

Minutes of the Board of Trustees of the Manhasset Public Library
December 15, 2021

*Held at the Library in the Community Place/Lower Level on Wednesday, December 15, 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
Judith Esterquest, Trustee
William Hannan, Trustee (arrived 8:00 pm)

Harry Meyer, Accountant
Maggie Gough, Director
Maria Mignano, Assistant Director
Stephanie Catlett, Secretary to the Board

Financial Review with Harry Meyer:

The Library has a strong cash position – approximately \$3.9 million- as of June 30, 2021. The Library maintained a healthy fund balance, which is a good indicator of stewardship. There was a favorable variance in budget between revenues and expenditures. The major contributor to the improvement was savings in personnel costs.

The Library's fund balance was expected to decrease in the current year. The decrease was attributed to the investment in the Library's infrastructure and the cost of the interior renovation project. Fund balance has declined to a level last seen at June 30, 2017. In planning for the 2022-23 budget, the Trustees were alerted to rising costs stemming from the nationwide pattern of inflation and increasing health insurance costs.

Executive Session Entered: 8:50 pm

Executive Session Exited: 9:00 pm

ACTIONS:

WHEREAS, on November 1, 2021 the Library abolished the civil service title of Part-time Cleaner;

WHEREAS, at the time of the abolition four Part-time Cleaners had accumulated sick hours;

WHEREAS, the Library is desirous of obtaining a general release from the Part-time Cleaners whose position was abolished;

NOW THEREFORE BE IT RESOLVED, that the Library Director is hereby authorized to offer the Part-time Cleaners whose position was abolished on November 15, 2021, through the Union, the payment of unused sick time each had accumulated in exchange for a general release in the form.

The foregoing, having been moved by Charles Jettmar and seconded by Judith Esterquest, and upon a vote all trustees were in favor, none were opposed and none abstained, the foregoing resolution was adopted.

Minutes from previous session

Motion by Judith Esterquest seconded by Gloria Su to accept the Minutes dated, November 17, 2021.

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

No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich Treasurer’s Report of November 30, 2021. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on December 15, 2021 and are allowed in the amounts shown.

Voucher #811	11/24/2021	Payroll	\$ 78,360.85
Claims Warrant	11/30/2021	A-Fund/General Operating	\$ 44,507.89

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.

Business

Sinkhole Update –As of this report, the quick and efficient work of the JobCo crew, under the direction of Spiros Triantafyllou, has completed the remediation site work. The Director will also pursue a release statement from the Quakers.

Public Meeting Rooms Policy Revisions-Trustees Judith Esterquest and Gloria Su, together with Assistant Director Maria Mignano, have revised the Library's current meeting room policy. After Trustee discussion of updates and changes to the Policy, a motion was made:

Motion by William Hannan seconded by Charles Jettmar to accept the revised Public Meeting Room Policy.

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

No – none

New Business

Minimum Standards for Libraries – Maria Mignano updated the Trustees on the New York State mandates for library services. The most important of these are required to be in place by December 31, 2021. Manhasset Public Library will meet those requirements and Maria will continue to work on the other requirements as the year progresses.

Mask Mandate – A mask mandate for New York State is in place until January 15, 2022. Most libraries are following the mandate, including Manhasset. The library is not checking proof of vaccination, so all patrons and staff, regardless of vaccination status, must be masked. The library will provide masks for those patrons who do not bring one. The Board decided to increase signage regarding mask wearing in the library. To answer staff concerns, the Board asked staff to be non-confrontational regarding masks, but said that if a patron is unmasked, staff members may refuse to serve them until or unless the patron masks themselves.

The date for the next Board Meeting is Wednesday, January 19, 2022.

Motion to end the meeting made by Charles Jettmar and seconded by Gloria Su at 9:50 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board