

Minutes of the Board of Trustees of the Manhasset Public Library
March 13, 2023

Held at the Library in the Lower Level meeting room on Monday, March 13, 2023.

Session called to order at 6:45 pm

Attendance

Board Members:

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

- Maggie Gough, Director
- Maria Mignano, Assistant Director
- Linda Palmieri, Principal Account Clerk – Business Office
- Stephanie Catlett, Secretary to the Board
- Sheila Rooney, Library Patron

Minutes from previous session

Motion by Gloria Su, seconded by William Hannan to accept the Minutes, dated February 13, 2023.

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

No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich's Treasurer's Reports of February 15, 2023 and March 1, 2023. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on March 13, 2023 and are allowed in the amounts shown.

Claims Warrant	2/15/2023	A-Fund/General Operating	\$ 81,664.59
Voucher #843	2/16/2023	Payroll	\$ 68,311.04
Claims Warrant	2/28/2023	A-Fund/General Operating	\$ 36,447.87
Voucher #844	3/2/2023	Payroll	\$ 72,676.13

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

Motion made by William Hannan, seconded by Donald T. O'Brien, to approve Vouchers in the amounts listed.

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

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

No – none

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

Budget Vote and Trustee Election Update

We have one confirmed candidate for the 2023-2027 Trustee position – incumbent President, Chuck Jettmar. Based on the Trustee nominating results, the ballot template was prepared and submitted to the Nassau County Board of Elections. The Board of Elections will supply the final ballot version to be used for both the absentee ballot and the April 18th election. We will use paper ballots for the voting process.

We have completed the 2023 Annual Newsletter, which will be sent to the printer for distribution prior to the April 4th Annual Budget Hearing.

Annual Report 2022

The Trustees reviewed and accepted the Annual Report for Public and Association Libraries, a NYSDOE requirement. The report quantifies library collections, services, finances and facility conditions.

Investment Maturity Date Authorizations

A Resolution was made at a regular Board Meeting on March 13, 2023, to appoint Donald T. O'Brien, Chief Financial Officer, to give the Business Office authorization to either withdraw or renew investment funds for an additional term.

Motion made by Judith Esterquest, seconded by William Hannan to appoint Donald T. O'Brien to give the Business Office authorization to either withdraw or renew investment funds when they mature.

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

No- none

Investment Plan Implementation

A Resolution was made at a regular Board Meeting on March 13, 2023, to open one 6-month CD in the amount of \$200,000 with TD Bank. The total amount is to be transferred from the Employee Compensated Absences Fund.

Motion made by William Hannan, seconded by Charles Jettmar to invest in the amount set forth above.

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

No - none

Parking Lot Lighting Upgrade

The LED adaption has been installed on three of the parking light fixtures and along the fence. The LED lighting provides brighter, more efficient illumination. The Board approved the replacement of the remaining incandescent light fixtures with LED units.

Personnel

The combined Circulation and Tech Services Department welcomed Full-Time Senior Library Clerk Elaine Ngai and, as of March 13, 2023, Megan Murphy. The Youth Services Department has Part-Time Librarian Sophia Sotto on board and Full-Time Librarian Erin Sweeney arriving later this month.

Motion made by William Hannan, seconded by Judith Esterquest to approve the hiring of Erin Sweeney.

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

No – none

Operating Hours

Commencing March 20, 2023, the new operating hours for Spring, 2023 will be as follows:

Monday: 9am – 9pm

Tuesday: 11am – 9pm *Library will be open at 9am for Staff meetings, training and professional development

Wednesday: 9am – 9pm

Thursday: 9am – 5pm

Friday: 9am – 5pm

Saturday: 9am – 5pm

Sunday: 12pm – 5pm

We will be holding a general staff meeting on Tuesday, March 21, 2023.

The date for the next Board Meeting and Annual Budget Hearing is Tuesday, April 4, 2023 at 7:00pm.

Motion to end the meeting made by Charles Jettmar and seconded by Gloria Su at 7:55 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board