

Mamaroneck Library Board of Trustees Meeting
Minutes for July 27th, 2023
Mamaroneck Public Library

1. Call to Order
 - Ellen Freeman, President, called the meeting to order at 5:57 pm.
 - Board members present: George Mgrditchian, Ellen Freeman, Elenita Chmilowski, Paul Ryan, Fiona Palmer, Ellen Hauptman, and Sid Albert
 - Board members excused: Lilliana Diaz Pedrosa, Sonya Giacobbe and Janice Goldklang
 - Also present: Jennifer O'Neill, Library Director, and CSEA representative Alisa Cagle, and Richard Aks.

2. Motion to approve minutes

A motion to approve the minutes from three recent meetings was made by Paul Ryan, seconded by Ellen Hauptman and unanimously approved by the board. Minutes were from meetings on June 29th, July 12th and July 17th.

3. Introduction of Richard Aks

Richard Aks was introduced as the Library Board's new Treasurer-Advisor. His background included investment banking and CFO responsibilities for non-profit organizations. He is currently on the board of Mercy College.

4. Financial Report
 - A final June Profit & Loss statement is not available as there were problems with the journal entries related to payroll and Narwocki Smith had to be consulted in order to fix them. As of July 28th there is still one outstanding problem with the journal entry for health insurance
 - Under expenses a query was raised re. expense \$3,175 for periodicals. Current budget doesn't have a line item for periodicals as this spending has been paused. Library director had renewed annual subscriptions as it was considered an essential service to be offered by the library and is popular with patrons. **Therefore it was agreed that this expense would be covered from the donation bank account.** It is anticipated that this is a one time annual expense and should not be a recurring item on a monthly basis.
 - A new QuickBooks account will be opened to track expenses incurred for the October 12th centennial event. These expenditures must be funded by the donation bank account. Fundraising efforts cannot be paid for with taxpayer funds.
 - Recommended that a committee be formed, with staff and board members to review all contracts, regardless of size, and get 3 bids for each contract, to ensure appropriate use of funds.

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5. A motion was made by Sid Albert, seconded by Paul Ryan to approve expenditures. motion passed all in favor, noting the question of periodical expense, see above.
6. Discussion of the Director's Reports for June
The director's report had included information of a wedding event that was held in the library. Board questioned the director about the standard room rental for the public to hold events in the library. There are two rates - one for non-profit events and one for other events. Rates include a room rental fee and any staff/labor fees incurred.

Technology report
Patsy D'Ambrosio is to receive training from Full Deck for future website updates and maintenance.
It was asked that the save the date for the October event be included every week in the adult event email.
7. Public Coffee Machine
Currently the public coffee machine costs more than it brings in. The monthly rental on the coffee machine includes coffee and some goes to the staff room. **It was decided that the cost of coffee to the public should go up from \$1.50 to \$2.00** and will be reviewed in the winter months to see if coffee sales break even, otherwise the machine should be retired.
8. Hiring of a bookkeeper
3 more candidates had been interviewed. Candidates were from Robert Half staffing agency. Library director had identified a candidate she recommended. Two resumes were circulated - candidate from Robert Half and candidate introduced to Jennifer by a board member. Director reiterated that the hiring decision lay with her, as the bookkeeper position would report directly to her. Board has a stipulation that the new hire bookkeeper shall be responsible for payroll. **A motion was made to approve the hiring of a bookkeeper at a cost of no more than \$30,000 for the fiscal year for a PT position.**
9. Hiring of librarian to replace 1 PT and 1FT librarian
Board approved the hiring of 2 part time librarians to replace 1 PT and 1 FT librarian who have departed.
10. Fundraising update

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Centennial event committee to meet next week. An emcee for the event has been secured. 15 families have committed to being hosts. Board are encouraged to get more hosts and sponsors.

11. Update to Village trustees

Will ask to be added to the agenda for the meeting on September 12 or 26th. Will present 3 months of expenses, and update on the Library's progress and a report from the forensic auditors.

12. IRS Charitable contribution acknowledgement

This is being sent automatically by Network for Good software. Need to ensure appropriate info is being included.

13. Appointment and designations

The following appointments and designations were made.

- Meeting dates - confirmed at meeting last month. Meetings will be 2nd Wednesday of month at 7:00pm with some noted exceptions
- Official Bank - TD Bank
- Official newspaper - Journal News
- Check Signatories - Board President, Board Treasurer and Library Director
- Library attorney - Chris Kurtz - Bond, Schoeneck and King
- Auditors - pending.

Nominating committee - Fiona Palmer and Elenita Chmilowski will present slate of nominations for board positions at next meeting

14. Open Meetings Law - the board and director were reminded that Open Meetings Law must be followed - specifically the agenda and board packet should be posted on the website and other appropriate places at least 72 hours in advance of any public board meeting.

15. Public Comment and Questions

Teresa Beebe (Head of Circulation) asked the board if a decision was made regarding Sunday openings in the fall. Board made a motion to approve Sunday closure until further notice, based on cost savings. This will be reviewed in Summer of 2024.

CSEA (Civil Service Employees Association) Representative Alisa Cagle introduced herself to the board, as a union representative but also a Village of Mamaroneck resident. She has recently met with the library

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director and offered to help support in any way the union can to promote the December budget.

16. Motion to move to executive session was made by George Mgrditchian and seconded by Paul Ryan at 7:45

17. Meeting was closed at 8pm with no further discussion or decisions.

Respectfully submitted,
Fiona Palmer

UNAPPROVED