

**Minutes of the Annual Budget Hearing and Meeting of Board of Trustees of the
Manhasset Public Library**

*Held at the Library in the Conference Room on Monday, March 28, 2019.
Session called to order at 7:15 pm.*

Attendance

Board Members:

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

Maggie Gough, Director
Ellen Majorana, Administrative Assistant
Antonia Mattheou, Archivist
Andrew Cronson, History Center Volunteer

Also present: *See sign in*

President Charles Jettmar opened the Session for Budget Hearing with introductions and made the following remarks.

"In keeping with established procedure, the Library is holding the Annual Budget hearing. In keeping with our practice, I will turn the meeting over to the Board Financial Officer, Donald O'Brien, who will present our 2019-2020 Proposed Library Operating Budget with Debt Service."

Donald O'Brien and the Director used a power point presentation to illustrate proposed 2019-2020 budget, a comparative overview and 2019-2020 breakdown. Following the power point presentation, Board President Chuck Jettmar stated, "thank you Donald for this review of the 2019-2020 Library Budget, I open the meeting for discussion or questions from those present."

The Trustees and Director answered all questions.

Motion: Charles Jettmar, seconded by Judith Esterquest to adopt the 2019-2020 Library Budget with Debt Service in the total amount of **\$5,403,412.**

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

No – none

Resumption of Board Meeting

History Center Presentation by Archivist Antonia Mattheou

Antonia reported on the increasing use of the history collection and the expansion of the digital holdings. "For the year 2018, our collection was viewed 2,355 times, an increase of 668 from 2017. A total of 50 individuals, 15 more since the year before, visited the History Center in 2018." We continue uploading images from our collections into ContentDM (digital preservation software) including records from the Strathmore Association, Inc. For this year, twenty seven more items were added with the appropriate metadata entered – 9 of them with as many as 80 pages each. Our work for 2020 includes planning Founding Era grant exhibits and programming with a focus on slavery, women, Native Americans, children, religions, colonial Manhasset. We intend to incorporate web interacting features that would serve as a basis for further development of historic legacy within Manhasset. We will also be engaged in outreach activities with the schools and with other historic interest groups such as North Strathmore Association – Onderdonk House and Christ Church.

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Judith Esterquest to accept Minutes dated March 4, 2019

Yes – Jettmar, Su, O'Brien, Esterquest, McLean
No – none

Motion by Charles Jettmar, seconded Donald O'Brien by, to accept Minutes dated March 19, 2019

Yes – Jettmar, Su, O'Brien, Esterquest, McLean
No – none

Financial Report and Vouchers:

The Trustees reviewed and accepted Michael Tomicich Treasurer's Report of March 7, 2019. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on March 28, 2019 and are allowed in the amounts shown.

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

Motion made by Charles Jettmar seconded by Donald O'Brien to approve Vouchers in the amounts listed.

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

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

No – none

Claims Warrant	3/6/2019	Operating	\$29,295.37
Voucher #740	3/7/2019	Payroll	\$88,426.53
Claims Warrant	3/21/2019	Operating	\$77,736.06
Voucher #741	3/21/2019	Payroll	\$88,592.22

Director addressed recent security concerns. She reported on recent issues involving disabled adults who, although accompanied by group leaders or aides, have engaged in violent behaviors and acts within the library. This week, in a south shore library, an autistic adult male separated from his aide, and entered the staff room where he proceeded to strangle and beat a page. Luckily, the autistic man was apprehended by the police and the page was not seriously hurt. In light of these concerns, the Director asked for permission to install a keyless entry pad on the staff room door.

The Trustees approved the request for the extra security on the staff room door by adding the keyless entry system.

Business/Action List

The Trustees reviewed and discussed information provided on Notary Services Guidelines drafted by our notaries, Charisse Relyveld- Osnato and Stephanie Cattlet. The library offers a free Notary Public service for the benefit of the residents of our community, available Monday through Friday from library opening through 4:30 p.m. The guidelines reference the following:

- Notary service is free for Manhasset residence, there is a \$ 1 charge per page for non-residents using this service
- Photo id's are required
- Wills, photographs, non-English documents and certified copies of documents will not be notarized

The Trustees approved the Notary Services Guidelines as stated.

The Director presented an updated Video, Camera & Surveillance Policy to include specific information on who can access the camera network and for what reasons. The Director added a request form which will document system use. This policy is intended for internal use. This version does not vary significantly (added request form, named those with access rights) from the original or change the intent of the earlier version that was reviewed by counsel.

As per the Director's recommendation, the Trustees approved the updated Video, Camera & Surveillance Policy.

Motion made by Gloria Su seconded by Judith Esterquest to approve the updated Video, Camera & Surveillance Policy.

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

No – none

Selection of meeting dates:

April 10, Wednesday – Budget Vote and Trustee Election- 7am-9pm – Community Room

May 9, Thursday – Board Meeting

June 6, Thursday – Board Meeting

Bond Refinancing: Financial Officer Donald O'Brien has requested that CMA- Richard Tortora, in conjunction with the MUFSD propose a refinancing of the 2011 Bonds In order to proceed with the refinancing, the Trustees must adopt the following at the Library Board's March 28 meeting:

"Whereas, the Board of Trustees of the Manhasset Public Library has received and reviewed a refunding financial plan prepared by Richard Tortora of Capital Markets Advisors, LLC in connection with the Manhasset Union Free School District's outstanding 2011 bonds which were issued to refund bonds issued by the District in 2004 to finance construction of the Library; The Board of Trustees of the Manhasset Public Library hereby requests that the Board of Education of the Manhasset Union Free School District adopt a Refunding Bond Resolution authorizing the refunding of the District's outstanding 2011 bonds at a Board of Education meeting to be held in April 2019."

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

No – none

No Executive session

Motion to adjourn:

Motion made by Gloria Su, seconded by Judith Esterquest to adjourn at 9:40 pm.

There will be a special meeting of the Board on to confirm the voting results on April 10 following the closing of the voting session at 9pm.

Respectfully submitted,

Maggie Gough, acting as Board Secretary