Mamaroneck Library Board of Trustees Meeting
Minutes for May 25th, 2023
Mamaroneck Public Library

1. Call to Order
    - Ellen Freeman, President, called the meeting to order at 7:45 pm.
    - Board members present: George Mgrditchian (GM), Ellen Freeman (EF), Elenita Chmilowski (EC), Paul Ryan (PR), Fiona Palmer (FP), Ellen Hauptman (EH), Janice Goldklang (JG) and Sid Albert (SA)
    - Board members excused: Lilliana Diaz Pedrosa, Sonya Giacobbe (SG) (late arrival)
    - Also present: Jennifer O'Neill, Library Director, Rhett Thurman and Francis Lively (finance committee, non-trustee members), Robert Stark (village resident)
    - CSEA representative, and large number of library staff

2. Motion to approve minutes

    - **A motion to approve the minutes from the April 2023 meeting was made by EH and seconded by GM and approved by the board, with the following correction - unapproved minutes included Ellen Freeman as a member of finance committee, she is not a member of the finance committee.**

3. Motion to approve expenditures

    - Expenditures for May 2023 were circulated for review.
    - Note that finance charges that have been incurred with respect to TD Card services will in future be eliminated with a new procedure to issue payment in full before the payment is due.
    - **A motion to approve the expenditures was made by SA and seconded by EC and unanimously approved by the board.**

4. Financial Report
    - Financial report was presented by Ellen Hauptman, board member.
    - Entering the last month of the fiscal year the library is running below budget but spending exceeds incoming revenue. As of April 30, 2023, the library has a deficit of $265,522.
    - Although we are under budget in total there are several line items that are over budget (programs, telephone, outreach, periodicals, miscellaneous furniture and equipment.)
    - Proposed revised budget was presented. The revised budget still has a deficit of approximately $400,000. The finance committee will be quantifying various scenarios to reduce this deficit further and will present these to the library board.
    - The finance committee have identified three criteria for establishing financial health

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- The TAN is repaid
- 3 months of operating expenses are held in reserve
- emergency fund established to pay for emergency expenditures.

- **A motion was made to vote on adopting the revised budget , motion made by EH and seconded by SA. Board voted all in favor of adopting the revised budget for the 2023-2024 fiscal year**

5. Financial controls
   - **A motion was made to vote on adopting the revised financial controls , motion made by PR and seconded by EF. Board voted all in favor of adopting the revised controls to be put into effect on May 25th 2023.**

6 Sub-committees reports

Finance Committee
- see above

Fundraising committee.
- Will meet Wednesday 31 May
- Silent Auctions donations should be solicited by the board for a future event

Centennial event committee
- Janice Goldklang has identified an author to headline a Centennial fundraising evening in October, date TBC, venue is the Emelin Theatre
- Elenita Chlimnowski has identified a group of authors who can do separate fundraising events.
- A children's author's event will be planned for the Centennial. This event will be free of charge.

7. Discussion of the Director's Reports for April
   - The library has been hosting high school interns from Rye Neck HS and Mamaroneck HS.

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- Programs previously scheduled and either paid for in advance, free or sponsored by a donor have been continuing with support from the community
- Librarians have made school visits recently and outreach will continue with the schools to promote a summer reading program that has been sponsored by a donor.

8. Adjournment to executive session

- A motion to adjourn the meeting to executive session to discuss an ongoing investigation and personnel matters was made by EC at 8:44 and seconded by PR

Executive session was closed and meeting adjourned at 10:00 with no further discussion

Respectfully submitted,
Fiona Palmer

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