

July 2021

Minutes July 29, 2021

Minutes of the Board of Trustees of the Manhasset Public Library
July 29, 2021

*Held at the Library in the Conference Room on Thursday, July 29, 2021.
Session called to order at 7:25 pm.*

Attendance

Board Members:

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

Maggie Gough, Director
Stephanie Catlett, Secretary to the Board

Professional Providers: Secretary to the Board

The Board appoints Stephanie Catlett, Business Office, to the position of Secretary to the Board to work with the Director and to produce Board Meeting Minutes for fiscal year 2021-22.

Motion made by Board President Charles Jettmar and seconded by Vice President Gloria Su to affirm the appointment of Stephanie Catlett as Secretary to the Board.

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

Yes – Jettmar, Su, Esterquest

No - none

Minutes from previous sessions

Motion by Charles Jettmar seconded by Judith Esterquest to accept the Minutes dated, June 22, 2021 as amended.

Yes – Jettmar, Su, Esterquest

No – none

Trustee Donald O'Brien arrived at 7:45 pm.

Financials, Reports and Vouchers

The Trustees reviewed and accepted Michael Tomicich Treasurer’s Report of July 14, 2021. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on July 29, 2021 and are allowed in the amounts shown.

Voucher #799	6/10/2021	Payroll	\$ 64,071.88
Claims Warrant	6/15/2021	A-Fund/General Operating	\$ 74,422.31
Claims Warrant	6/15/2021	H-Fund/Capital Projects	\$ 130,561.06
Voucher #800	6/24/2021	Payroll	\$ 81,256.79
Claims Warrant	6/30/2021	A-Fund/General Operating	\$ 56,918.83
Voucher #801	7/8/2021	Payroll	\$ 65,189.54
Claims Warrant	7/14/2021	A-Fund/General Operating	\$ 97,914.14
Claims Warrant	7/14/2021	H-Fund/Capital Projects	\$ 3,520.00
Voucher 802	7/22/2021	Payroll	\$ 64,792.88
Voucher 802a	7/22/2021	Payroll	\$ 3,327.35
Claims Warrant	7/28/2021	A-Fund/General Operating	\$ 65,515.72

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

Motion made by Charles Jettmar, 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

No – none

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

Insurance Review: The Director will contact Nicole Morten of Salerno Insurance to find out what is customary coverage for public officers’ liability and request additional coverage.

Insurance cost for this year remain consistent with prior years at \$42,769.70

Audit Management Letter for Cullen and Danowski was provided for Trustee review. The Director pointed out that the outstanding issues from last year’s report have been corrected. Cullen and Danowski had no comments.

The Trustees accepted the Cullen and Danowski Audit Management Letter for 2020.

Excess furniture disposal: The Trustees agreed that Trustee O'Brien would research how other public entities handle excess furniture disposal, whether by donation or online sales. The Director will go ahead with contacting not-for profits to see if they want the excess items.

Cameras and security: Digital Provisions. Two proposal were provided; the first quote covers each of the four (4) quiet rooms as well as the other areas we want to capture, and the second quote has those 4 cameras omitted.

- Quote #1 - \$ 23,118.72
- Quote #2 - \$15,445.88

The Trustees agreed to accept the lower quote of \$15,445.88 from Digital Provisions, who have provided security systems and cameras for the library for over 5 years.

Copy machine proposal – A review Toshiba proposal confirms that they offer the lowest prices and are in some cases lower then NYS Contract. Our total cost for leasing 5 copiers with a maintenance program that covers supplies, parts and labor. Our total cost for leasing 5 copiers with a maintenance program that covers supplies, parts and labor will be under \$300. per month with a per copy cost of B&W \$0.0095 – Color \$0.049.

The Trustees approved the contract with TOSHIBA.

WIFI Upgrade: OSI Technology (our Board recognized service provider) performed a site survey and provided an initial proposal for WIFI upgrade. We will be upgrading to the new WIFI 6 standard that is particularly robust at providing Wi-Fi service in public venues and will be the norm for the next 5-10 years. We will be purchasing Ruckus Zone Flex products that feature fast 'throughputs'(speed in Gbps) from access points and have the ability to work in unison across all access points and to be managed from a single central interface. OSI is determining the exact number of access points needed and will be conducting antenna tests next week. Proposed cost expected to be about \$14,000.

The Trustees agreed to go ahead with the upgrade.

Trustee William Hannan arrived at 8:15 pm.

Programming suggestions: The Trustees agreed that community outreach is paramount. The new community space will accommodate up to 14 people comfortably for smaller programs. The Community Room will utilize the new air filter machines. There will be a business center program starting in September along with a variety of book clubs, mainly facilitated by staff librarians. The Library is looking into multigenerational book clubs as well as other multigenerational programming.

Community rooms use policy and waiver language as stated: revised meeting room 'no food' practice and the in person activity waiver.

In person Library attendance waiver:

By voluntarily participating in this activity, you expressly waive any and all claims against the Library which may result from said participation, and you here-by release and discharge the Manhasset Public Library from any and all liabilities.

...any person or groups using Library space or attending/taking part in live programming will be required to accept this condition.

Motion made by Gloria Su, seconded by Judith Esterquest, to approve the Manhasset Public Library Public Meeting Rooms Policy as amended, and,

Motion made by Gloria Su, seconded by Judith Esterquest, to approve the APPLICATION for PROGRAM/Meeting Space and the as proposed and,

Motion made by Gloria Su, seconded by Judith Esterquest, to approve the revised Program Agreement and

Motion made by Charles Jettmar, seconded by Donald O'Brien, to approve the Waiver for those attending in person programs

RESOLVED, that the Board ratifies and confirms the aforementioned actions.

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

No – none

Procedures:

Fines & fees suspension on circulating materials: The Trustees agreed as a gesture of goodwill to delay collecting fines until January 1, 2022.

New Business

Approval of Plaque: The Trustees tentatively approved a plaque commemorating the recent renovation. The Director will provide the Trustees with an updated proof at the next board meeting.

Arrangements for ribbon cutting ceremony: The Library's grand re-opening celebration has been tentatively set for Saturday, September 18, 2021 (amended to October 16). The Director will invite local dignitaries to attend and will also advise the local newspapers about the event. There will be an outdoor program that day. The Director is working on producing an updated map of the building.

Samples for Color Board – MDA Renderings: The Trustees offered suggestions on the MDA renderings. When complete, The Trustees asked the Director to send the images of Library's newly renovated space to the Manhasset Press/Times.

Recognition of new staff: Karen Hirsh Romano, FT Senior Library Clerk assumed the role of Circulation Supervisor in June. In mid-July, Rebecca Martinez, FT Senior Library Clerk, began working at the circulation desk. On July 22, FT Children's Librarian 1, Sarah Avagnano started working on the 3rd floor. As of July 30, FT Librarian 1, John McClellan will be joining the Adult Reference Staff on the 2nd floor.

Executive session entered at 8:50 pm to discuss personnel and legal matters.

Executive session ended 9:20 pm.

Action taken:

Maria Mignano appointment to Assistant Director.

Motion: As of July 29, 2021, the Board approved the appointment of Maria Mignano from Full Time Librarian II to Full Time Assistant Director with duties as per the Civil Service title scope and as assigned by the Director and the Board of Trustees. Having successfully completed the promotion exam for Assistant Director, Maria will transition into her new duties while Civil Service actions are concluded.

This is a CONFIDENTIAL position, and not part of the Manhasset Library Staff Association/UPSEU
RESOLVED, that the Board ratifies and confirms the aforementioned action.

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

No – none

Motion to end the meeting made by Charles Jettmar at 9:20 pm.

Respectfully submitted,

Stephanie Catlett, Secretary to the Board