

Minutes of the Board of Trustees of the Manhasset Public Library
October 15, 2024

*Held at the Library in the Lower Level Meeting Room October 15, 2024.
Session called to order at 5:45 pm.*

Attendance

Board Members:

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

Maggie Gough, Director
Maria Mignano, Asst. Director
Stephanie Catlett, Secretary

Additional attendees:

Harry Meyer, Partner, Craig, Fitzsimmons & Meyer, LLP
Linda Palmieri, Principal Account Clerk, Manhasset Public Library

Minutes from previous session

Motion by Judith Esterquest, seconded by Charles Jettmar to accept the Minutes dated September 10, 2024.

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

Financials, Reports and Vouchers

The Trustees reviewed and accepted Brian Cleary's Treasurer Report dated September 30, 2024. The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on October 15, 2024 and are allowed in the amounts shown.

Voucher #886	9/26/2024	Payroll	\$ 106,904.37
Claims Warrant	9/30/24	A-Fund/General Operating	\$ 184,850.55

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

Motion made by Judith Esterquest, seconded by Charles Jettmar, to approve Vouchers in the amounts listed.

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

Yes – Jettmar, Esterquest, O’Brien, Su, Klein
No – none

Harry Meyer presented financial statement highlights for fiscal year end 2023-2024.

Motions for Fund Balance:

Following the discussion of the 2023-2024 budget close out, **Fund Balance** assignments were made as follows:

At a regular meeting of the Manhasset Public Library on October 15, 2024 on a motion made by Donald T. O’Brien and seconded by Judith Esterquest, the Board adopts the following resolution to appropriate the assigned fund balance for budget line A7410.4132 (Capital Projects) in the amount of \$100,000.00.

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

Yes – Jettmar, Esterquest, O’Brien, Su, Klein
No – none

At a regular meeting of the Manhasset Public Library on October 15, 2024 on a motion made by Diane Klein and seconded by Donald T. O’Brien, the Board adopts the following resolution to assign the \$472,184.00 of the 2023-2024 net change in the Fund Balance as follows: \$454,831.00 towards Capital Projects and \$17,353.00 to Accrued Employee Benefits.

RESOLVED, that the Board ratifies and confirms the assignments of the Fund Balance as stated.

Yes – Jettmar, Esterquest, O’Brien, Su, Klein
No – none

Reserve Fund – Employee Compensated Absences Reserve Fund.

At a regular meeting of the Manhasset Public Library held on October 15, 2024 on a motion made by Judith Esterquest and seconded by Donald T. O'Brien, the Board confirms the Employee Compensated Absences Reserve Fund in the amount of \$208,739.00 as per current estimates relating to accrued employee benefits.

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

Yes – Jettmar, Esterquest, O'Brien, Su

No – none

RESOLUTION: GASB Compliance

At a regular meeting of the Manhasset Public Library held on October 15, 2024 on a motion made by Donald T. O'Brien and seconded by Diane Klein, 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 – Jettmar, Esterquest, O'Brien, Su, Klein

No – none

Financial Policies:

Motion by Charles Jettmar, seconded by Gloria Su, to **reconfirm the following as presently written:**

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

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

Yes – Jettmar, Esterquest, O’Brien, Su, Klein

No – none

RESOLUTION: Advanced Authorization for ACH payment

At a regular meeting of the Manhasset Public Library held on October 15, 2024 on a motion made by Charles Jettmar and seconded by Judith Esterquest, the Board adopts the following resolution for advance authorization for the ACH payment of the Library’s credit card in order to avoid late fees and finance charges; subject to approval by the Treasurer and subject to audit by The Board of Trustees. Payments are not to exceed \$10,000 unless authorized in advance by the Board of Trustees.

RESOLVED, that the Board ratifies and confirms the Advanced Authorization for ACH payment as stated.

Yes – Jettmar, Esterquest, O’Brien, Su, Klein

No – none

RESOLUTION: Payroll Procedure

At a regular meeting of the Manhasset Public Library held on October 15, 2024 on a motion made by Donald T. O’Brien 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 confirms the Advanced Authorization of Payroll Payment as stated.

Yes – Jettmar, Esterquest, O’Brien, Su, Klein

No – none

ILS Funding requests: The ILS Associated 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.

Motion, made by Gloria Su, seconded by Donald T. O’Brien, to approve the **2024 ILS** proposed fee schedule in an amount not to exceed \$45,000.00.

RESOLVED, that the Board, upon due consideration of the proposed 2025 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolves to vote in favor of said recommendation budget and schedule of fees and hereby appoints Maggie Gough, Director to submit this authorization to NLS prior to November 21, 2024.

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

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

Capital Projects: Roof Replacement and Exterior Repairs Project: as previously reported, during the week of September 30, the MUFSD Superintendent signed off on the NYSED’s letter of intent for Library reconstruction. We are waiting for NYSED to assign a project manager and project number. We have learned that NYSED no longer provides accelerated review services. Once the designs are submitted, FPM anticipates a 3–6-month review process. FPM Project Architects Robert Hein and Brian Flynn were here on Friday, October 4, for the field survey/site visit. They collected core samples from the roof and spent time examining and documenting conditions of the building’s exterior. FPM Engineer Keith Callahan is expected to start the HVAC analysis later this month.

2025 calendar – July 4th holiday weekend- In 2025 the Fourth of July holiday falls on a Friday and the Library will be **closed** for our first *Summer Sunday* starting July 6th. A proposal was made to close the Library on Saturday, July 5 as an unpaid holiday.

RESOLVED, after due discussion, the Board approves Library closure on Saturday, July 5, 2024.

Yes – Jettmar, Esterquest, O’Brien, Klein
Abstain - Su

The next scheduled Board Meetings are Tuesday, November 19 and Tuesday, December 17, 2024 at 6:00 pm.

Motion to end the meeting made by Gloria Su and seconded by Judith Esterquest at 6:30 pm.

Respectfully submitted,

Stephanie Catlett
Secretary to the Board