

Minutes of the Board of Trustees of the Manhasset Public Library
October 18, 2023

*Held at the Library in the Lower Level meeting room on Wednesday, October 18, 2023.
Session called to order at 6:55 pm*

Attendance

Board Members:

Charles Jettmar, President (absent with notice)
Judith Esterquest, Vice President
Donald T. O'Brien, Financial Officer
Gloria Su, Trustee
William Hannan, Trustee

Maggie Gough, Director
Maria Mignano, Assistant Director
Stephanie Catlett, Secretary to the Board

Minutes from previous session

Motion by Judith Esterquest, seconded by Gloria Su to accept the Minutes, dated September 20, 2023.

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

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich's Treasurer's Report of October 2, 2023. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 18, 2023 and are allowed in the amounts shown.

Voucher #859	9/28/2023	Payroll	\$ 81,783.43
Claims Warrant	9/30/2023	A-Fund/General Operating	\$ 66,749.40

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

Motion made by Charles Jettmar, seconded by Judith Esterquest, to approve Vouchers in the amounts listed.

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

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

No – none

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

Staff Meeting – A Staff Meeting was held on Tuesday, October 17th. Red Emergency binders were created to keep at each service point, and employees were encouraged to review the procedures. Employees were also given hard copies of emergency procedures as well as a flashlight in the event of a power outage.

Great Give Back – The annual *Great Give Back* takes place on Saturday, October 21st. As part of the *Give Back* initiatives, our Library sponsors volunteer opportunities, donation drives and community support programs. For the next week October 21st–November 4th, we will be supporting Operation Gratitude by collecting handmade or new hats and scarfs for our deployed troops and veterans. The collection box will be in the Library Lobby. Youth Services Librarian Erin Sweeny will lead *Give Back* volunteers in writing letters for veterans and making dog toys for the local shelter.

Library Market - Maria Mignano and Sharon Rappaport have been diligently working on setting up our new calendar software, Library Market (LM). Library Market is a responsive, fully integrated event and room management system designed for libraries. This is replacing EventKeeper as the program calendar and registration tool. LM features a patron intuitive interface for finding and registering for the events that interest them. LM has the capacity to allow community organizations to schedule and request room reservations. In addition, LM provides staff with the tools to manage and promote the events and fully engage users. We will launch LM on Monday, October 23.

Audit 2023 - On Monday, October 16th the auditors from Cullen & Danowski were on site. Working in tandem with Harry Meyer, Linda and Stephanie had collected and provided all requested sample documents and responded to site queries. Due to their efficiency, the auditors needed only one day to complete the onsite sampling. As part of the annual audit, the Trustees will be receiving a letter/survey that you are asked to complete. Stephanie will collect your completed surveys and submit them to C&D.

Library Activities Discussion

NLS & ILS Funding requests:

ILS funding request for 2024 = \$42,521.74

2023 = \$39,136.18

2022 = \$37,395.94

NLS Funding request: \$16,499 (2023) - \$17,268 (2024) & \$18,036 (2025)

TOTAL Anticipated budget Funding for NLS & ILS for 2024 \$59,808*

* Budgeted amount for FY 2023-24: NLS: \$18,000 & ILS: \$50,000 = Total \$68,000

Motion, made by Judith Esterquest, seconded by Gloria Su, to approve the **2023 ILS** proposed fee schedule in the amount of **\$ 42,524.74** and the **NLS** proposed fee schedule in the amount of **\$17,268 (2024)** and **\$18,036 (2025)**.

RESOLVED, that the Board ratifies and confirms proposed ILS and NLS Fee schedules as stated.

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

No- None

Library of Things – Senior Library Clerk Megan Murphy and Librarian Sharon Rappaport have created a new “Library of Things.” The Library of Things comprises items such as hot spots, karaoke machines, stud finders, and metal detectors. The items will be borrowable by Manhasset residents for 1 week, and are able to be reserved.

Logo Final - The new MPL logo has been finalized by (name of vendor; or other verbiage?)

Motion, made by Charles Jettmar, seconded by Judith Esterquest to approve the final logo

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

No - None

The date for the next Board Meetings for 2023 (all Wednesdays) are November 15 and December 13 at 6:30 pm.

Motion to end the meeting made by William Hannan, seconded by Judith Esterquest at 7:35 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board