

June 2018

Minutes June 19, 2018

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

*Held at the Library in the Conference Room on Tuesday, June 19, 2018.*

*Session called to order at 7:30 pm.*

### **Attendance**

Board Members:

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

Maggie Gough, Director  
Ellen Majorana, Administrative Assistant  
Elisabeth Martin, MDA  
Marsha-Ann Cadougan

### **Presentation by MDA Martin Designgroup Associates:**

Over a period of 2.5 hours, Elisabeth Martin presented a PPT summarizing Trustee feedback, defining next steps and reviewing the results of their comparative library space analysis which detailed public, staff and core elements. The space analysis revealed that our current library configuration deploys 65% of space for public use with 12% and 23% for staff and core. The core space includes fixed space such as mechanical rooms, stairways and egress passage.

MDA proposes a 67% increase in public space once implemented in the re- design.

*Before and After* floor plans are included with original and updated design options and some 3D renderings created to describe possible elements in the floor plan.

MDA asked that the Trustees approve a cost estimator. The Trustees accepted the proposal provided from Accucost dated June 2018. The Trustees asked that MDA provide an updated timeline. In addition, that MDA hold the cost estimator contract, Accucost, as a sub-consultant. MDA will coordinate Accucost services. The Trustees approved the additional fee mark up to the change order for MDA. Through this process the Trustees are committed to better serve the community by improving library design to provide additional, enhanced, flexible patron use space.

Motion made by Charles Jettmar seconded by Donald O'Brien to approve MDA management of the ACCUCOST service proposal as stated.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

**Minutes from previous sessions**

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated May 16, 2018 as amended.

Yes – Jettmar, Su, O’Brien, Esterquest

No – none

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated May 30, 2018 as amended.

Yes – Jettmar, Su, O’Brien, Esterquest

No – none

**Financial Report and Vouchers:**

The Trustees reviewed the Treasurer report dated June 12, 2018. No questions were raised. The next scheduled date with Michael Tomicich for check and payroll signing is Wednesday, June 27, 2018 at 3pm.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on June 19, 2018 and are allowed in the amounts shown.

Linda Palmieri has been here by 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 #719	5/17/2018	Payroll	\$80,816.83
Claims Warrant	5/24/2018	Operating	\$66,411.58
Voucher #720	5/31/2018	Payroll	\$78,738.04
Claims Warrant	6/12/2018	Operating	\$33,468.86
Voucher #721	6/14/2018	Payroll	\$77,515.65

Motion made by Charles Jettmar 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

**Administrative Report**

The Director responded to all questions regarding her report.

**NLS/ALIS Service Agreement:** ALIS will be dissolved and reorganized under the name Integrated Library System "ILS" and added to NLS (Nassau Library Systems) operations later this month. ILS will manage the library systems including: online material management, the acquisition, cataloging, charging, discharging, and reserving of library materials; the collection and reporting of circulation statistics; and the sending of notices to library patrons and the technical support of patron records

Motion made by Charles Jettmar and seconded by Donald O'Brien that the Board reviews and confirms the Agreement for ILS and Associated Services.

RESOLVED, that the Board ratifies and confirms said agreement.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

#### **Selection of Board Officers for FY 2018-2019**

After discussion the following decisions on the selection of Board Officers for FY 2018-2019 was determined.

Motion by Judith Esterquest, seconded by Gloria Su to nominate Charles Jettmar to the Office Board President.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

Motion by Donald O'Brien, seconded Charles Jettmar to nominate Gloria Su to the Office of Board Vice President.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

Motion Judy Esterquest , seconded by Charles Jettmar to nominate Donald T. O'Brien as Financial Officer.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

As of July 1, 2018 our Board Officers will be:

Chuck Jettmar, President

Gloria Su, Vice President

Donald T. O'Brien, Financial Officer

Judy Esterquest, Trustee

Bill McLean, Trustee

Board Meeting dates July – December 2018; meeting will be held in the 2<sup>nd</sup> floor conference room at 7:30 pm unless otherwise noted.

Monday, July 23

Wednesday, August 8

Wednesday, September 26

Wednesday, October 17

Wednesday, November 14

Wednesday, December 12

Any additional special meeting dates will be added when determined.

Outstanding Items:

The discussion of landscape architect proposals and development of the parking lot hill area was tabled.

The discussion of the feasibility study proposals for emergency generator was tabled.

**Executive Session** entered at 10:06pm and exited at 10:26pm.

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, 2018, 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 and compensation increase provided to covered employees in the terms and conditions set forth in the current CBA.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

Motion by President Charles Jettmar, seconded by Trustee Donald O'Brien to adopt the following:

RESOLVED, that the Board ratifies and confirms, effective July 1, 2018, the Director shall be entitled to payment for 10 vacation days accrued but not used by the Director, in a per diem amount based upon her annual salary in effect during the period in which she accrued such days.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

Motion made by Charles Jettmar, seconded by Gloria Su to adjourn made at 10:35pm.

The next regularly scheduled meeting is on July 23 at 7:30pm.

Respectfully submitted,

Ellen Majorana & Maggie Gough, acting as Board Secretary