

**Minutes of the Board of Trustees of the Manhasset Public Library**  
**October 19, 2022**

*Held at the Library in the Lower Level Meeting Room October 19, 2022.  
Session called to order at 6:45 pm.*

**Attendance**

Board Members:

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

Maggie Gough, Director  
Maria Mignano, Asst. Director  
Stephanie Catlett, Secretary

**Additional attendees:**

Harry Meyer, Partner, Craig, Fitzsimmons & Meyer, LLP  
Linda Palmieri, Principal Account Clerk, Manhasset Public Library

Executive Session entered: 6:45 pm

Executive Session exited: 7:30 pm. Public session resumed.

The following actions were taken:

**Financial Policies:**

**Motion** by William Hannan, seconded by Gloria Su, to **reconfirm the following as presently written:**

1. Fund Balance Policy
2. Reserve Fund
3. Investment Policy
4. Electronic Payment & Transfer Policy
5. Procurement Policy
6. Records Retention Policy

RESOLVED, that the Board ratifies and confirms the Financial Policies as stated.

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

No – none

**Fund Balance motion:**

Following the discussion of the 2021-2022 budget close out, **Fund Balance** assignments were made as follows:

At a regular meeting of the Manhasset Public Library on October 19, 2022 on a motion made by Donald T. O'Brien and seconded by, Gloria Su, the Board adopts the following resolution to assign a portion of the 2021-2022 fund balances for **Capital Projects** in the amount of \$878,046.

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

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

No – none

At a regular meeting of the Manhasset Public Library held on October 19, 2022 on a motion by Donald T. O'Brien and seconded by Judith Esterquest, the Board agreed to transfer the residual balance of the Capital Projects Fund to the General Fund in the amount of \$852,009.

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

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

No - none

**RESOLUTION: Reserve Fund – Employee Compensated Absences Reserve Fund**

At a regular meeting of the Manhasset Public Library held on October 19, 2022 on a motion made by Donald T. O'Brien and seconded by Judith Esterquest, the Board assigns a portion of the 2021-2022 fund balance to the Employee Compensated Absences Reserve Fund in the amount of \$221,364 as per current estimates relating to accrued employee benefits.

RESOLVED, that the Board ratifies and confirms the Reserve Fund balance as stated.

Yes – Esterquest, O'Brien, Su, Hannan

No – none

**RESOLUTION: GASB Compliance**

At a regular meeting of the Manhasset Public Library held on October 19, 2022 on a motion made by Donald T. O'Brien and seconded by Judith Esterquest, the Board adopts the following resolution:

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement Number 54 Fund Balance Reporting and Governmental Fund Type Definitions, that became

effective fiscal year 2010-2011, and

WHEREAS, the Manhasset Public Library continues to comply with the requirements of GASB 54.

NOW, THEREFORE, BE IT RESOLVED that the Manhasset Public Library hereby RENEW the existing policy.

Yes – Esterquest, O’Brien, Su, Hannan

No – none

**RESOLUTION: Advanced Authorization for ACH payment**

At a regular meeting of the Manhasset Public Library held on October 19, 2022 on a motion made by Donald T. O’Brien and seconded by Judith Esterquest, the Board adopts the following resolution for advance authorization for the ACH payment of the Library’s credit card in order to avoid late fees and finance charges; subject to approval by the Treasurer and subject to audit by The Board of Trustees. Payments are not to exceed \$10,000 unless authorized in advance by the Board of Trustees.

RESOLVED, that the Board ratifies and confirms the Advanced Authorization for ACH payment as stated.

Yes – Esterquest, O’Brien, Su, Hannan

No – none

**RESOLUTION: Payroll Procedure**

At a regular meeting of the Manhasset Public Library held on October 19, 2022 on a motion made by William Hannan and seconded by Gloria Su, the Board adopts the following resolution for advance authorization for the payment of fixed salary and related payroll taxes for each pay period; subject to authorization by the Treasurer and audit by the Board of Trustees.

RESOLVED, that the Board ratifies and confirms the Advanced Authorization of Payroll Payment as stated

Yes – Esterquest, O’Brien, Su, Hannan

No – none

**Minutes from previous session**

Motion by Gloria Su, seconded by William Hannan to accept the Minutes, as amended, dated September 28, 2022.

Yes – Esterquest, O’Brien, Su, Hannan

No – none

**Financials, Reports and Vouchers**

The Trustees reviewed and accepted Michael Tomicich’s Treasurer Report of October 14, 2022. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 14, 2022 and are allowed in the amounts shown.

Voucher #833	9/29/2022	Payroll	\$ 70,656.38
Voucher #834	10/13/2022	Payroll	\$ 84,163.89
Voucher #834a	10/13/2022	Payroll	\$ 91,223.11
Claims Warrant	10/14/2022	A-Fund/General Operating	\$ 141,601.55

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

Motion made by Donald O’Brien, seconded by William Hannan, to approve Vouchers in the amounts listed.

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

Yes – Esterquest, O’Brien, Su, Hannan  
 No – none

**Director’s Report:** The Director answered all questions regarding her report.

**ILS Services Budget Request:**

As per the estimated ILS fee schedule for 2023, MPL’s would be **\$41,020.94** (\$39,136.18 + \$1,884.76 for acquisition support software); this represents a 1.8 % increase over last year’s fees.

Motion made by Gloria Su, seconded by Judith Esterquest, to approve the 2023 ILS proposed fee schedule in the amount of \$ 41,020.94.

RESOLVED, that the Board ratifies and confirms proposed ILS Fee schedule as stated

Yes – Esterquest, O’Brien, Su, Hannan  
 No – none

The next scheduled Board Meetings are Wednesday, November 16, 2022 and Wednesday, December 14, 2022 at 6:00 pm.

Motion to end the meeting made by William Hannan and seconded by Gloria Su at 8:05 pm.

Respectfully submitted,

Stephanie Catlett  
Secretary to the Board