

Aug. 2019

Minutes August 1, 2019

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Thursday, August 1 2019.
Session called to order at 8:05 pm.*

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

Minutes from previous sessions

Motion by , Judith Esterquest seconded by, Gloria Su to accept Minutes dated July 10, 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 July 30, 2019. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on August 1, 2019 and are allowed in the amounts shown.

Voucher #749	7/11/2019	Payroll	\$85,400.75
Claims Warrant	7/16/2019	Operating	\$33,891.96
Voucher #750	7/25/2019	Payroll	\$104,677.87
Claims Warrant	7/30/2019	Operating	\$199,390.35

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

Administrative Report

The Director reported on the 2019 Audit, new payroll status and civil service.

- **Audit update:** Linda Palmieri has been organizing materials for 2018-2019 fiscal end and the upcoming audit. In making arrangements for the onsite audit visits, Bob Craig disclosed that in mid- August he will be donating a kidney to his brother in law. Based on Bob's situation, it is most likely that the onsite audit visits will not occur until late September or early October. This will not affect the fiscal year close out. Accountant Harry Meyer will proceed with the FY close out.
- **Payroll update:** Charisse Relyveld-Osnato and Linda Palmieri have successfully completed the payroll changeover to StarPay. We have run two pay cycles and installed the new timeclock. Charisse will be creating the new employee id time cards that work with the system in August. The new system cards will serve as a check in tool and a photo id for staff recognition.
- **Civil Service/Personnel:** Ellen Majorana has obtained the Civil Service list for Librarian 1's and has sent out over 96 letters to prospective candidates. From this candidate survey, we have 15 requests for interviews. Youth Services supervisor Maria Mignano and I will begin interviewing next week.

The Director responded to all questions regarding her report.

New Business

The final MDA add/alternate designs were presented for Trustee review and discussion. The Director was requested to contact MDA with comments and request a revised schedule for receiving construction and bid documents.

The Trustees agree to move ahead with MDA designs as presented.

The Director was given permission to go ahead with plans to refurbish the staff room.

The Trustees agree that the AV upgrades should be made to the community room pending outcome of consultant review.

Executive Session entered at 9:35.

Executive Session exited at 9:45.

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Action: Director's issue with compensation for confidential staff was discussed with Trustees and resolved.

Motion made by Charles Jettmar to adjourn made at 9:50 pm.

The next regularly scheduled meeting is on Thursday, September 19 at 7:30pm.

Respectfully submitted,

Maggie Gough, acting as Board Secretary