

**Mamaroneck Library Board of Trustees Meeting
Minutes for January 27, 2021
Mamaroneck Public Library**

- I. Call to Order
 - Ellen Freeman, President, called the meeting to order at 7:48 pm.
 - Board members virtually present: Ellen Freeman, Joanne Shaw, Paul Ryan, Sid Albert, Elenita Chimilowski, Clayton Otto, Janice Goldklang, Nancy Tucci, George Mgrditchian, Sonya Giacobbe and Fiona Palmer.
 - Virtually present: Library Director, Jennifer O'Neill.
 - There were two community members virtually present.
- II. Presentation by Lee Stringer from Friends of the Mamaroneck Public Library – postponed due to technical difficulties.
- III. Minutes
 - A motion to approve the minutes from the October 28th meeting (amended) was made by George Mgrditchian, seconded by Elenita Chimilowski and unanimously approved by the board. A motion to approve the November 18th meeting minutes was made by Paul Ryan, seconded by Joanne Shaw and approved unanimously by the board.
- IV. Financial Report
 - Clayton Otto reported on the Library's financial status for the current fiscal year. The status of library finances is sound.
- V. Expenditures for Approval
 - Motion to approve the expenditures was made by Nancy Tucci, seconded by Joanne Shaw and unanimously approved by rest of the Board.
- VI. Director's Reports
 - The board reviewed the Health Emergency Plan for adoption in compliance with New York State Labor Law §27-C for the implementation of operational plans in the event of declared public health emergencies. The board asked that Mary Soto, Joseph DeRenzis and Gerardo Benavides be added to the list of Essential Employees. A motion was made to adopt the plan (with amendment) by Paul Ryan, seconded by George Mgrditchian and unanimously approved by the board.
 - Jennifer reported that the staff is continuing to take inventory of the library and has already reconciled approximately half of the collection.

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- Work is continuing on the new website and it will be available shortly for staff review and feedback.
- Staff was busy distributing 1760 pieces of mail for the library fundraiser. To date more than \$20,000 has been raised. All information has been entered into the new donor database for future use.
- A staff wellness plan was rolled out to help staff deal with stress. This included several programs which are also open to the public as well. Feedback has been very positive.
- Curbside checkout has been working very well with an average of 298 books/day.
- Work on the strategic plan has been ongoing with Alan Burger.
- The Facilities Manager reported on the work involved in the transformation of the Young Adult Department into a curbside pickup hub. Although the building was closed, the annual election was held successfully and the library was able to lease out space for the Mamaroneck Village Court to use as a conference/waiting area. The latter was successfully executed without putting staff at risk of exposure.

VII. Committee Reports as reported by Library staff

- Holiday decoration of the building was a big success in lifting the spirits of both the library staff and the community.
- Several holiday programs were held virtually and patrons were treated to a Holiday Lights virtual program which allowed patrons to see festivities, lights and decorations.

VIII. Old Business

- A motion was made by Nancy Tucci, seconded by Paul Ryan and unanimously approved by the board for the hiring of Caroline Cunningham as Library Assistant at a salary of \$32,000.

IX. New Business

- A suggestion was made to review the engineer report previously submitted to the board for future building maintenance/repairs.

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X. Executive Session

- A motion was made by Nancy Tucci, seconded by Janice Goldklang and unanimously approved by the board to enter Executive Session at 8:20 pm to review a salary survey.
- A motion was made by Sid Albert, seconded by Janice Goldklang and unanimously approved by the board to end Executive Session at 8:41 pm.

XI. Adjournment

- A motion to adjourn the meeting at 8:45 pm was made by Nancy Tucci and seconded by Ellen Freeman and unanimously approved by the board.

Respectfully submitted, Nancy Tucci, Secretary