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.

   ● 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