

**Minutes of the Meeting of Board of Trustees**  
**of the Manhasset Public Library**  
**December 10, 2020**

*Held on Thursday, December 10, 2020 at 7:20 pm in the library.*

**Attendance**

Board Members:

Charles Jettmar, President  
 Gloria Su, Vice President  
 Donald T. O'Brien, Financial Officer  
 Judith Esterquest, Trustee  
 William Hannan, Trustee ABSENT

Maggie Gough, Director

**Minutes from previous sessions**

Motion by Charles Jettmar, seconded by Judith Esterquest, to accept the Minutes dated, November 19, 2020 as amended.

Yes – Jettmar, Su, O'Brien, Esterquest

No – none

**Financial Report and Vouchers:**

The Trustees reviewed and accepted Michael Tomicich Treasurer's Report of December 8, 2020.

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on December 10, 2020 and are allowed in the amounts shown.

Voucher #785	11/25/2020	Payroll	\$ 69,986.10
Claims Warrant	12/8/2020	Operating- A Fund/General	\$ 56,255.46
Claims Warrant	12/8/2020	Operating- H Fund/Capital Projects	\$ 63,125.00

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  
No – none

**Director Report.** The Director responded to all questions regarding her report.

**HEPA Project status:** As previously reported, Ed Bosco, from ME Engineering field report 10/27 recommended additional targeted area studies on means of improving air exchanges. As per his recommendation, William S. Freese of ITB (International Testing & Balancing LTD) was engaged to perform the necessary testing and a date was set for this week. However, due to a COVID related emergency, ITB postponed until next week.

The HEPA project focuses on the ways to mitigate the spread of COVID by providing factual information on air exchanges and way to maximize the efficiency of the HVAC system. This is challenging in a public space and ‘closed’ or sealed building; that is one without open windows and outside air exchange. The study will help to identify additional health and safety measures that we can take including adding additional HEPA air filtering units in key occupancy locations.

**Business:** New - record retention schedule

The Director reported The NY State Archives has released a new records retention schedule, LGS-1 (Local Governments-1), meant to consolidate and revise the CO-2, ED-1, MI-1, and MU-1 schedules. The schedule went into effect on August 1, 2020, and governing boards of local governments have until January 1, 2021, to adopt it. I have acquired a print copy of the retention manual and have gone over the basics with Archivist Antonia Mattheau. As an expert, she will assist me in evaluating our current record holdings for retention or possible excessing.

**RESOLUTION FOR THE MANHASSET PUBLIC LIBRARY BOARD OF TRUSTEES DATED: December 10, 2020**

RESOLVED, By the Trustees of the Manhasset Public Library that the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Yes – Jettmar, Su, O’Brien, Esterquest

No – none

**Project update:** The Director submitted recent project meeting notes, look ahead schedule and the updated Variance Report and financials. There were project meetings on Monday, November 30th, and Friday, December 4<sup>th</sup>. Elisabeth Martin has provided direction to Tom Schorr and the Northridge work force and worked with me on confirming WBG invoices. The carpentry roughing in underway and the new spaces/room are taking shape. Northridge and WGB invoices were presented for payment and processed as of 12/8.

I have contacted Lisa Hendrickson and we will be working on a monthly press release.

As a follow up on Elisabeth Martin’s proposal for base salary increase, the Trustees received attorney Chris Priors recommendations for MDA’s additional compensation. He believes that a good faith resolution can be developed to “satisfy MPL’s obligation to pay a fair and good faith increase to Elisabeth Martin”. The Trustees have asked the Director to devise a new formula for awarding Elisabeth Martin a salary increase based on hard costs.

**Executive session:** entered at 8:45 pm exited 9:40pm

No actions taken.

The Director was asked to produce an updated organization chart and operations schedule.

Motion to end the meeting made by Charles Jettmar, at 9:45pm.

The next scheduled meeting is on Thursday, January 9, 2021.

Respectfully submitted,

Maggie Gough, Director