

**Minutes of the Meeting of Board of Trustees
of the Manhasset Public Library
July 15, 2020**

Held on Monday, June 15, 2020 in the Community Room- lower level.

Attendance

Board Members:

- Charles Jettmar, President
- Gloria Su, Vice President
- Donald T. O'Brien, Financial Officer
- Judith Esterquest, Trustee
- William Hannan, Trustee

Harry Meyer, CPA, CFM
 Maggie Gough, Director

Executive session: entered at 7:15 pm exited 8:30pm.

Public session: entered at 8:30pm.

Minutes from previous sessions

Motion by Judith Esterquest, seconded by Gloria Su, to accept the Minutes dated, June 15, 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 June 24, 2020.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on July 15, 2020 and are allowed in the amounts shown.

Claims Warrant	6/3/2020	Operating	\$ 10,154.96
Voucher #773	6/11/2020	Payroll	\$ 81,776.53
Claims Warrant	6/23/2020	Operating	\$ 129,099.09
Voucher #774	6/25/2020	Payroll	\$ 104,239.30
Claims Warrant	6/30/2020	Operating	\$ 37,443.23

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

Motion made by Donald O'Brien, seconded by Gloria Su, 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.

Chuck Jettmar requested information on testing and balancing report for the building. Such tests and reports (TAB Report) indicate the indoor air quality and the efficient functioning of the HVAC. If unavailable, the Director is instructed to pursue obtaining a vendor to provide the TAB reporting service.

New Business

Security Guard Firm: The Director presented a comparison of Security Guard Service providers for the Trustees to review. Having done so, it was decided to postpone the hiring of a security guard company firm at this time. The option to hire a security firm will be revisited later this summer as circumstances evolve.

Auditor for FY 2019-2020: Harry Meyer will draft an RFP for Auditing services. He discussed the short listing of firms with Treasurer Mike Tomicich and they agreed that it would be best to send to the following firms:

- Sheehan and Company
- Cullen & Danowski (internal @ Port Washington)
- Rynkar, Vail & Barret (auditor @ Port Washington)
- Baldessari & Coster (handle approximately 50 Libraries on Long Island)

The anticipated date of release will be July 24th with a response due by August 15th.

Vacation and Quarantine Policy: With the issuance of Executive Order 205, on June 25, 2020, a policy was drafted by Peter Fishbein and the Director to address staff who visit or vacation in COVID-19 positive test states. The law states "All travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine."

The Staff Policy on Vacation and Quarantine enforces the mandated regulations with in our organization. In addition, the MPL response to tracking staff for COVID -19 compliance includes the daily submission of the Employee COVID-19 Self Screening report which contains specific reference to travel and contacts. This form is intended to assist in contact tracing. It is collected

and held in the admin office. The submission of the mandatory daily form is our administrative control aside from the basic reliance on honesty and commitment for the greater good.

Motion made by Judith Esterquest, seconded by Gloria Su, to approve *Vacation and Quarantine Policy*.

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

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

No – none

REORGANIZATION

Election of Board Officers

After discussion, the following decisions on the selection of Board Officers for FY 2020-2021.

Motion by Judith Esterquest, seconded by William Hannan, to nominate Charles Jettmar to the Office of Board President.

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

No – none

Motion by William Hannan, seconded Donald O’Brien, to nominate Gloria Su to the Office of Board Vice President.

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

No – none

Motion by Judith Esterquest, seconded by Gloria Su, to nominate Donald T. O’Brien as Financial Officer.

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

No – none

As of July 1, 2020, the Manhasset Public Library Board Officers will be:

Chuck Jettmar, President

Gloria Su, Vice President

Donald T. O’Brien, Financial Officer

Judith Esterquest, Trustee

William Hannan, Trustee

TRUSTEE OATH OF OFFICE: The oath of office was administered on July 15, 2020 to Donald T. O’Brien who stated:

"I do solemnly swear that I will support the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Manhasset Public Library, according to the best of my ability;"

Trustee Bylaws

Motion made by Charles Jettmar, and seconded by Gloria Su, the Board reviews and confirms the Trustee By-Laws.

RESOLVED, that the Board ratifies and confirms the Trustee By-Laws.

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

No – none

RESOLVED, that the Board ratifies and confirms as per Trustee By-Laws Section 3, A, to designate the following Trustees to continue in their positions as Board Officers for the FY 2020-2021

Charles Jettmar, President

Gloria Su, Vice President

Donald T. O'Brien, Financial Officer

Long Rang Plan of Service – *tabled*

Motion by Judith Esterquest, seconded by Gloria Su, to refer the Long Rang Plan of Service for further review.

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

No – none

2021 Calendar: The Director stated that, under normal circumstances, the proposed 2021 calendar of library operations directly mirrors contractual obligations with no additional holiday closures added. This operating schedule may /must be amended depending on NYS Executive directives and the status COVID-19 pandemic. It is noted, that Sunday operating hours have been temporally suspended.

Motion made by Charles Jettmar, seconded by William Hannan, to approve the proposed MPL Calendar 2021.

RESOLVED, that the Board ratifies and confirms the proposed 2021 MPL calendar.

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

No – none

Designation of Official Newspaper

Motion made by William Hannan, and seconded by Judith Esterquest, the Board adopts the following resolution to appoint the **Manhasset Press** as the official newspaper; published within the county to which the Library will submit for publication announcements and legal notices.

RESOLVED, that the Board ratifies and confirms the Manhasset Press as official newspaper.

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

No – none

Designation of Official Bank

Motion made by Gloria Su, and seconded by William Hannan, the Board reaffirms the First National Bank of Long Island as the official bank as stated in the following resolution.

RESOLVED, that the Board ratifies and confirms First National Bank of Long Island the as official bank.

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

No – none

Professional Providers

Motion made by Charles Jettmar and seconded by Donald O’Brien, to reaffirm the following Professional Providers:

- Labor Counsel – Peter Fishbein, Esq.
- General Counsel – Christopher Prior, Esq.
- Treasurer – Michael Tomicich
- Internal Accountant – Harry Meyer, CPA, CFM
- Archivist - Antonia Mattheau
- Appraisers - Appraisal Affiliates- Fred & Ken Strom
- IT Consultants – OSI Technologies
- Architect – MDA, Elisabeth Martin, principal
- *External auditor – under consideration*

RESOLVED, that the Board ratifies and confirms the Professional Providers as stated.

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

No – none

RESOLUTION: GASB Compliance

At the Reorganization meeting of the Manhasset Public Library held on July 15, 2020 on a Motion made by Charles Jettmar, and seconded by Donald O'Brien, the Board adopts the following resolution:

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement Number 54 Fund Balance Reporting and Governmental Fund Type Definitions, that became effective fiscal year 2010-2011, and
WHEREAS, the Manhasset Public Library continues to comply with the requirements of GASB 54.
NOW, THEREFORE, BE IT RESOLVED that the Manhasset Public Library hereby RENEW the existing policy.

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

No – none

RESOLUTION: Fund Balance Policy

At the Reorganization meeting of the Manhasset Public Library held on July 15, 2020 on a Motion made by William Hannan, and seconded by Donald O'Brien, the Board adopts the following resolution to reaffirm **FUND BALANCE POLICY**.

RESOLVED, that the Board ratifies and confirms the Fund Balance Policy as stated.

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

No – none

RESOLUTION: Employee Compensated Absence Reserve Fund Policy

At the Reorganization meeting of the Manhasset Public Library held on July 15, 2020 on a Motion made by Donald O'Brien and seconded by Charles Jettmar, the Board adopts the following resolution to reaffirm the **Employee Compensated Absence RESERVE FUND POLICY**.

RESOLVED, that the Board ratifies and confirms the **Employee Compensated Absence Reserve Fund Policy** as stated.

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

No – none

RESOLUTION: Investment Policy

At the Reorganization meeting of the Manhasset Public Library held on July 15, 2020 on a Motion made by Judith Esterquest, and seconded William Hannan, by the Board adopts the following resolution to reaffirm the **INVESTMENT POLICY**.

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

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

No – none

RESOLUTION: Electronic Payment and Transfer Policy

At the Reorganization meeting of the Manhasset Public Library held on July 15, 2020 on a Motion made by Judith Esterquest, and seconded by Charles Jettmar, the Board adopts the **ELECTRONIC PAYMENT and TRANSFER Policy** including the Inter-account Transfer Authorization for the monthly Debt Service and inter-account transfer as authorized by the Treasurer to be carried out by the Principal Account Clerk.

RESOLVED, that the Board ratifies and confirms the Electronic Payment and Transfer Policy as stated.

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

No – none

RESOLUTION: Bond Payment and Wire Transfer

At the Reorganization meeting of the Manhasset Public Library held on July 15, 2020 a Motion made by Gloria Su, and seconded by William Hannan, that the Board reaffirms the following resolution that upon receiving confirmation from the Treasurer, the Principal Account Clerk will initiate the wire transfer for the budgeted principal and interest in accordance with the Bond Payment amortization schedule.

RESOLVED, that the Board ratifies and confirms the Bond Payment procedure as stated.

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

No – none

RESOLUTION: Advanced Authorization for ACH payment

At the Reorganization meeting of the Manhasset Public Library held on July 15, 2020 on a Motion made by William Hannan and seconded by Donald O'Brien, the Board reaffirms the following resolution for advance authorization for the ACH payment of the Library's credit card in order to avoid late fees and finance charges; subject to approval by the Treasurer and subject to audit by The Board of Trustees. Payments are not to exceed \$10,000 unless authorized in advance by the Board of Trustees.

RESOLVED, that the Board ratifies and confirms the Advanced Authorization for ACH payment as stated.

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

No – none

RESOLUTION: Payroll Procedure

At the Reorganization meeting of the Manhasset Public Library held on July 15, 2020 on a Motion made by Judith Esterquest, and seconded by Donald O'Brien, the Board affirms the following resolution for advance authorization for the payment of fixed salary and related payroll taxes for each pay period; subject to authorization by the Treasurer and audit by the Board of Trustees.

RESOLVED, that the Board ratifies and confirms the Advanced Authorization of Payroll Payment as stated

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

No – none

RESOLUTION: Procurement Policy

Motion made by Charles Jettmar, and seconded by Donald O'Brien, the Board adopts the following resolution to reaffirm the **Procurement Policy** as stated.

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

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

No – none

RESOLUTION: Anti- Harassment Policy

Motion made by Gloria Su, and seconded by Charles Jettmar, the Board adopts the following resolution to reaffirm the **Anti-Harassment Policy**.

RESOLVED, that the Board ratifies and confirms the Anti-Harassment Policy as stated.

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

RESOLUTION: Whistleblower Policy

Motion made by William Hannan, and seconded by Gloria Su, the Board adopts the following resolution to reaffirm the **Whistleblower Policy**.

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

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

RESOLUTION: Conflict of Interest

Motion made by Judith Esterquest, and seconded by Charles Jettmar, the Board adopts the following resolution to reaffirm the **Conflict of Interest Policy**.

RESOLVED, that the Board ratifies and confirms the Conflict of Interest Policy as stated.

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

RESOLUTION: Meeting Room Policy

Motion made by Gloria Su, and seconded by Judith Esterquest, the Board adopts the following resolution to reaffirm 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

RESOLUTION: Camera Surveillance Policy

Motion made by Donald O'Brien, and seconded by Gloria Su, the Board adopts the following resolution to reaffirm the **Camera Surveillance Policy** as stated.

RESOLVED, that the Board ratifies and confirms the Camera Surveillance Policy as stated.

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

RESOLUTION: Computer Use Policy

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

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

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

RESOLUTION: Manhasset Public Library Safety Plan

Motion made by William Hannan, and seconded by Judith Esterquest, the Board adopts the following resolution to reaffirm the **Manhasset Public Library Safety Plan as amended**.

RESOLVED, that the Board ratifies and confirms the **Manhasset Public Library Safety Plan** as stated.

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

RESOLUTION: COVID-19 Patron Code of Conduct

Motion made by William Hannan, and seconded by Gloria Su, the Board adopts the following resolution to reaffirm the **COVID-19 Patron Code of Conduct as amended**.

RESOLVED, that the Board ratifies and confirms the COVID-19 Patron Code of Conduct as stated.

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

RESOLUTION: Code of Conduct

Motion made by Charles Jettmar, and seconded by Judith Esterquest, the Board adopts the following resolution to reaffirm the **Library Code of Conduct**.

RESOLVED, that the Board ratifies and confirms the Code of Conduct as stated.

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

No – none

Executive Session Action:

After discussion among the Trustees the following action was taken on behalf of the confidential Staff:

Motion by Donald O’Brien, seconded by Gloria Su, to adopt the following:

RESOLVED, that the Board ratifies and confirms, effective July 1, 2020, 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 – Hannan

Motion to end the meeting by Charles Jettmar, second William Hannan at 9:17 pm.

Next meeting: TBA

Respectfully submitted,

Maggie Gough