

**Minutes of REORGANIZATION Meeting the Board of Trustees
of the Manhasset Public Library**

*Held at the Library in the Conference Room on Thursday, October 17, 2019.
Session called to order at 5:15 pm.*

Attendance

Board Members:

- Charles Jettmar, President
- Gloria Su, Vice President (absent w/notice)
- Donald T. O'Brien, Financial Officer
- Judith Esterquest, Trustee
- William Hannan, Trustee (exited at 6:30 pm)

- Maggie Gough, Director
- Michael Tomicich, Treasurer
- Christopher Prior, Counsel
- Charisse Relyveld-Osnato, Business Office
- Ellen Majorana, Administrative Assistant

REORGANIZATION: Policy & Procedure

Trustee Bylaws

Motion made by Board President Charles Jettmar and seconded by William Hannan, the Board reviews and confirms the **Trustee By-Laws** as amended.

RESOLVED, that the Board ratifies and confirms the Trustee By-Laws.
 Yes – Jettmar, 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 2019-2020.

- Charles Jettmar, President
- Gloria Su, Vice President
- Donald T. O'Brien, Financial Officer

Long Range Plan of Service – confirmation tabled for Committee action.

RESOLUTION: Fund Balance Policy Affirmation

At a regular meeting of the Manhasset Public Library held on October 17, 2019 on a motion made by President Charles Jettmar and seconded by Judith Esterquest the Board adopts the following resolution to reaffirm **FUND BALANCE POLICY as amended.**

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

Yes – Jettmar, O’Brien, Esterquest, Hannan

No – none

RESOLUTION: Investment Policy -Tabled

RESOLUTION: Reserve Fund Policy renamed Employee Compensated Absences Reserve Fund

At a regular meeting of the Manhasset Public Library held on October 17, 2019 on a motion made by President Charles Jettmar and seconded by Judy Esterquest, the Board adopts the following resolution to reaffirm the **EMPLOYEE COMPENSATED ABSENCES RESERVE FUND POLICY.**

RESOLVED, that the Board ratifies and confirms the Employee Compensated Absences Reserve Fund Policy as amended.

Yes – Jettmar, O’Brien, Esterquest, Hannan

No – none

Compensated Absences/Voucher for Accrual

Motion made by Board President Charles Jettmar and seconded by Judith Esterquest, the Board adopts the following voucher stating the Maggie Gough, Director Vacation & Sick Accruals for FY 2018-2019.

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

Yes – Jettmar, O’Brien, Esterquest, Hannan

No – none

Electronic Payment and Transfer Policy:

At a regular meeting of the Manhasset Public Library held on October 17, 2019 on a motion made by Board President Charles Jettmar and seconded by William Hannan, the Board adopts the following resolution to amend the **ELECTRONIC PAYMENT and Transfer Policy as amended.**

RESOLVED, that the Board ratifies and confirms the **ELECTRONIC PAYMENT and Transfer Policy** as stated.

Yes – Jettmar, O’Brien, Esterquest, Hannan

No – none

Procurement Policy

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

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

Yes – Jettmar, O'Brien, Esterquest, Hannan

No – none

Anti- Harassment Policy renewal

Motion made by Board President Charles Jettmar and seconded by Judith Esterquest, 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, O'Brien, Esterquest, Hannan

No – none

Mr. Jettmar noted his understanding that organizations that provide youth activities, such as schools and youth sports leagues, must report instances of child abuse. He asked that counsel investigate this issue and advise the Board.

Whistleblower Policy renewal

Motion made by Judith Esterquest and seconded by Donald O'Brien, 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, O'Brien, Esterquest, Hannan

No – none

Conflict of Interest renewal

Motion made by Board President Charles Jettmar and seconded by Judith Esterquest, 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, McLean, Esterquest

No – none

Designation of Official Newspaper- tabled

Professional Providers- tabled

Minutes from previous sessions

Motion by Charles Jettmar, seconded by William Hannan to accept Minutes dated September 26 ,2019 as amended.

Yes – Jettmar, O’Brien, Esterquest

No – none

Financial Report and Vouchers:

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 17, 2019 and are allowed in the amounts shown. Linda Palmieri has been here by authorized and directed to pay to each of the claimants the

Voucher #754	9/19/2019	Payroll	\$83,228.84
Claims Warrant	9/30/2019	Operating	\$121,777.75
Voucher #755	10/3/2019	Payroll	\$82,735.89
Claims Warrant	10/4/2019	Operating	\$19,752.72
Voucher #756	10/17/2019	Payroll	\$89,402.53

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, O’Brien, Esterquest, Hannan

No – none

Administrative Report

The Director responded to all questions regarding her report.

MDA Update: MDA has submitted all required documents to NYSED; we are awaiting approval. The library has received additional carpet, fabric and chair samples. MDA is working on finalizing the numbers received from Accucost and the design plans from the MEP studies. The importance of maintaining work flow and project deadlines was restated by Board President Charles Jettmar. To this end, the Director was instructed to update the timeline to include board meeting dates and elicit support from MDA.

Using a projection date in early November, the Director must address the need for the following with MDA and Counsel: contract, logistics plan, ME design documents, cut book, bid form and bidder list.

New Business

2020 Calendar: The Director stated that the proposed 2020 calendar of library operations directly mirrors contractual obligations with no additional holiday closures added. Brief discussion followed and possible Budget Hearing and Voting dates were proposed.

Motion made by President Charles Jettmar, seconded by Judith Esterquest to approve the proposed MPL Calendar 2020.

RESOLVED, that the Board ratifies and confirms the proposed 2020 MPL calendar.

Yes – Jettmar, O’Brien, Esterquest

No – none

Due to the numerous commitments arising for the space repurposing project, the Trustees have fixed board meeting date for November 14th and December 12th. The Director was instructed to hold every Thursday for possible extra meeting dates.

There was no Executive Session.

Motion made by Charles Jettmar, seconded by Judith Esterquest to adjourn made at 7:25 pm.

The next regularly scheduled meeting is on Thursday, November 12, 2019.

Respectfully submitted,

Maggie Gough