Minutes of the Board of Trustees of the Manhasset Public Library
October 13, 2026

Held at the Library in the Lower Level Meeting Room October 13, 2026.
Session called to order at 7:05 pm.

Attendance
Board Members:

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

Maria Mignano, Director
Stephanie Catlett, Secretary

Additional attendees:
Harry Meyer, Partner, Craig, Fitzsimmons & Meyer, LLP
Linda Palmieri, Business Operations Manager, Manhasset Public Library

Director's Report: The Director answered all questions regarding her report.

FPM – Vehicle Protection/Bollard Project – additional scope cost proposal:

In order to complete the sidewalk repair in the most cost effective and timely manner, FPM has offered to provide the engineering services needed to obtain the New York State Department of Transportation permit. The proposal is for a lump sum fee of $6,000. These additional engineering services include NYS DOT plan preparation, permit submission and installation coordination.

Motion, made by Charles Jettmar and seconded by Judith Esterquest to approve FPM's additional engineering services fee of $6,000.

RESOLVED that the Board approves FPM's additional service fee in the amount of $6,000.

Yes – Jettmar, Esterquest, O'Brien, Su, Klein
No - none

ILS Funding:

The ILS Associates Services budget covers the cost of the Integrated Library System (ILS), the online catalog, the fiber optic network for participating libraries, and the software (INN Reach) that powers LI Link. It also covers salaries and benefits of the NLS positions that work on these technology services. ILS's funding is based on a cost recovery basis, with libraries paying proportionately based on usage factors.

The ILS funding request for 2027 is $42,753.33

Motion, made by Gloria Su, seconded by Diane Klein, to approve the **2027 ILS & Associated Services** Budget in the amount of **$ 42,753.33.**

RESOLVED, that the Board ratifies and confirms proposed ILS fee in the amount of $42,753.33.

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

No- None

Board President Charles Jettmar left the meeting at 7:30 pm.

Harry Meyer presented financial statement highlights for fiscal year end 2025-2026.

RESOLUTION: Reserve Fund – Employee Compensated Absences Reserve Fund.

At a regular meeting of the Manhasset Public Library held on October 13, 2026 on a motion made by Diane Klein and seconded by Judith Esterquest, the Board confirms the Employee Compensated Absences Reserve Fund in the amount of $165,087.00 as per current estimates relating to accrued employee benefits.

RESOLVED, that the Board ratifies and confirms the Reserve Fund balance as stated.

Yes – Esterquest, O'Brien, Su, Klein
No – none

RESOLUTION: GASB Compliance

At a regular meeting of the Manhasset Public Library held on October 13, 2026 on a motion made by Judith Esterquest and seconded by Donald T. O'Brien, the Board adopts the following resolution:

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement Number 54 Fund Balance Reporting and Governmental Fund Type Definitions, that became effective fiscal year 2010-2011, and
WHEREAS, the Manhasset Public Library continues to comply with the requirements of GASB 54.

NOW, THEREFORE, BE IT RESOLVED that the Manhasset Public Library hereby RENEW the existing policy.

Yes – Esterquest, O'Brien, Su, Klein
No – none

Fund Transfer Authorization:

At a regular meeting of the Manhasset Public Library on October 13, 2026 on a motion made by Diane Klein and seconded by Donald T. O'Brien, the Board adopts the following resolution to allow the Business Operations Manager to transfer funds between the Library's authorized bank accounts and budgetary lines as she deems fit, subject to the authorization of the Treasurer and audit by the Board of Trustees.

RESOLVED, that the Board ratifies and reconfirms the resolution as stated.

Yes – Esterquest, O'Brien, Su, Klein
No – none

Financial Policies:

Motion by Judith Esterquest, seconded by Donald T. O'Brien, to reconfirm the following as presently written, pending additional review by Harry Meyer**:**

1. Fund Balance Policy
2. Employee Compensated Absences Reserve Fund Policy
3. Electronic Payment & Transfer Policy
4. Procurement Policy
5. Records Retention Policy

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

Yes – Esterquest, O'Brien, Su, Klein
No – none

Advance Authorization for ACH payment:

At a regular meeting of the Manhasset Public Library held on October 13, 2026 on a motion made by Diane Klein and seconded by Gloria Su, the Board adopts the following resolution for advance authorization for the ACH payments of the Library's credit card and utilities in order to avoid late fees and finance charges. Additionally, the Business Office is permitted to pay in advance of audit for public utility services, postage, freight and express charges. Public utility services include electric, gas, water, sewer and telephone/internet services. These payments are subject to approval by the Treasurer and subject to audit by the Board of Trustees. Monthly payments are not to exceed $25,000 unless authorized in advance by the Board of Trustees.

RESOLVED, that the Board ratifies and reconfirms the Advance Authorization for ACH payments as stated.

Yes – Esterquest, O'Brien, Su, Klein
No – none

Payroll Procedure:

At a regular meeting of the Manhasset Public Library held on October 13, 2026 on a motion made by Diane Klein and seconded by Gloria Su, the Board adopts the following resolution for advance authorization for the payment of fixed salary and related payroll taxes for each pay period; subject to authorization by the Treasurer and audit by the Board of Trustees.

RESOLVED, that the Board ratifies and reconfirms the Advance Authorization of Payroll Payments as stated.

Yes – Esterquest, O'Brien, Su, Klein
No – none

Minutes from previous session

Motion made by Donald T. O'Brien, seconded by Judith Esterquest to accept the Minutes dated August 10, 2026.

Yes – Esterquest, O'Brien, Su, Klein
No – none

Financials, Reports and Vouchers

The Trustees reviewed and accepted Brian Cleary's Treasurer Reports of August 12, 2026, August 27, 2026, September 11, 2026 and October 1, 2026. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 13, 2026 and are allowed in the amounts shown.

Claims Warrant	8/12/26	A-Fund/General Operating	$ 106,835.40
Voucher #935	8/13/26	Payroll	$ 118,777.41
Voucher # 936	8/27/26	Payroll	$ 84,087.29
Claims Warrant	8/27/26	A-Fund/General Operating	$ 53,441.16
Voucher #937	9/10/26	Payroll	$ 83,106.84
Claims Warrant	9/11/26	A-Fund/General Operating	$ 99,513.75
Voucher #938	9/24/26	Payroll	$ 84,647.51
Claims Warrant	9/30/26	H-Fund/Capital Projects	$ 3,090.00
Claims Warrant	9/30/26	A-Fund/General Operating	$ 31,368.70
Claims Warrant	9/30/26	A-Fund/General Operating	$ 44,011.11

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

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

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

Yes – Esterquest, O'Brien, Su, Klein
No - none

The next scheduled Board Meeting dates are all Tuesdays at 6:30 pm – November 10, 2026, December 8, 2026, January 12, 2027 and February 2, 2027.

Motion to end the meeting made by Judith Esterquest and seconded by Diane Klein at 8:30 pm.

Respectfully submitted,

Stephanie Catlett
Secretary to the Board