

**Minutes of the Meeting of Board of Trustees
of the Manhasset Public Library**

June 2, 2021

Meeting held on Wednesday, June 2, 2021 in the library conference room.

Meeting start time: 8:08

Attendance

Board Members:

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

Maggie Gough, Director

Oath of Office: Gloria Su for a five year term from July 1, 2021 to June 30, 2026

Gloria Su stated:

"I do solemnly swear that I will support the Constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Manhasset Public Library, according to the best of my ability;"

June 2, 2021

Minutes from previous sessions

Motion by Charles Jettmar seconded by Judith Esterquest to accept the Minutes dated, May 4, 2021 (virtual session with brief Minutes) as amended.

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

No – none

Motion by Judith Esterquest seconded by Gloria Su to accept the Minutes dated, May 18, 2021 (post-election results quorum) 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 May 25, 2021. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on June 2, 2021 and are allowed in the amounts shown.

| | | | |
|----------------|-----------|--------------------------|---------------|
| Voucher #796 | 4/29/2021 | Payroll | \$ 62,629.97 |
| Claims Warrant | 5/11/2021 | A-Fund/General Operating | \$ 108,348.61 |
| Claims Warrant | 5/11/2021 | H-Fund/Capital Projects | \$ 18,561.88 |
| Voucher #797 | 5/13/2021 | Payroll | \$ 62,691.42 |
| Claims Warrant | 5/25/2021 | A-Fund/General Operating | \$ 72,867.93 |
| Claims Warrant | 5/25/2021 | H-Fund/Capital Projects | \$ 38,556.25 |
| Voucher #798 | 5/27/2021 | Payroll | \$ 64,446.63 |

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

Motion made by William Hannon, seconded by Judith Esterquest, 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.

Project update: The construction and finishing work is nearly completed; the circulation desk is scheduled for refurbishing Tuesday night, June 1, off hours. The first floor built-ins and study kiosks have been installed. The contractor deep cleaning will be done this week and the furniture placed. I expect a closeout list will be developed within 2 weeks
Charles Jettmar added items to the close out list that need to be addressed including painting and signage glitches that he observed on the 2nd floor.

MDA, FPM and Casey are working with the Fire Marshall and NYSED to conclude the open issues with the fire system.

The following correspondence confirms the primacy of NYSED in regulating the Library’s fire and safety systems.

From: Uttaro, Michael F [muttaro@nassaucountyny.gov]

Sent: Wednesday, May 26, 2021 12:58 PM

To: John W. Petersen Cc: Gennaro Ritieni External; Larry Saccone (lsaccone@ngec.biz); Rabinowitz, Keith; Hartje, Paul K; Pilczak, Bohdan J
Subject: RE: Manhasset Public Library

I have received the letter confirming that the Edwards EST3 FACP is UL listed and capable of supporting security and access components. However as this location is governed by the NYS Department of Education Fire Safety Unit, we will have no further action by our staff pertaining to fire protection system plan review and inspection testing, and review of fire code violations, as this location is under the jurisdiction of the NYS Department of Education Fire Safety Unit (also known as the SED). I have copied Division Supervisor Pilczak on this reply as he command the Special Facilities Division which includes our school (and public library) inspection unit.

Regards,

Michael F. Uttaro 1st Assistant Chief Fire Marshal

Fire Inspection Bureau

Deputy County Fire Coordinator Public Information Officer / Public Affairs Liaison Nassau County Fire Marshal's Office

Keith Callahan, FPM is working with Elisabeth Martin to complete the SED filing.

Executive session entered 9:12pm

Executive session exit 10:00 pm

Actions:

Personnel: The Trustees approved the promotion of staff as requested by the Director. The Trustees approved of the proposed hiring plan presented by the Director and gave permission to begin hiring.

Operating Hours: The Trustees are considering the following operational hours for September 2021 –

Monday – Thursday 9am- 9pm

Friday – 9am to 6pm

Saturday - 9am - 5pm

Sunday – 12pm - 5pm

Union Rollover Proposal: the Director received instruction from the Trustees to be conveyed to Counsel.

Motion to end the meeting made by Charles Jettmar at 10: 15 pm

The next scheduled meeting is the Reorganization Meeting.

Respectfully submitted,

Maggie Gough, Director