

Minutes of the Board of Trustees of the Manhasset Public Library
June 21, 2022

*Held at the Library in the Community Room/Lower Level on Wednesday, June 21, 2022.
Session called to order at 7:40pm.*

Attendance

Board Members:

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

Minutes from previous session

Motion by Charles Jettmar, seconded by Judith Esterquest to accept the Minutes dated May 11, 2022.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich Treasurer's Reports of May 12, 2022, June 1, 2022 and June 16, 2022. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on June 21, 2022 and are allowed in the amounts shown.

Voucher #823	5/12/2022	Payroll	\$ 71,786.85
Claims Warrant	5/12/2022	A-Fund/General Operating	\$ 79,640.55
Voucher #824	5/26/2022	Payroll	\$ 72,833.08
Claims Warrant	5/31/2022	A-Fund/General Operating	\$ 35,478.41
Voucher #825	6/9/2022	Payroll	\$ 70,508.56
Claims Warrant	6/16/2022	A-Fund/General Operating	\$ 90,749.69

Linda Palmieri has been hereby 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, O'Brien, Esterquest, Hannan

No – none

Director's Report

Gate Count – Patrons are returning to the library. For the last two months, we have seen a steady increase in patrons returning and using our newly established spaces. The Teen Zone has hosted a full to capacity crowd as the school year ends and studying for exams is paramount. In response, the Youth Services Librarians continue to provide additional study spaces and support as needed. Adult programming, including the addition of exercise sessions, has been well received.

Gate Count: January 2022: total 5,682/daily 183

May 2022: total 7,184/daily 232

The Manhasset Public Library-sponsored Needle Arts group was featured in the Daily News on Sunday, May 22, 2022 for their work with providing quilts for Ukrainian refugees.

Calendar 2023 – New Year's Eve 2023 falls on Sunday, December 31st. According to the CBA New Year's Eve hours are 9:00 am to 3:00 pm. Permission requested to close the library on Sunday, December 31, 2023.

Action: The Board, by unanimous vote, agreed to close the library on Sunday, December 31, 2023.

Library Upgrades and Construction Aid – Two in-house projects for 2022-2023 are being considered: a face-lift-refresh of the Children's Room and a Café upgrade.

Director Maggie Gough, working with Facilities Manager Garry Serraino, Assistant Director Maria Mignano and Youth Services Supervisor Mary Glynn, would develop options that would make the Children's room more serviceable and child friendly.

For the Café, the Director would investigate engaging an outside vendor to provide a barista-type experience and revamp the space.

If these projects are to be considered, a New York State Construction Aid Grant would be applied for to offset cost.

Discussion:

With regard to the upgrade of the Children's Room, in addition to the in-house discussion, the Trustees would like the Director to discuss, with design professionals, potential ideas for improvements in the Children's Room and include, when possible, cost estimate for further discussion.

The Trustees would like to understand more regarding the Café space. They gave the Director permission to explore the matter further. Trustee William Hannan will ask in the Manhasset Chamber of Commerce to ascertain if a local vendor would be interested in providing food service for the Café space.

Action:

Based on the current Capital Reserves, the Trustees gave the Director a budget of \$400,000 to complete both projects. The Director will file for Construction Aid grant monies to offset the cost to the Reserve.

Facility – The Trustees gave the Director permission to remove the broken wall in the Community Room and repurpose the space for storage. The estimated cost will be \$4,000. The Trustees also asked to have the electrical equipment associated with the broken wall removed.

Town of North Hempstead Sustainability Project: Native Plants and Pollinator Garden – TONH Environmental Control Specialist Meagan Fastuca has identified a possible initial garden site off Onderdonk Avenue, proposed plants and will assist in creating a planting plan. Among the many benefits of creating this native plant garden, we can offer volunteer opportunities to our local scouts for its' maintenance. The cost will be dependent on the price of suggested available plants. Interested volunteer groups will be contacted for this endeavor.

Action:

The Trustees approved an initial budget of \$5,000 to prepare the site and purchase plants.

Further discussion referenced the unkempt conditions of the upper hill property owned by the Atlas Bass Realty Company. The Director was told to contact Dom's Landscaping and request a proposal for plantings, bushes or trees to enhance the appearance of the site.

Reorganization

Appointment of the Board of Trustee officers for the Manhasset Public Library for the fiscal year term 2022-2023 – tabled due to absence of Trustee Gloria Su.

Trustee By-Laws and Long Range Plan of Service

Motion made by Judith Esterquest and seconded by Charles Jettmar, the Board reviews and confirms the **Trustee By-Laws and Long Range Plan of Service**.

RESOLVED, that the Board ratifies and confirms the Trustee By-Laws

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

2022-2023 Calendar:

Motion made by Charles Jettmar, seconded by Judith Esterquest, to approve the proposed MPL Calendar 2022-2023.

RESOLVED, that the Board ratifies and confirms the proposed 2022-2023 MPL calendar.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

Designation of Official Newspaper

Motion made by William Hannan, and seconded by Donald T. O'Brien, 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.

RESOLVED, that the Board ratifies and confirms the Manhasset Press as official newspaper.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

Designation of Official Bank

Motion made by Donald T. O'Brien, and seconded by William Hannan, the Board reaffirms the First National Bank of Long Island as the official bank as stated in the following resolution.

RESOLVED, that the Board ratifies and confirms First National Bank of Long Island as the official bank.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

Professional Providers

Motion made by Judith Esterquest, seconded by William Hannan, to reaffirm the following Professional Providers:

- Labor Counsel – William DeWitt, Esq.
- General Counsel – Christopher Prior, Esq.
- Treasurer – Michael Tomicich
- Internal Accountant – Harry Meyer, CPA, CFM
- External Auditor – Cullen & Danowski
- Archivist – Antonia Mattheau
- Appraisers – Appraisal Affiliates – Fred & Ken Strom

RESOLVED, that the Board ratifies and confirms the Professional Providers as stated.

Yes – Jettmar, Esterquest, O'Brien, Hannan

No – none

Policy Review and Confirmation:

Motion made by Judith Esterquest and seconded by Donald T. O'Brien to reaffirm the following Policies:

- Anti-Discrimination and Harassment Policy
- Code of Conduct
- Collection Development and Collection Maintenance Policy
- Computer Policy (Staff)
- Conflict of Interest Policy
- Internet Use Policy (Public Computers)
- Meeting Room Policy

- Open Meetings Policy
- Safety Plan
- Video, Camera and Surveillance Policy
- Whistleblower Policy

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

Yes – Jettmar, Esterquest, O'Brien, Hannan

No - none

The date for the next Board Meeting is Thursday, August 4, 2022 at 5:30 pm.

Motion to end the meeting made by William Hannan and seconded by Charles Jettmar at 8:30 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board