

**Mamaroneck Library Board of Trustees Meeting
Minutes for February 23, 2022
Mamaroneck Public Library**

- I. Call to Order:
 - Ellen Freeman, President, called the meeting to order at 7:50 pm.
 - Board members present: Ellen Freeman, Paul Ryan, Clayton Otto, Fiona Palmer, Elenita Chmilowski, Sonya Giacobbe and Nancy Tucci
 - Board Members present remotely: Joanne Shaw and Janice Goldklang
 - Also present: Mary Soto, Business Manager, and Patsy D'Ambrosio, Technical Support Specialist
 - Absent: Jennifer O'Neill, Library Director, Sid Albert and George Mgrditchian

- II. Minutes of January meeting:
 - A motion to approve the minutes from the January 22, 2022 meeting was made by Elenita Chmilowski, seconded by Paul Ryan and unanimously approved by the board.

- III. Financial Report - Clayton Otto:
 - The financial report YTD shows that we are slightly under budget year-to-date.

- IV. Expenditures for Approval:
 - A motion to approve the expenditures was made by Paul Ryan and seconded by Nancy Tucci and unanimously approved by the board.

- VI. Director's Report:
 - The board agreed that Joe DeRenzis should proceed and get estimates for repair work that requires immediate attention.
 - There was a discussion last meeting regarding a one-time allocation of additional money to buy more books for the adult, YA and children's sections (including e-books and Spanish titles). The board has requested a percentage breakdown by category on how the money is to be allocated.
 - There will be another book sale on March 5th
 - Preparation for the centennial celebration is ongoing with Maxine Bleiweis.
 - Mary and Jennifer have a call scheduled with FEMA in an effort to discuss the outstanding cleaning bill.
 - Search for a PR position is ongoing.

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VII. Committee Reports:

- Architect RFP Review Committee met and has narrowed down the list of candidates to three. Ellen, Elenita and Nancy have volunteered to call for references. So far, the reviews have been favorable. The committee will report again next meeting.

VIII. Old Business:

- Clayton reviewed potential budget dollar ranges that could be used for the construction project that are within our obligations to keep reserves on hand for debt servicing.
- Mary supplied the board with statistics comparing libraries in Westchester on several indices such as circulation, numbers of members served, hours open, square footage, etc. The board will continue to review these statistics and look for ways to improve service at the library.

IX. New Business:

X. Executive Session:

XI. Adjournment:

- A motion to adjourn the meeting at 9:10 pm was made by Nancy Tucci and seconded by Elenita Chmilowski and unanimously approved by the board.

Respectfully submitted,
Nancy Tucci

**Mamaroneck Library Board of Trustees Meeting
Minutes for January 26, 2022
Mamaroneck Public Library**

- I. Call to Order:
 - Ellen Freeman, President, called the meeting to order at 7:45 pm.
 - Board members present: Ellen Freeman, Paul Ryan, Clayton Otto, Fiona Palmer, Sonya Giacobbe and George Mgrditchian
 - Board Members present remotely: Elenita Chmilowski, Joanne Shaw, Janice Goldklang, Nancy Tucci, Sid Albert
 - Also present: Library Director, Jennifer O'Neill, Mary Soto, Business Manager, and John Pritts and Gail Boyle, Co-Presidents of the Mamaroneck Historical Society

- II. Minutes of November meeting:
 - A motion to approve the minutes from the November 17, 2021 meeting was made by George Mgrditchian, seconded by Paul Ryan and unanimously approved by the board.

- III. Financial Report - Clayton Otto:
 - The financial report YTD shows that we are slightly under budget year-to-date.

- IV. Expenditures for Approval:
 - A motion to approve the expenditures was made by Nancy Tucci and seconded by Clayton Otto and unanimously approved by the board.

- VI. Director's Report:
 - Maxine Bleiweiss, the consultant hired to coordinate the Centennial celebration has begun working with staff.
 - There was a discussion about a one-time allocation of additional money to buy more books for the adult, YA and children's sections (including e-books and Spanish titles).
 - Holiday book sale was a great success, both financially and as a community event.
 - A new 3-D printer and a VR headset have been purchased. Programs will be in place shortly for these new pieces of equipment.
 - Search for new children's full time and a reference librarian will begin again.
 - A College Guidance Service pilot program has begun with WLS outreach for first generation Spanish speaking high school students that will run through June of 2022. WLS will provide a first-generation Spanish speaking college graduate to help teenagers who may be facing similar obstacles.

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- The Giving Tuesday online campaign returned \$11,975 and the direct mailing campaign resulted in a total of \$17,310 from donors.

VII. Committee Reports:

- Friends of the Mamaroneck Library – Sonya briefly reported on coinciding fund raising efforts and need to include this organization in plans for the Centennial celebration.
- Mamaroneck Historical Society – Joanne gave the board a thorough history of this group’s relationship with the library. It was concluded that there is no additional space available at this time to help with storage and cataloging of materials. The historical Society will continue to have first priority for the Local History Room and support, when possible, for scanning documents and maps.

VIII. Old Business:

- Board members were encouraged to review the RFPs that have been posted to the Google drive. Jennifer has been fielding request from the architects regarding the status of their submissions. A subcommittee of the board will meet with Jennifer in February to review the documents and maps.

IX. New Business:

X. Executive Session:

- A motion to go into Executive Session at 10:00 pm to discuss a personal matter was made by George Mgrditchian and seconded by Nancy Tucci and unanimously approved by the board.

XI. Adjournment:

- A motion to adjourn the meeting was made by Paul Ryan and seconded by Elenita Chmilowski and unanimously approved by the board.

Respectfully submitted,
Nancy Tucci