

Minutes of the Board of Trustees of the Manhasset Public Library
January 24, 2023

*Held at the Library in the Lower Level meeting room on Tuesday, January 24, 2023.
Session called to order at 5:20 pm*

Attendance

Board Members:

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

- Harry Meyer, Partner, Craig, Fitzsimmons & Meyer, LLP
- Maggie Gough, Director
- Maria Mignano, Assistant Director
- Linda Palmieri, Principal Account Clerk – Business Office
- Stephanie Catlett, Secretary to the Board

Presentation of the proposed 2022-2023 Budget

Harry Meyer presented the proposed 2023-2024 budget. Linda Palmieri provided a considerable amount of vital information on personnel, health insurance and pension costs in addition to historic estimates for operating expenses. After discussing the line items, Harry was instructed to bring the total budget increase to 1.99% as per the tax cap. The total appropriation is \$6,041,283 which includes \$1,023,125 for the debt service/bond payment. The amount to be raised by taxes is \$5,723,183.

Motion by Judith Esterquest, seconded by Donald T. O'Brien to approve the 2023-2024 Budget, as presented.

- Yes – Jettmar, Esterquest, O'Brien, Su
- No – Hannan

Minutes from previous session

Motion by Judith Esterquest, seconded by Donald T. O'Brien to accept the Minutes, as amended, dated December 14, 2022.

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

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich’s Treasurer’s Reports of December 15, 2022, January 3, 2023 and January 17, 2023. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on January 24, 2023 and are allowed in the amounts shown.

Voucher #838	12/8/2022	Payroll	\$ 75,685.67
Claims Warrant	12/15/2022	A-Fund/General Operating	\$ 81,292.16
Voucher #839	12/22/2022	Payroll	\$ 76,240.09
Claims Warrant	12/31/2022	A-Fund/General Operating	\$ 70,920.00
Voucher #840	1/5/2023	Payroll	\$ 69,981.58
Claims Warrant	1/17/2023	A-Fund/General Operating	\$ 144,295.46

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

Motion made by Donald T. 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

Investment Plan Implementation

Linda Palmieri obtained CD and US Treasury Rates from TD Bank.

A Resolution was made at a regular Board Meeting on January 24, 2023, to open one 6-month CD in the amount of \$500,000 and one 6-month Treasury in the amount of \$500,000 with TD Bank. The total of \$1,000,000 is to be transferred from the following: \$500,000 from the Operating Account, \$400,000 from the Debt Service Account and \$100,000 from Donations.

Motion was made by Donald T. O’Brien, seconded by Judith Esterquest to invest funds in the amounts set forth above.

- Yes- Jettmar, Esterquest, O’Brien, Hannan
- No- None

Budget Vote Timeline – In preparation for the Budget Vote and Trustee Election, the Director has filed the preliminary application with the Nassau County Board of Elections. She has been given access to the Memorandum of Agreement (MOA) which sets forth and authenticates the voting procedures, the ballot and reserves voting machines for an April 18, 2023 vote.

Resolution to hold Budget Vote

Motion by Charles Jettmar, seconded by Gloria Su, to accept the following resolution:

Annual Budget Meeting and Trustee Election Resolution

WHEREAS, it is necessary to conduct an Annual Meeting and to hold an election to fill one vacancy for a five-year term in the office of trustee, and to approve the annual library budget; it is

RESOLVED that the Board of Registration of the Manhasset Union Free School District is requested to meet at the library on April 10, 2023 from 3:00 pm to 7:00 pm, to conduct personal registration of non-registered, eligible, residents of the District, and it is further

RESOLVED that at the close of said registration session, the Board of Registration is required to prepare and certify the roll of eligible voters and is requested to deliver the same to the Library Clerk on or before, March 13, 2023, and it is further

RESOLVED that the public budget hearing of the voters of the Manhasset Union Free School District, for library purposes shall be held at the Manhasset Public Library on April 4, 2023; and it is further

RESOLVED that the Budget Vote and Trustee Election for the Library shall be held at the Manhasset Public Library on Tuesday, April 18, 2022 from 8 am – 9 pm.

RESOLVED, that the Board ratifies and confirms the Annual Budget Meeting and Trustee Election Resolution as stated.

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

No – none

The designation of Board members as Election Officials for the Annual Budget Vote and Trustee Election on Tuesday, April 18 is as follows:

Judith Esterquest to act as Chief Election Inspector

Donald T. O’Brien as Permanent Chair Person

William Hannan as Alternate Permanent Chair Person

Director's Report – Director answered all questions regarding her report.

Parking Lot Lighting Upgrade

Linda Palmieri and Garry Serraino have obtained three valid quotes for the Library Parking lot LED upgrade to the Library's existing fixtures. Linda contacted a total of eight contractors and only three replied. Garry and Linda reviewed and compared the three quotes. The quotes are as follows:

- Albertson Electric \$6,960.00
- BQ Electric \$9,222.00
- York Electrical Contractors Inc. \$10,475.00

After discussion, the Trustees asked that additional information be gathered on the quality of light and the level of the foot candles that will be produced. The Trustees want to make sure the increased lighting will not impinge on residential areas of Manhasset surrounding the Library.

Civil Service Hiring Update

We have obtained Civil Service candidate lists for Librarian 1 and Senior Library Clerk. When the canvassing period ends on January 25th we will begin the interviewing process. Given the appearance of new applicants on the lists, we remain cautiously optimistic that we will fill our immediate vacancies.

The date for the next Board Meetings are Monday, February 13, 2023 at 6:30 pm and Wednesday, March 15, 2023 at 6:30 pm.

Motion to end the meeting made by Judith Esterquest and seconded by William Hannan at 6:35 pm

Respectfully submitted,

Stephanie Catlett, Secretary to the Board