

MINUTES December 5, 2019

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the Conference Room on Thursday, December 5, 2019.
Session called to order at 7:31 pm.*

Attendance

Board Members:

- Charles Jettmar, President
- Gloria Su, Vice President
- Donald T. O'Brien, Financial Officer (late with notice, 8:30)
- Judith Esterquest, Trustee
- William Hannan, Trustee

Maggie Gough, Director

Also present:

- Robert Craig, Auditor
- Harry Meyer, Accountant
- Linda Palmieri, Business Office
- Charisse Relyveld-Osnato, Business Office
- Ellen Majorana, Administrative Assistant

Audit presentation

Robert Craig will be addressing the following issues that arose from the FY2018-2019 Audit: the timing of the Re-organization meeting, appointment of a Board Secretary and the recommendation for the Director taking the Oath of Office. According to NYS Law, the Re-Organization meeting is to be the 1st meeting of the fiscal year; we have not held a July Re-organization meeting due to the fact that we have waited for the financial closeout information which is not available in July. It is recommended that we hold a Re-organization meeting to review policy and procedures in July and do a financial review later when the closeout is completed. The Audit report points out that the Board needs to formally elect a Secretary and provide compensation.

Financial Presentation

Harry Meyer discussed the FY2018-2019 budget closeout and overall financial snapshot. The report stated a strong cash position with positive fund balances and favorable variance in the budget; all of which indicates good stewardship. Decisions were made regarding unassigned funds. In June, the Library's bond was refinanced by the Manhasset Union Free School District. The bond's new interest rate is 2.125% - 4.00%, reduced from 5%, which, over the next 10 years, will provide a savings of \$674,283 in debt service payments.

RESOLUTION: Acceptance of Audit & Financials

After discussion and review, the Trustees moved to accept the 2018-2019 Audit Findings and Financial Statements.

At a regular meeting of the Manhasset Public Library on December 5, 2019 on a motion made by Board President Charles Jettmar and seconded by, Donald O' Brien, the Board adopts 2018-2019 Audit Findings from CRM and the 2018-2019 Financial Statements provided by Harry Meyer CPA.

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

No – none

RESOLUTION: Reserve Fund – Employee Compensated Absences Reserve Fund

At a regular meeting of the Manhasset Public Library held on December 5, 2019 on a motion made by Board President Charles Jettmar and seconded by Judith Esterquest, the Board assigns a portion of the 2018-2019 fund balance to the Employee Compensated Absences Reserve Fund in the amount of \$ 225,845 as per current estimates relating to accrued employee benefits.

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

No – none

RESOLUTION: GASB Compliance

At a regular meeting of the Manhasset Public Library held on December 5, 2019 on a motion made by Board President Charles Jettmar and seconded by William Hannan, 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, Esterquest, Hannan

No – none

Investment Policy tabled

RESOLUTION: Bond Payment and Wire Transfer

At a regular meeting of the Manhasset Public Library held on December 5, 2019 a motion made by President Charles Jettmar and seconded by Gloria Su, 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, Esterquest, Hannan

No – none

RESOLUTION: Advanced Authorization for ACH payment

At a regular meeting of the Manhasset Public Library held on December 5, 2019 on a motion made by President Charles Jettmar and seconded by Donald O'Brien, 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, Esterquest, Hannan

No – none

RESOLUTION: Payroll Procedure

At a regular meeting of the Manhasset Public Library held on December 5 on a motion made by President Charles Jettmar and seconded by William Hannan, the Board adopts the following resolution for advance authorization for the payment of fixed salary and related payroll taxes, deferred compensation, NYS Retirement Loans and Arears, and any other voluntary holdings 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, Esterquest, Hannan

No – none

Official Newspaper

Motion made by Board President 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 and the Manhasset Times as an alternate publication source.

RESOLVED, that the Board ratifies and confirms the Official Newspaper and alternate as stated.

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

No – none

Professional Providers

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

- General Counsel – Christopher Prior, Esq.
- Labor Counsel – Peter Fishbein, Esq.
- External Auditor – *under consideration*
- 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, Esterquest, Hannan

No – none

Financial Institution

Motion made by Board President Charles Jettmar and seconded by William Hannan, to authorize the First National Bank of Long Island to become the bank of record and approves the movement of funds from HSBC to First National Bank of Long Island.

RESOLVED, that the Board ratifies and confirms the First National Bank of Long Island 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 November 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 November 25, 2019.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on December 5, 2019 and are allowed in the amounts shown.

Claims Warrant	11/25/2019	Operating	\$316,299.46
Voucher #759	11/27/2019	Payroll	\$92,154.75

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

Motion made by Donald O’Brien seconded by Gloria Su 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.

The Director requested funding and received approval for a Staff holiday luncheon to be held during December with the anticipated cost of \$300.

MDA Update: MDA’s Dan Santin is still processing the documents needed for the NYSED filing. We expect the final set of NYSED will be sign off by the MUFSD Superintendent. After submitting the documents, prescreening review will be performed. We had hoped that we could begin the Bid release following prescreening review. However, according to the project manager, the BIDs cannot be released until the NYSED process is completed via a 3rd party reviewer which takes approximately 45 days. The Bid release is expected in March 2020

MDA has presented product cuts and Bid documents for Trustee review and approval. The Trustees pointed out issues with the Bid documents which will be relayed to MDA and Chris Prior. The Trustees have scheduled a meeting next week to complete a thorough review of the product cuts, design plans and cost estimates.

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There was no Executive Session.

Motion made by Charles Jettmar, seconded by Gloria Su to adjourn made at 11:15 pm.

The next scheduled meeting is on Thursday, DECEMBER 12, 2019.

Respectfully submitted,

Maggie Gough, acting as Board Secretary