

**Minutes of the Meeting of Board of Trustees  
of the Manhasset Public Library  
October 29, 2020**

*Held on Thursday, October 29, 2020 at 7:30pm in the community room.*

**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

**Minutes from previous sessions**

Motion by Charles Jettmar, seconded by Judith Esterquest, to accept the Minutes dated, October 8, 2020 as amended.

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

No – none

**Financial Report and Vouchers:**

The Trustees reviewed and accepted Michael Tomicich Treasurer's Report of October 15, 2020.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public

Library on October 29, 2020 and are allowed in the amounts shown.

Claims Warrant	10/15/2020	Operating	\$ 78,503.12
Voucher #782	10/15/2020	Payroll	\$ 86,757.38
Claims Warrant	10/29/2020	Operating	\$ 49,291.87
Voucher #783	10/29/2020	Operating	\$73,658.25

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

Motion made by Judith Esterquest, seconded by William Hannan, 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 Report. The Director responded to all questions regarding her report.

**Capital Project -Renovations banking set up**

Approval of FNBLI letter:

New account for Capital Projects-Renovation has been opened and formally approved by the Board.

Motion made by Donald O'Brien, seconded by Gloria Su, to approve new FNBLI account for Capital Projects-Renovation

RESOLVED, that the Board ratifies and confirms the Capital Projects-Renovation account as stated.

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

No – none

Suggestion made by Judith Esterquest to investigate the possible saving of interest by making multiple transfers rather than one.

**NLS/ILS Member Support for 2021 (motion required)**

Motion made by Charles Jettmar and seconded by Judith Esterquest that: The Board of Trustees of the Manhasset Public Library upon due consideration of the proposed 2021 NLS/ ILS member support proposed contribution, hereby resolves to vote in favor of said recommended schedule of fees in the amount of \$ 57,824.00 and hereby appoints Maggie Gough, Director to submit this authorization to NLS prior to the November 2020 deadline.

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

No – none

**Air- Ventilation Study:** As part of the ongoing attempts to further mitigate possible COVID 19 exposure in the library facility, the Trustees acted to accept the Air-Ventilation Study Proposal

from ME Engineering/Ed Bosco. The study is still underway. Still to be determined is the scope of the possible response.

**Project update:** The Director provided an updated timeline, and meeting notes from 10/19. Numerous comments and suggestion were made.

**Permitting:** questions still remain regarding permitting and project sign offs. Director was asked to schedule inspection with Fire Marshal and confirm with WJN and MDA any NYS or local building department inspection requirements.

**Schedule:** The Trustees require that we hold our vendors and contractors to scheduled dates for product delivery. The Director is to confirm site meetings-weekly or when.

**Record Keeping:** the Director should track labor of WBG; need to create a sign in sheet (in addition to COVID questionnaire).

**Data:** Director needs to have WJN provide final data cost pricing.

**Elevator:** Elevator finishes need to be priced by WJN

**Site Safety:** Director is to ask if Northridge provides a 'fire watch' service during times when the BMS is down. If Library is open to patrons and parking becomes an issue, MPL parking lot is not a guarantee for construction workers.

Variance report as of 10/29/2020 (in addition to regular financials & reports). Edits were made as per Trustee request.

**Executive session:** entered at 8:55 pm exited 9:40pm

Due to differing opinions and supposed facts, the Director was asked to arrange a conference with Legal Counsel for Donald O'Brien, Judith Esterquest and herself.

As a result of discussion on how the renovation is being managed by a librarian who lacks construction credentials, and with the approval of the Trustees, Donald O'Brien has volunteered to create an RFP for Project Manager and conduct a search.

Motion to end the meeting made by Charles Jettmar, seconded by Judith Esterquest at 9:41pm.

The next scheduled meeting is on November 19 at 7:00pm.

Respectfully submitted,

Maggie Gough, Director