019	Operating	\$76,720.28

Administrative Report

The Director responded to all questions regarding her report. The Director was given permission to carpet the hallway outside the administration offices.

Executive Session entered at 9:00pm

The Trustees reviewed the Confidential Staff and the Director.

Executive session exited at 9:15pm

The following actions were taken:

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

RESOLVED, that the Board ratifies and confirms, effective July 1, 2019, 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 granted by the Trustees.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

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

RESOLVED, that the Board ratifies and confirms, effective July 1, 2019, 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

No – none

New Business/Action list

Treasurer reappointment for 2019-2020. After a brief discussion, the Trustee's decided to confirm the re-appointment of Michael Tomicich as Treasurer for FY 2019-2020.

Motion made by Charles Jettmar and seconded by Donald O'Brien, to reaffirm Michael Tomicich as Treasurer:

RESOLVED, that the Board ratifies and confirms the reappointment of Michael Tomicich as Treasurer for FY 2019-2020 as stated.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

Bond refinancing status: The Director relayed information from the MUFSD's business office, Brian Lonagon, regarding the bond sale that took place earlier in the day on June 6th. According to Mr. Lonagon, the timing of the sale provided a considerable advantage for the library which will reduce the current bond payment, the overall budget and provide additional tax relief to the community. The bond sale will be concluded on June 19th. The library will receive a new payment schedule from the school district for September 2019 which will structure our next 10 years of debt service.

Audit 2018: The 2018 Audit performed by Craig, Fitzsimmons & Michaels was concluded when the Managements' Representation letter was signed off by the Financial Officer. There were no indications of noncompliance or misappropriations disclosed throughout the audit process. The Trustees reviewed and accepted the Audit findings.

Motion made by Charles Jettmar and seconded by Donald O'Brien, to accept the Craig, Fitzsimmons & Michaels Audit findings for 2018.

RESOLVED, that the Board ratifies and confirms the 2018 Audit findings as stated.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

The Director was requested to ask Craig, Fitzsimmons & Michaels for a commitment proposal for a 2019 Audit.

MDA Project Update: The Director was asked to have MDA assist in preparing a presentation detailing the basics of the Library Space Re-design plan for the Manhasset Greater Council on June 12th. While Elisabeth Martin was in Italy, her staff, Lindsay and Catlin, were extremely helpful in providing renderings, floor plans, and design suggestions for use in the PowerPoint. A final version of the Library Space Re-design Project was prepared by the Director with the assistance of Trustees Judy Esterquest and Chuck Jettmar.

Permit filing & Grants: The Director discussed details and answered questions regarding NYSED filing and the Construction Grant process. The NYSED requires the school district administrators to file as we are a school district library. The filing has been requested. Additionally, 2019 NLS/Construction Grants filing opens July 19 and closes August 14 for this cycle.

2019 meeting schedule: The Trustees have asked that the following dates be held for potential meetings:

July	7/11 – Thursday	August	8/01– Thursday
September	9/19 – Thursday	October	10/03– Thursday
	9/26 – Thursday		10/10– Thursday
			10/17– Thursday
November	11/14 – Thursday	December	12/05 – Thursday
			12/12 – Thursday
	11/21 – Thursday		12/19 – Thursday

Motion made by Charles Jettmar seconded by Judith Esterquest to adjourn made at 10:20 pm.

The next regularly scheduled meeting is on Thursday, July 11 at 7:30pm.

Respectfully submitted,

Maggie Gough, acting as Board Secretary