

## Minutes of the Board of Trustees of the Manhasset Public Library

Held at the Library in the Conference Room on Monday, October 15, 2018.  
Session called to order at 7:40 pm.

### **Attendance**

Board Members:

Charles Jettmar, President  
Gloria Su, Vice President  
Donald O'Brien, Financial Officer  
Judith Esterquest, Trustee (absent with notice)  
William McLean, Trustee

Maggie Gough, Director

Also present: Librarians Cheryl Kallberg, Sharon Rappaport and Maria Mignano.

### **Presentation from Librarians on *Collection Selection and Development***

The Librarians discussed the various means and methods that are utilized in the selection of books and AV materials for the library circulating collection. The Librarians handed out an assortment of professional book review titles, such as Kirkus, SLJ and Publisher's Weekly and noted other online or book buzz type activities, which in addition to their collaborative efforts, inform the material selection practices. The utilization of professional resources is combined with the 'art' employed by our Librarians in the selection process making our collection distinctive, unique and responsive to the community we serve. It was abundantly clear from the presentation made by Librarians' Cheryl Kallberg, Sharon Rappaport and Maria Mignano, the value their professional insight adds to both the collection development and ultimately to placing the book in the hands of our patrons and offering individualized recommendations for future reading.

### **Minutes from previous sessions**

Motion by Charles Jettmar, seconded by, Donald O'Brien to accept Minutes dated September 25, 2018.

Yes – Jettmar, Su, O'Brien, McLean

No – none

Motion by Charles Jettmar, seconded by, Gloria Su to accept Special Meeting Minutes dated, October 8, 2018 .

Yes – Jettmar, Su, O’Brien, McLean  
 No – none

**Financial Report and Vouchers:**

The Trustees reviewed the Treasurer report dated, October 4, 2018. No questions were raised.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 15, 2018 and are allowed in the amounts shown.

Linda Palmieri has been here by authorized and directed to pay to each of the claimants the amount listed within each of the operating registers and payroll vouchers listed below:

Claims Warrant	10/4/2018	Operating	\$124,624.84
Voucher #729	10/4/2018	Payroll	\$84,440.58

Motion made by Charles Jettmar seconded by Donald O’Brien to approve Vouchers in the amounts listed.

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

Yes – Jettmar, Su, O’Brien, McLean  
 No – none

**Administrative Report**

The Director responded to all questions regarding her report.

The Director discussed her plans to augment the standardized performance evaluation form to include opportunities for Professional Staff to develop a project that would to encourage our individuals to remain well versed with library innovations, seek better ways of doing their jobs and find new and improved services to offer to our patrons. The intention is to have the individual propose, document, develop, execute and evaluate a ‘project’ the completion of which would constitute a satisfactory review. The Director would keep records of these activities and include documentation in personnel files.

**2019 Calendar:** The Director stated that the proposed 2019 calendar of library operations directly mirrors contractual obligations with no additional holiday closures added. Brief discussion followed wherein possible Budget Hearing and Voting dates were discussed then tabled.

Motion made by President Charles Jettmar, seconded by William McLean to approve the proposed MPL Calendar 2019.

RESOLVED, that the Board ratifies and confirms the proposed 2019 MPL calendar.

Yes – Jettmar, Su, O’Brien, McLean

No – none

**Outstanding Items:**

The discussion of landscape architect proposals and development of the parking lot hill area was tabled pending a report from Donald O’Brien.

**New items:**

After discussion of the NYS Comptroller regulations on standard work day and reporting requirements for appointed officials the following occurred:

Motion by Charles Jettmar seconded by William McLean to accept the following:

Be it resolved, that the Manhasset Public Library hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Appointed Officials: Treasurer- Michael Tomicich, current term 6/1/2018-6/30/2019, with a 10 hour per month work schedule.

RESOLVED, that the Board ratifies and confirms the Resolution regarding Treasurer Michael Tomicich as stated.

Yes – Jettmar, Su, O’Brien, McLean

No – none

Executive session entered at 10:05 pm and exited at 10:25 pm.

No Actions were proposed or taken.

Motion made by Charles Jettmar, seconded by Gloria Su to adjourn made at 10:30 pm.

The next regularly scheduled meeting is on November 5, 2018.

Respectfully submitted,

Maggie Gough, acting as Board Secretary