

**Mamaroneck Library Board of Trustees Meeting
Minutes for November 8th, 2023
Mamaroneck Public Library**

1. Call to Order

- Ellen Freeman, President, called the meeting to order at 7:01pm.
- Board members present: Ellen Freeman, Ellen Hauptman, George Mgrditchian, Sonya Giacobbe, Fiona Palmer, Janice Goldklang, Paul Ryan, Sid Albert, Elenita Chmilowski, Lillian Diaz Pedrosa
- Absent - Jennifer O'Neill was not present

2. Motion to approve minutes

A motion to approve the minutes from October meeting was made by Ellen Hauptman, seconded by George Mgrditchian and unanimously approved by the board.

3. Centennial Celebration recap

The centennial celebration held at the Emelin theater was a successful event with approximately \$100,000 raised in the one event. Total donations to the library this year are close to \$150,000. Thank you to Karen Haas and others for their hard work making the evening a success.

Some donations have been given with a special request/purpose - at this time the trustees would like to be able to honor these. Ellen Hauptman made a motion, seconded by Lilliana Diaz Pedrosa to approve the following spending from donations. Trustees all in approval

	NOW	Jan 2024
Adult books	\$1000	\$1000
Children/YA	\$1000	\$1000
Children books/programs for children with autism	\$500	\$500

Additionally the trustees would like to see a report from Network for Good that details any "purpose" donations so that funds can be appropriately distributed - the director should provide this.

4. Motion to approve expenses - motion made by Ellen Hauptman, seconded by Lilliana Diaz Pedrosa and trustees all in favor.

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5. Audit of bills - audit on monthly expenses was performed by Ellen Hauptman and Lilliana Diaz Pedrosa. They focused on credit card bills and found all to be in order.

6. Financial update

- October YTD numbers are in good shape. Revenues (excluding the TAN) are better than target, mostly due to unplanned gifts/donations and expenses are coming in below plan, with approximately \$70,000 in savings for salaries and payroll taxes; there have been no unexpected maintenance costs
- Resolution for TAN - at the last VoM board meeting they passed a resolution to issue further TANs on the library's behalf. The library trustees must submit a resolution agreeing to provide a budget illustrating available funds to pay the TAN. Due to the timing of the TAN issuance versus budget preparation, the Library will provide a draft budget and the anticipated cash flows. Should the library budget not pass in December the library would have to cut expenses by approximately \$180,000.
- **The library trustees passed a resolution to meet these conditions - signed by Ellen Freeman and Ellen Hauptman.**
- Two sessions of budget hearings were poorly attended - due perhaps to little information on the purpose of the hearings. The vote is scheduled for Dec 6th; greater efforts are required to ensure a good turnout for election and yes vote.
- Audit committee will be headed by Richard Aks, joined by Lilliana and George
- Motion was made by Ellen Freeman and seconded by Lilliana Diaz Pedrosa to release \$1000 for a staff holiday party, as is tradition.

7. Election

- Election of trustees and budget vote is December 6th
- State may fasttrack the downsizing of the board from 12 - 7 members (as agreed at our September meeting).

6. Motion to approve the director going to CSEA to request a part-time position for bookkeeper being opened. Motion made by George Mgrditchian, seconded by Ellen Hauptman and all in favor.

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8. Fundraising update

- Fundraising efforts to continue. Sonya Giacobbe proposed that the trustees fundraising committee should have a communication channel and social media presence separate from the Library's under the branding "Support the Mamaroneck Library" There was a feeling that library led communication for fundraising events have not been sufficient in reach
- The Library should present a media/outreach marketing plan for giving Tuesday and continue into the new year - ask the director to update us on this as "Giving Tuesday" is coming up.
- Ellen Freeman and Joanne Shaw have a contact who has offered use of their home in Orienta for a fundraising event on 1st Sunday in April.
- Two upcoming events that are well attended - December 16 Santa event and craft fair - we should have book baskets and other raffle items.
- Local musician has offered an event.

9. Other business.

- Recent application for a grant was not successful
- There will be no trustee meeting in December - the next meeting is January 10th at 7pm.

10. Meeting was closed at 21:00 with no further discussion or decisions.

Respectfully submitted,
Fiona Palmer