

Minutes November 17, 2021

Minutes of the Board of Trustees of the Manhasset Public Library
November 17, 2021

*Held at the Library in the Community Place/Lower Level on Wednesday November 17, 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 (arrived 8:00 pm)
Judith Esterquest, Trustee
William Hannan, Trustee

Maggie Gough, Director
Maria Mignano, Assistant Director
Stephanie Catlett, Secretary to the Board
Sharon Rappaport, Supervisor, Adult Services

On-line Meeting Room software presentation: Maria Mignano and Sharon Rappaport:

The library is testing a pilot program to book rooms online. Software being tested is part of our existing reservation system, Plymouth Rocket, which is familiar to staff and patrons and is the most cost effective platform at this time. The rooms that are part of the pilot program include the new lower level meeting room, the 2nd floor conference room and the children's room multi-use space. The staff is currently using the software, with plans for patron access anticipated in December.

Meeting Rooms Policy: The Board decided to revisit the Meeting Rooms Policy approved on July 15, 2021. Trustees Esterquest and Su will meet with the Director and Assistant Director to make the policy reflect the most recent discussions.

Meeting Room Use: The Board would like the Director and Assistant Director to have day-to-day oversight for use of meeting rooms. They should be guided by the revised Meeting Room Policy, which is currently under review.

Minutes from previous session

Motion by Judith Esterquest seconded by William Hannon to accept the Minutes dated, October 27, 2021.

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

No – none

Motion by Judith Esterquest seconded by William Hannan to accept the Minutes dated, November 1, 2021.

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

No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich Treasurer’s Reports of November 10, 2021. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on November 17, 2021 and are allowed in the amounts shown.

Voucher #809	10/28/2021	Payroll	\$ 76,152.10
Voucher #810	11/10/2021	Payroll	\$ 73,341.64
Claims Warrant	11/10/2021	A-Fund/General Operating	\$ 356,162.51

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

Motion made by Donald T. 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

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

Sinkhole Update: The library has received a Lease Agreement from the Religious Society of Friends that provides access to their property for the remediation of the sinkhole. The agreement was vetted by legal and engineering counsel.

Motion made by Charles Jettmar, seconded by Judith Esterquest, to approve the Lease Agreement with MANHASSET MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS

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

No – none

The Agreement with the Quakers for the use of their land to repair the sinkhole was signed by Charles Jettmar, President of the Board of Trustees.

Follow-up on Sewer Line: As per Bob de Bruin, who was on-site November 4th, the sewer line from the library is not damaged. The sewer cap was dislodged which contributed to the release to the sewer stench. Resetting the sewer cap is included in the sinkhole repair.

Sinkhole Plan: The library has received three responses to the RFP for sinkhole repair. Bob de Bruin recommends JobCo with an estimated cost of \$75,000

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Giaquinto estimated cost \$89,800.

Dom's Landscaping cost \$134,474.52

Motion made by Charles Jettmar, seconded by Gloria Su, to approve the JobCo proposal with an estimated cost of \$75,000.

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

No – none

HVAC System: Quinn & Feiner were on site November 17th to clean the five air handler units that, according to previous preventative maintenance check, had an unacceptable amount of dirt and common mold.

Public Officers Law: In order to comply with the new Open Meeting Laws, we will be changing how our Minutes are reviewed and imposing a two-week turnaround.

Cleaner Update: As of November 15, 2021, the six part-time cleaners have been notified that their services are no longer needed by the library. The director will notify staff of the development. In order to maintain the hygiene standard that our staff and patrons have come to expect, the director will expand the scope of our cleaning service provider- Jan Pro- to deliver daytime cleaning services.

NEW BUSINESS:

Ribbon Cutting Ceremony: Postponed until January 22, 2021. The Director will invite all local elected officials for the ceremony.

The dates for the next two Board Meetings were set on Wednesday, December 15, 2021 and Wednesday, January 19, 2022.

Motion to end the meeting made by Charles Jettmar and seconded by William Hannan at 9:30pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board