

**Mamaroneck Library Board of Trustees Meeting  
Minutes for February 24, 2021  
Mamaroneck Public Library**

- I. Call to Order
  - Ellen Freeman, President, called the meeting to order at 7:47 pm.
  - Board members virtually present: Ellen Freeman, Joanne Shaw, Paul Ryan, Sid Albert, Clayton Otto, Janice Goldklang, Nancy Tucci, Sonya Giacobbe and Fiona Palmer.
  - Virtually present: Library Director, Jennifer O'Neill, Caverly (Lee) Stringer, President and Sarah Evans, Vice-President of the Friends of the Mamaroneck Library and Alan Burger from Library Development Solutions
  - Absent: Elenita Chimilowski, George Mgrditchian
- II. Presentation by Lee Stringer from Friends of the Mamaroneck Public Library
  - Lee gave the board an overview of the mission and history of the organization, in particular, outlining their fundraising efforts. It was agreed that the Board would appoint a trustee to attend the next meeting of the Friends with the long-range goal of streamlining, coordinating and participating jointly in future fundraising efforts.
- III. Alan Burger – Long Range Plan Presentation
  - Alan presented the final draft of the 5-year strategic plan as was developed by the strategic planning committee for comments and discussion from the rest of the board. Emphasis was placed on the plan being a “living” document subject to modifications and re-prioritization if needed. The board expressed their thanks for all the work done by the committee and Alan and Leslie Burger and are excited to begin to implement it.
  - A motion to approve the strategic plan was made by Nancy Tucci, seconded by Joanne Shaw and unanimously approved by the board.
- III. Minutes
  - A motion to approve the minutes from the January 27, 2021 meeting was made by Paul Ryan, seconded by Sid Albert and unanimously approved 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 and slightly under budget at this time of year.

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V. Expenditures for Approval

- Motion to approve the expenditures was made by Nancy Tucci, seconded by Paul Ryan and unanimously approved by rest of the Board.

VI. Director's Reports

- Work is nearly complete on the new website and it is currently under review by the staff. Jennifer thanked Jack Weiss for his work on the old website and for his help in transferring copy to the new website. The board thanked Jennifer for her tenacity in competing this task and is looking forward to the launch of the site.
- Each of the departments presented an Open House to the rest of the staff highlighting their work, programs and interactions with patrons. This was a huge success for teambuilding and sharing of ideas.
- Curbside pickup continues to be busy. The Blind Date with a Book promo was a success and the library received very complimentary valentines in the valentine submission box.
- Newspapers.com is interested in digitizing the microfilm copies of the Daily Times and the Mamaroneck Paragraph. They will cover all costs for digitization provide free internet access to the publications for all patrons and staff. The Library will split the shipping costs.

VII. Committee Reports

- Sonya Giacobbe volunteered to be the board representative to the Friends of the Mamaroneck Library meetings.
- Jennifer, Ellen and Janice participated in the first of five sessions offered by the Westchester Community Foundation and Support Center for nonprofit, visual and performing arts organizations who are currently going through strategic planning. The group found it to be a worthwhile as we will begin to implement our plan in the coming months. The next session will take place on March 18th.

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**VIII. Old Business**

- Ellen reminded the board to fill out the board self-assessment survey sent by The Westchester Community Foundation and Support Center.

**IX. New Business**

- A suggestion was made to set up a Google drive for board access to documents rather than using email. Sonya offered to look into this.

**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 9:28 pm to review a salary survey.
- A motion was made by Sid Albert, seconded by Fiona Palmer and unanimously approved by the board to end Executive Session at 9:43 pm.

**XI. Adjournment**

- A motion to adjourn the meeting at 9:45 pm was made by Nancy Tucci and seconded by Clayton Otto and unanimously approved by the board.

Respectfully submitted, Nancy Tucci, Secretary