

Minutes of the Board of Trustees of the Manhasset Public Library
October 27, 2021

*Held at the Library in the Community Place/Lower Level on Wednesday, October 27, 2021.
Session called to order at 7:45 pm.*

Attendance

Board Members:

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

- Maggie Gough, Director
- Maria Mignano, Assistant Director
- Stephanie Catlett, Secretary to the Board
- William De Witt, Library Counsel

Introduction of the Assistant Director: Civil Service action was finalized as of September 2, 2021 making the Assistant Director appointment final. Maria Mignano thanked the Board for giving her the opportunity to serve the community as Assistant Director of the Library.

Executive Session entered at 7:50 pm

Executive Session ended at 9:30 pm

Actions:

The Trustees reviewed the Director's 2021-2022 Statement of Benefits and accrual earnings. The Director has been instructed to arrange adequate time off/vacation time in order to reduce vacation accruals.

Motion by Judith Esterquest and seconded by Gloria Su to accept the Director's 2021-2022 Statement of Benefits as stated.

Yes- Jettmar, Su, Esterquest, Hannan

Abstained – O'Brien

Minutes from previous session

Motion by William Hannan seconded by Judith Esterquest to accept the Minutes dated, July 29, 2021.

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

No – none

Professional Providers: Treasurer

The Board reappoints Michael Tomicich as Board Treasure for FY July 1, 2021 to June 30, 2022.

Motion made by Donald T. O’Brien and seconded by Judith Esterquest
RESOLVED, that the Board ratifies and confirms the Professional Providers as stated.

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

No - none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich Treasurer’s Reports of July 28, August 24, September 9, September 24, October 13, 2021 and October 27. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 27, 2021 and are allowed in the amounts shown.

Voucher #803	8/5/2021	Payroll	\$ 68,631.10
Voucher #804	8/19/2021	Payroll	\$ 66,532.93
Claims Warrant	8/24/2021	A-Fund/General Operating	\$ 129,433.58
Voucher #805	9/2/2021	Payroll	\$ 66,333.86
Claims Warrant	9/9/2021	A-Fund/General Operating	\$ 68,589.65
Voucher #806	9/16/2021	Payroll	\$ 71,396.37
Claims Warrant	9/23/2021	A-Fund/General Operating	\$ 92,558.19
Claims Warrant	9/23/2021	H-Fund/Capital Projects	\$ 10,886.93
Voucher #807	9/30/2021	Payroll	\$ 73,069.13
Claims Warrant	10/12/2021	A-Fund/General Operating	\$ 106,731.46
Claims Warrant	10/13/2021	H-Fund/Capital Project	\$ 20,380.63
Voucher #808	10/14/2021	Payroll	\$ 72,879.23

Claims Warrant	10/27/2021	A-Fund/General Operating	\$ 49,259.39
Claims Warrant	10/27/2021	H-Fund/Capital Project	\$ 79,764.35

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

Motion made by William Hannan, seconded by Judith Esterquest, 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

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

Project Closeout: There is approximately \$100,000 left in the H-Fund. The approved budget was \$1.4 million and the project came in \$100,000 under budget. The retainers have been released, permits closed, lien waivers signed off and system approved. Elizabeth Martin, architect has signed off on the NYSED Final Certification of Substantial Completion. Their close out checks will be released when the updated as-builts arrive and MDA produces the approved NYSED Final Cost report.

Sinkhole Update: Director discussed proposals to remediate the sink hole exposed during Hurricane Ida. She has filed a draft permit to let the highway department know that remediation of the sinkhole will impact traffic. The members of the Quaker Meeting House have agreed that the trees impeding access to the sinkhole down need to come down. Once the trees are down we can see how extensive the damage is. The Quakers intend to file a Notice of Claim because they believe the situation was caused by a cracked sewer pipe and the highway department is responsible. The Library may consider joining them in this suit.

Trustee O’Brien suggested contacting the Great Neck Water Pollution Control District as they put the sewer pipes in. Director will call.

The Director will attempt to get three proposals for repair of the sinkhole and present them for review to Robert de Gruin, engineer who is overseeing the RFP and remediation process.

The Trustees discussed how to make exiting the library building safe considering that the sinkhole restricts access to an emergency exit. The Board stated they want the exit reinstated forthwith. Director will look into the feasibility of constructing a temporary bridge over the sinkhole so the emergency exit can be used.

Facilities: In the course of quarterly Quinn & Feiner preventative maintenance, the technician noted the appearance of a splattered biologic substance in all five air handler units. Nothing was found in any duct work. In order to know what we are dealing with and properly remediate, testing was suggested followed by cleaning. This process is underway.

NEW BUSINESS:

Audit Questionnaire: The Trustees received the Cullen & Danowski *Related Party Confirmations* which were filled out during the meeting for expedited return. The auditors will be on site November 9-12.

NLS/ILS FUNDING

Motion made by Gloria Su and seconded by Judith Esterquest that: The Board of Trustees of the Manhasset Public Library upon due consideration of the proposed 2022-23 NLS/ ILS member support contribution, hereby resolves to vote in favor of said recommended schedule of fees in the amounts of \$17,109 for NLS support and \$37,395 for ILS and hereby appoints Maggie Gough, Director to submit this authorization to NLS/ILS prior to the deadline.

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

No – none

MINIMUM STANDARDS: Assistant Director Maria Mignano updated the Trustees on the standards all public libraries in New York State will be expected to conform to beginning in January of 2022. MPL meets most of the standards. There will be a mandatory virtual training session all Trustees will have to attend covering legal obligations and fiduciary responsibilities of Trustees. Maria will provide an update at the next Board meeting.

STAFF FIRE ALARMS DRILLS AND SECURITY TRAINING: The Trustees would like to have monthly fire drills and annual security training for staff.

ARRANGEMENTS FOR SATURDAY, DECEMBER 4TH: The plan is to host a photo session on Saturday, December 4th to include the Trustees, Architect and General Contractor. Local

officials will be notified and invited. A simple refreshment service of hot chocolate, cookies (individually wrapped) and seasonal sweets will be provided in the Café. We will hold library tours and present a discussion on the *Wild Manhasset* exhibit.

Founding Era Grant – additional awards: As a recipient of the Founding Era Grant, the Director was further awarded the opportunity to receive Gilder Lehrman's esteemed *Freedom: A History of US* pop-up exhibition. This exhibition documents and illustrates critical figures and events while tracing the evolving concept of freedom from founding until 1968. Among the highlights are: a rare 1776 printing of the Declaration of Independence, a printed draft and the official copy of the U.S. Constitution, Lincoln's handwritten notes for speeches, and letters by leading figures such as Frederick Douglass, Susan B. Anthony and Martin Luther King, Jr. Some of the more poignant descriptions of the meaning of freedom to the common man are found in the personal letters of Civil War soldiers, which speak to the pain the pride of fighting for national ideals. The exhibition consists of twelve, pop-up panels. The exhibit is ours to keep and comes at no cost.

The date for the next Board meeting was set at Wednesday, November 17, 2021.

Motion to end the meeting made by William Hannan and seconded by Gloria Su at 10:45 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board