

**Minutes of the Meeting of Board of Trustees
of the Manhasset Public Library
September 23, 2020**

Held on Tuesday, September 23, 2020 in the community room.

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
Harry Meyer, Accountant

Executive session: entered at 8:00 pm exited 9:20 pm.

ACTIONS

Award of Public Works Contract after Competitive Bidding.

RESOLVED,

WHEREAS, the Board has determined that it is in the best interests of the Library and its residents to undertake Interior Renovation of the Library (the "Project"); and

WHEREAS, pursuant to GML §103, the Board has solicited competitive bids to undertake the Project; and

WHEREAS, the [Library Director/consulting engineer/architect], has recommended that the bid of **W.J. Northridge**, the lowest responsible bidder ("Contractor"), in the amount of \$ 734,000.00, be accepted by the Board;

NOW, THEREFORE, the Board hereby accepts Contractor's bid and awards the Project Contract to it, and authorizes the Library Director to execute and deliver said contract, and to take such actions as are reasonably required in order to cause Contractor to commence and complete performance thereunder.

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

No – none

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, William Hannan to accept the Minutes dated, July 15, 2020.

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

No – none

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept the Minutes dated, July 29, 2020.

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

No – none

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated, August 13, 2020 as amended.

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

No – none

Financial Report and Vouchers:

The Trustees reviewed and accepted Michael Tomicich Treasurer’s Report of September 17, 2020.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on September 23, 2020 and are allowed in the amounts shown.

Voucher #775	7/9/2020	Payroll	\$ 71,299.15
Voucher #776	7/23/2020	Payroll	\$ 75,719.61
Voucher #776a	7/23/2020	Payroll	\$ 7,055.65
Claims Warrant	7/23/2020	Operating	\$ 30,813.78
Claims Warrant	7/31/2020	Operating	\$ 205,610.18
Voucher #777	8/6/2020	Payroll	\$ 78,064.06
Voucher #778	8/20/2020	Payroll	\$ 78,972.70
Claims Warrant	8/26/2020	Operating	\$ 116,222.09
Voucher #779	9/3/2020	Payroll	\$ 77,578.22
Voucher #780	9/17/2020	Payroll	\$ 90,646.48
Claims Warrant	9/17/2020	Operating	\$ 79,755.39

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

Director Report. The Director responded to all questions regarding her report.

Auditor Selection: The results of RFP for auditing services concluded that Cullen and Danowski provided the lowest responsible cost and value.

RESOLVED, that the Board of Trustees hereby retains Cullen and Danowski, LLP, to conduct an audit of the Library's finances in accordance with applicable laws, rules and regulations for the Library fiscal year ended June 30, 2020, with an option in favor of the Library with respect to fiscal years ending June 30, 2021, 2022, and 2023, subject to submission by the auditor to the Library of an engagement letter agreement in form and substance satisfactory to the Library Director, Harry Meyer on behalf of Craig, Fitsimmons and Meyer, and counsel to the Library.

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

No – none

Air- Ventilation Study - As part of the ongoing attempts to further mitigate possible COVID 19 exposure in the library facility, the Trustees acted to accept the Air-Ventilation Study Proposal from ME Engineering/Ed Bosco.

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept the Air-Ventilation Study from ME Engineering in the amount of \$5,000.00 with the possible extra study costs as determined.

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

No – none

Additional Executive session actions:

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

RESOLVED, that the Board ratifies and confirms, effective July 1, 2020, the start of the Library's fiscal year, that is the intention of the Trustees that the Director's contract is renewed at the 2019 salary rate and those benefits provided by the CBA with the opportunity to buy out vacation days.

Yes – Jettmar, Su, Esterquest, Hannan

No – O'Brien

The next regularly scheduled meeting is on Thursday, October 8 at 7:30pm.

Respectfully submitted,

Maggie Gough, Director