

**Mamaroneck Library Board of Trustees Meeting**  
**Minutes for June 24, 2020**  
**Mamaroneck Library, (Virtual Meeting)**

- I. Call to Order
  - Ellen Freeman, President, called the Board Meeting to order 7:35pm.
  - Sonya Giacobbe, a community member, virtually attended the meeting.
  - Board members present virtually were: Joanne Shaw, Paul Ryan, Fiona Palmer, George Mgrditchian, Sid Albert, Nancy Tucci, Clayton Otto, Janice Goldklang and Elenita Chimilowski
  - Also present virtually: Interim Library Director, Edward Falcone and Business Manager, Mary Soto
- II. Minutes
  - A motion to approve the minutes from the May 27, 2020 meeting was made by George Mgrditchian and seconded by Sid Albert and approved unanimously by the board.
- III. Appointment and Designations: The following series of appointments and designations were unanimously approved by the board:
  - A. Designation-Meeting Dates – the 4<sup>th</sup> Wednesday of each month except when changed by public notice (moved by Nancy Tucci and seconded by Joanne Shaw)
  - B. Designation- Official Newspaper (s) –Journal News, The Patch and The Loop (moved by George Mgrditchian, seconded by Paul Ryan)
  - C. Designation-Official Bank – TD Bank (moved by Joanne Shaw, seconded by Paul Ryan)
  - D. Designation-Signatures for checks– required from among the President, Vice President Treasurer and Library Director (moved by George Mgrditchian, seconded by Nancy Tucci)
  - E. Appointment-Library Attorney –no attorney was appointed at this time. Attorney will be selected as needed (moved by Joanne Shaw, seconded by Nancy Tucci)
- IV. Financial Report
  - Clayton Otto reported that the Library's financial status continues to be strong and under budget by \$27,418.00. He also reviewed the proposed line item transfers. This year's budget will be finalized in August 2020 at time of annual audit.
  - A motion was made and unanimously approved for approval of the line item transfers as attached in the Board packet (moved by Joanne Shaw, seconded by Fiona Palmer).

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- V. Expenditures for Approval
- Motion to approve the expenditures was made by George Mgrditchian and seconded by Joanne Shaw and unanimously approved by the board.
  - Mary Soto, Business Manager requested that each Board member email her their approval of the expenditures, as the meeting was conducted virtually.
- VI. Director's Report by Interim Director
- Edward Falcone Reported on the successful re-opening of the library on June 22nd following a soft opening on June 18<sup>th</sup> and 19<sup>th</sup>. The schedule is currently Monday-Friday from 11 am to 3 pm with plans to add service hours from 10-6 weekdays in the near future. Patrons were excited to be back as well as staff. The Board commended Ed for his efforts to insure a successful and safe opening of the Library.
  - The Board asked Ed to commend Joe DeRenzis on his work to provide a safe environment for both patrons and staff during this challenging time.
  - The Interim Director recommended the hiring of Artemis DiBenedetto for the position of Library Clerk (full time) at a salary of \$33,000.00/year. A motion to approve this hire was made by Joanne Shaw, seconded by George Mgrditchian and unanimously approved by the Board.
- VII. Committee Reports as reported by Library staff
- Staff continued to work during the closure to provide on-line resources for patrons as well as attending webinars for professional development.
- VIII. Old Business

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IX. New Business

- A motion was made by Fiona Palmer, seconded by George Mgrditchian an unanimously approved by the Board to appoint Sonya Giacobbe to serve out the remainder of the term as Board trustee left vacant upon the resignation of Susan Volpe. The position will go to the community for a vote in the December election.

X. Election of Officers

- The slate was unanimously approved by the Board with a motion made by Sid Albert and seconded by Paul Ryan.

President – Ellen Freeman

Vice President – Joanne Shaw

Treasurer - Clayton Otto

Secretary- Nancy Tucci

XI. Executive Session

- A motion was made by Nancy Tucci and seconded by George Mgrditchian and unanimously approved to go into Executive Session at 8:25 pm for the purposes to discuss a personnel issue and a legal matter.
- A motion was made by Paul Ryan and seconded by Joanne Shaw and unanimously approved to end the Executive Session at 9:00 pm.

XII. Adjournment

- A motion to adjourn the meeting at 9:02 pm was made by George Mgrditchian and seconded by Paul Ryan and unanimously approved by the board

Respectfully submitted, Nancy Tucci, Secretary