

July 2019

Minutes July 10, 2019

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Wednesday, July 10, 2019.
Session called to order at 8:00pm.*

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
Linda Palmieri, Business Office
Ellen Majorana, Administrative Assistant

Also present:

Elisabeth Martin, MDA
Lindsay Martine-Duddy, MDA
Catlin McManus, MDA

MDA project discussion: Principal Architect Elisabeth Martin answered questions and provided answers for Trustee concerns including the pros and cons of the inclusions and exclusions in the CD (Construction Document) process and which items are confirmed as add/alternates. Questions regarding cost, bidding and the estimating process were responded to by Elisabeth Martin. A time table for producing the CD documents was set for September 2019 with Trustee approval, the bidding process to start in October 2019. The session concluded with a discussion that acknowledges what add/alternates would be most advantageous to the Library as they add flexibility and transparency in the bid award process.

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated June 6, 2019

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

Financial Report and Vouchers:

The Trustees reviewed and accepted Michael Tomicich Treasurer's Report of June 28, 2019.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on July 10, 2019 and are allowed in the amounts shown.

Voucher #746	5/30/19	Payroll	\$82,895.84
Claims Warrant	6/11/19	Operating	\$64,418.27
Voucher #747	6/13/19	Payroll	\$81,522.59
Voucher #748	6/27/19	Payroll	\$95,074.73
Claims Warrant	6/30/19	Operating	\$136,601.23

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

Motion made by Donald O'Brien 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

At this time, Invoice #3 from MDA, which reflects the contractual obligation for Design Development, was presented and approved for payment.

Administrative Report

The Director responded to all questions regarding her report. The Director discussed the recent resignation of two Librarians and the impact on the Youth Services department. Civil Service, which has yet to provide the entry level Librarian 1 exam, was cited as an additional cause for concern given the lack of viable candidates on existing lists. The Director provided a brief summary for the Trustees of Civil Service hiring practices and procedures.

New Business/Action list

Linda Palmieri, Business Office oversaw the signing of the FY 2019-20 Bank Documents by the Trustees.

Bond refinancing status: The Director relayed the substance of a conversation with Brian Lonagon regarding the MUFSD Board of Trustee July 15th meeting to confirm the tax levy resolution. The Bond sale date was 6/6/2019 and the closing followed on 6/19/2019. The Library will be receiving a new payment schedule in September. The MUFSD will be confirming

the 2019-2020 Tax Levy amounts at their upcoming Board meeting. The Trustees confirmed the tax levy of \$5,403,412.00 consistent with the approved Budget vote held on April 10, 2019.

Motion made by Donald O'Brien seconded by Charles Jettmar to confirm 2019-2020 voter approved Tax Levy in the amount of \$5,403,412.00.

RESOLVED, that for public library purposes for the fiscal year July 1, 2019, to June 30, 2020, and, the total amount of \$5,403,412.00 shall be raised by tax upon the taxable property of the district and shall be levied in one sum for the purposes outlined in the library budget.

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

No – none

AV for Community Room: The existing AV equipment, including ceiling mounted projector, DVD players, sound system and microphones most of which date from 2005, are in need of replacement or updating. The Director presented a comparative chart analyzing the information provided by the three AV vendor contractors for the work required in the community room. All of the contractor have experience with libraries and use equipment verifiable on the NY State contract price listing. They all submitted proposals below the stated threshold amount for public bidding.

Decision on AV contractor was tabled pending further investigation.

Executive Session was not called for.

Motion made by Charles Jettmar to adjourn made at 10:25pm.

The next regularly scheduled meeting is on Thursday, August 1 at 7:30pm.

Respectfully submitted,

Maggie Gough, acting as Board Secretary