

**Mamaroneck Library Board of Trustees Meeting**  
**Minutes for October 28, 2020**  
**Mamaroneck Public Library**

- I. Call to Order
  - Ellen Freeman, President called the Board Meeting to order at 8:00 pm.
  - Board members present were: Joanne Shaw, Paul Ryan, Fiona Palmer, Sid Albert, Nancy Tucci, Sonya Giacobbe and Elenita Chimilowski
  - Also present: Library Director, Jennifer O'Neil and Business Manager, Mary Soto
  - Present virtually: Clayton Otto, Janice Goldklang, George Mgrditchian
- II. Minutes
  - A motion to approve the minutes from the September 28th meeting was made by Sid Albert and seconded by Elenita Chimilowski and approved unanimously by the board.
- III. Financial Report
  - Clayton Otto reported on the Library's financial status for the current fiscal year. We are currently back on budget, even though there were unanticipated expenditures due to COVID compliance. The status of library finances is sound.
  - The Board reviewed budget for the 2021-2022 fiscal year. The first budget hearing will take place at 7:15 pm on November 18, 2020, prior to the regularly scheduled Board meeting. This will be a Zoom meeting.
- IV. Expenditures for Approval
  - Motion to approve the expenditures was made by Paul Ryan and seconded by Sid Albert and approved by rest of the Board with one abstention.
- V. Director's Report by Library Director
  - Jennifer reported on her various activities since her appointment to the position which included meeting with staff members, reaching out to our trustee from WLS, the Community Resource Center, Friends of the Library and working on filling two librarian vacancies.
  - Work is continuing on the new web site. Jennifer is working with the vendor to create a more cohesive style and perhaps a new logo to better define the library and its importance to the community.

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- Jennifer was appreciative of the opportunity to work with Ed Falcone before his contract ended and had a very busy first two weeks.

VI. Committee Reports as reported by Library staff

- Staff has been working hard to accommodate patrons safely in this new environment. The library is one of the few “full-service” libraries open in the area, so the staff has been busy.
- Staff is continuing to provide creative on-line programming.
- The Facilities Manager has continued to ensure that the library is following cleaning protocols for COVID-19. He has been working on landscape maintenance and building repairs as well as re-organizing and stocking the janitorial supply room. The installation of the cooling tower has been delayed due to unavailability of a crane.

VII. Old Business

VIII. New Business

- There are currently five seats on the board that will expire this year. Petitions must be submitted by November 9<sup>th</sup>.

IX. Executive Session

- A motion was made by Nancy Tucci, seconded by Paul Ryan and unanimously approved by the board to enter Executive Session at 8:55 pm to discuss a personnel issue.
- A motion was made by Sid Albert, seconded by Joanne Shaw and unanimously approved by the board to end Executive Session at 9:12 pm.

X. Adjournment

- A motion to adjourn the meeting at 9:15 pm was made by Nancy Tucci and seconded by Ellen Freeman and unanimously approved by the board.

Respectfully submitted, Nancy Tucci, Secretary