

Minutes November 25, 2018

Minutes of REORGANIZATION Meeting the Board of Trustees
of the Manhasset Public Library

*Held at the Library in the Conference Room on Monday, November 26, 2018.
Session called to order at 7:45pm.*

Attendance

Board Members:

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

Maggie Gough, Director

Also present: Harry Meyer, Accountant

Michael Tomicich, Treasurer

Linda Palmieri, Business Office

Charisse Relyveld-Osnato, Business Office

Ellen Majorana, Administrative Assistant

Financial Review: Presentation by Harry Meyer

Harry Meyer presented the Financial Statement Highlights for FY 2017-2018. The report stated a strong cash position and a positive fund balance which indicates good stewardship. The favorable variance in the funds were a result of a number of factors including reduced expenditures, grants, lower personnel costs and lower contractual materials costs attributed to significant savings on collection purchases of both print and digital items. Michael Tomicich confirmed Harry's assessment of the library's healthy fund balances and likewise, praised the excellent work done by the Business Office staff. Discussion included drafting a 5 and 10 year financial strategic plan.

REORGANIZATION: Financial**Fund Balance motion:**

Following the discussion of the 2017-2018 budget close out, **Fund Balance** assignments were made as follows:

At a regular meeting of the Manhasset Public Library on November 26, 2018 on a motion made by Board President Charles Jettmar and seconded by, Donald O'Brien the Board adopts the following resolution to assign a portion of the 2017-2019 fund balances for **Capital Projects** in the amount of \$ 558,738.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

Library Repurpose motion:

At a regular meeting of the Manhasset Public Library on November 26, 2018 on a motion made by Board President Charles Jettmar and seconded by Gloria Su, the Board adopts the following resolution to assign a portion of the 2017-2018 fund balances for **Library Repurpose** in the amount of \$ 1,200,000.

Yes – Jettmar, Su, O’Brien, Esterquest

No – none

Employee Benefit Reserve Fund:

At a regular meeting of the Manhasset Public Library held on November 26, 2018 on a motion made by Board President Charles Jettmar and seconded by Judith Esterquest, the Board assigns a portion of the 2017-2018 fund balance to the Employee Benefit Reserve Fund in the amount of \$ 222,068 as per current estimates relating to accrued employee benefits.

Yes – Jettmar, Su, O’Brien, Esterquest

No – none

Trustee William McLean joined the meeting at this point.

Capitol Project Fund

At a regular meeting of the Manhasset Public Library held on November 26, 2018 on a motion made by Judith Esterquest, and seconded by Donald O’Brien the Board approves the segregation of funds listing the Capital Project Fund separate from the operational accounts.

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

No – none

RESOLUTION: GASB Compliance affirmation

At a regular meeting of the Manhasset Public Library held on November 26, 2018 on a motion made by Board President Charles Jettmar and seconded by William McLean, 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 – Jettmar, Su, O’Brien, McLean, Esterquest
No – none

RESOLUTION: Fund Balance Policy Affirmation

At a regular meeting of the Manhasset Public Library held on November 26, 2018 on a motion made by President Charles Jettmar and seconded by Donald O’Brien, the Board adopts the following resolution to reaffirm **FUND BALANCE POLICY as amended**.

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

Yes – Jettmar, Su, O’Brien, McLean, Esterquest
No – none

RESOLUTION: Investment Policy Affirmation

At a regular meeting of the Manhasset Public Library held on November 26, 2018 on a motion made by Board President Charles Jettmar and seconded by Gloria Su, the Board adopts the following resolution to reaffirm the **INVESTMENT POLICY** as amended.

RESOLVED, that the Board ratifies and confirms the Investment Policy as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest
No – none

RESOLUTION: Reserve Fund Policy Affirmation

At a regular meeting of the Manhasset Public Library held on November 26, 2018 on a motion made by President Charles Jettmar and seconded by Judy Esterquest, the Board adopts the following resolution to reaffirm the **RESERVE FUND POLICY**.

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

Yes – Jettmar, Su, O’Brien, McLean, Esterquest
No – none

Electronic Payment and Transfer Policy:

At a regular meeting of the Manhasset Public Library held on November 26, 2018 on a motion made by Board President Charles Jettmar and seconded by William McLean, the Board adopts the following resolution to amend the **ELECTRONIC PAYMENT and TRANSFER Policy** that is for the monthly Debt Service inter-account transfer which will be authorized by the Treasurer to be carried out by the Principal Account Clerk.

RESOLVED, that the Board ratifies and confirms the Inter-account Transfer Authorization as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest
No – none

RESOLUTION: Bond Payment and Wire Transfer

At a regular meeting of the Manhasset Public Library held on November 26, 2018 a motion made by President Charles Jettmar and seconded by Donald O'Brien, that the Board adopts the following resolution that upon receiving confirmation from the Treasurer, the Principal Account Clerk will initiate the wire transfer for the budgeted principal and interest in accordance with the Bond Payment amortization schedule.

RESOLVED, that the Board ratifies and confirms the Bond Payment procedure as stated.

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

No – none

RESOLUTION: Advanced Authorization for ACH payment

At a regular meeting of the Manhasset Public Library held on November 26, 2018 on a motion made by President Charles Jettmar and seconded by Gloria Su, 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 – Jettmar, Su, O'Brien, McLean, Esterquest

No – none

RESOLUTION: Payroll Procedure

At a regular meeting of the Manhasset Public Library held on November 26, 2018 on a motion made by President Charles Jettmar and seconded by Judith Esterquest, 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 – Jettmar, Su, O'Brien, McLean, Esterquest

No – none

REORGANIZATION: Policy & Procedure

Motion made by Judith Esterquest and seconded by Donald O'Brian, the Board adopts the following resolution to reaffirm the **Procurement Policy** as stated.

RESOLVED, that the Board ratifies and confirms the Procurement Policy as stated.

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

No – none

Trustee Bylaws

Motion made by Board President Charles Jettmar and seconded by William McLean, the Board reviews and confirms the **Trustee By-Laws** as amended.

RESOLVED, that the Board ratifies and confirms the Trustee By-Laws.

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

No – none

Long Rang Plan of Service – tabled for further discussion

Designation of Official Newspaper

Motion made by Board President Charles Jettmar and seconded by Gloria Su, the Board adopts the following resolution to appoint the **Manhasset Press** as the official newspaper; published within the county to which the Library will submit for publication announcements and legal notices.

RESOLVED, that the Board ratifies and confirms the Manhasset Press as official newspaper.

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

No – none

Professional Providers

Motion made by Board President Charles Jettmar and seconded by William McLean, to reaffirm the following Professional Providers:

- General Counsel – Christopher Prior, Esq.
- Labor Counsel – Peter Fishbein, Esq.
- External Auditor – Robert Craig, CPA
- Internal Accountant – Harry Meyer, CPA
- Archivist - Antonia Mattheau
- Appraisers - Appraisal Affiliates- Fred & Ken Strom

RESOLVED, that the Board ratifies and confirms the Professional Providers as stated.

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

No – none

Anti- Harassment Policy renewal

Motion made by Board President Charles Jettmar and seconded by Judith Esterquest, the Board adopts the following resolution to reaffirm the Anti-Harassment Policy.

RESOLVED, that the Board ratifies and confirms the Anti-Harassment Policy as stated.

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

No – none

Minutes from previous sessions

Motion by Charles Jettmar, seconded by Judith Esterquest to accept Minutes dated November 5, 2018.

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

No – none

Financial Report and Vouchers:

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on November 26, 2018 and are allowed in the amounts shown. Linda Palmieri has been here by authorized and directed to pay to each of the claimants the

Voucher #730	10/18/2018	Payroll	\$84,291.82
Voucher #730-A	10/18/2018	Payroll	\$1,131.49
Claims Warrant	10/23/2018	Operating	\$102,762.86
Voucher #731	11/1/2018	Payroll	\$81,498.52
Claims Warrant	11/8/2018	Operating	\$30,987.23
Voucher #732	11/15/2018	Payroll	\$83,599.50

Motion made by Charles Jettmar seconded by Donald O’Brien to approve Vouchers in the amounts listed.

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

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

No – none

Trustee Gloria Su left the meeting at this point.

Administrative Report

The Director responded to all questions regarding her report.

Outstanding Items from previous meeting:

Discussion of the development of the parking lot hill area: no report from Donald O'Brien

Update on MDA: As per Elisabeth Martin's proposal that we have MEP oversight on the proposed designs, Garry and I met with Keith Callahan, PE, from the FPM group. FPM provides full service multi-discipline engineering, architecture, construction and environmental science services. They will evaluate the existing infrastructure and make cost estimate recommendations in line with the proposed designs and existing Accucost estimates. Elisabeth Martin will be meeting with the Trustees on Wednesday, December 5.

New Business/Action list

Board Meetings dates: The Budget Hearing and Trustee Election and Budget Vote have been scheduled on Wednesday, March 27, for the Hearing followed by the Vote on Wednesday, April 10. The dates were chosen so that there would not be any conflict with school events, religious holidays and school spring vacation. The further selection of 2019 dates was tabled.

WIFI upgrade discussion: After a brief discussion, the Trustees agree that the WIFI access in the library is problematic. The Director was asked to procure proposals for WIFI upgrade in order to improve service.

There was no Executive Session.

Motion made by Charles Jettmar, seconded by Judith Esterquest to adjourn made at 9:45 pm.

The next regularly scheduled meeting is on Wednesday, December 5 at 7:30pm.

Respectfully submitted,

Maggie Gough, acting as Board Secretary