

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Thursday, November 14, 2019.
Session called to order at 8:00pm.*

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

Also present:

Elisabeth Martin, MDA
Dan Santin, MDA

MDA project discussion: Principal Architect Elisabeth Martin prepared a PowerPoint titled *Estimation Markup – Construction Document Completion* which provided details on design scope and project logistics. The scope includes adding new patron spaces, new furnishings, new carpet, realigning shelving and upgrading AV & infrastructure. The work will be done in Phases with the following as a potential *phasing plan*

1. Basement
2. "The Teen Zone" (3rd Floor)
3. 2nd Floor stacks & Study rooms
4. 2nd Floor Circulation desk & Open Study
5. 1st Floor area within scope south of current carpet curve
6. 1st Floor – Welcome Zone and Work Room and new sliding entry doors

As a result of the discussion the Director is asked to coordinate with MDA and Counsel to formulate a contract, Bid documents, forms, and bidder list for construction and furniture procurement as well as a logistics plan. The Project timeline will be amended to reflect the following:

NYSED submission – early December
Bid documents complete – early December
Approval to Bid – as of December 15
NYSED preliminary approval – January 2020
Bid documents released – January 15, 2020

The Trustees were asked to formally approve the scope and cost estimates associated with MDA's Construction Documents

Motion by Charles Jettmar, seconded by, Gloria Su to confirm that all aspects of the current design presented by Elisabeth Martin - MDA on November 11, 2019 be included in the scope and that the add/alternates be listed as Basement, the Sliding door at entrance, 1st floor "Welcome Zone" and Staff desk and 3rd floor "Teen Zone" on forthcoming bid documents.

RESOLVED, that the Board ratifies and confirms MDA's CD Project scope as stated.

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

No – none

Motion by Charles Jettmar, seconded by Donald O'Brien that the Library has sufficient assets in the Capitol Reserve Fund for Library Repurposing to cover the Library project costs as per Accucost Estimator of \$1,250,000.

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

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

No – none

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated October 17, 2019 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 31, 2019.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on November 14, 2019 and are allowed in the amounts shown.

Voucher #757	10/31/2019	Payroll	\$90,376.46
Claims Warrant	10/31/2019	Operating	\$112,616.14
Voucher #758	11/14/2019	Payroll	\$85,413.59
Claims Warrant	11/14/2019	Operating	\$100,726.32

Linda Palmieri has been here by authorized and directed to pay to 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 – Jettmar, Su, O'Brien, Esterquest, Hannan

No – none

Administrative Report

The Director responded to all questions regarding her report.

New Business

NLS ILS: Proposed NLS ILS and Associated Services Budget – 2020

As per the Agreement for ILS & Associated Services signed by every Participating Library in 2018, the Nassau Library System (NLS) Board of Trustees seeks a recommendation on the 2020 ILS & Associated Services Budget & Participating Libraries Schedule of Fees.

The NLS ILS budget covers the cost of the Integrated Library System (ILS), the online catalog, the fiber optic network for Participating Libraries, and the software (INN-Reach) that powers LILink. It also covers salaries and benefits of the 6 NLS positions that work on these technology services. MPL's fees for 2019 were \$39,781.58 the proposed fees for 2020 are \$40,715.38. this is a projected increase of \$933.80.

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 2020 ILS & Associated Services Budget & Participating Libraries Schedule of Fees, hereby resolves to vote in favor of said recommended budget and schedule of fees and hereby appoints Maggie Gough, Director to submit this authorization to NLS prior to the November 21st, 2019 deadline.

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

No – none

Upcoming meeting dates and agendas: The next scheduled Board meeting will occur on December 5th. This meeting will include financial presentations to be made by our Accountant, Auditor and Treasurer and the completion of outstanding items from the October's Reorganization meeting. Additional meeting dates in December are being considered.

There was no Executive Session.

Motion made by Charles Jettmar, seconded by Judith Esterquest to adjourn made at 10:25 pm.

The next regularly scheduled meeting is on Thursday, December 5, 2019.

Respectfully submitted,

Maggie Gough, acting as Board Secretary

Executive Session was not called for.

Motion made by Charles Jettmar to adjourn made at pm.

The next regularly scheduled meeting is on Thursday, pm.

Respectfully submitted,

Maggie Gough, acting as Board Secretary