

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

1. Call to Order

- Ellen Freeman, President, called the meeting to order at 7:05pm.
- Board members present: Ellen Freeman, Ellen Hauptman, George Mgrditchian, Sonya Giacobbe, Fiona Palmer, Janice Goldklang, Paul Ryan, Sid Albert, Elenita Chmilowski
- Board members excused: Lilliana Diaz Pedrosa
- Also present: Jennifer O'Neill, Library Director and Richard Aks (non board treasurer).

2. Motion to approve minutes

A motion to approve the minutes from July meeting was made by Sid Albert, seconded by Ellen Hauptman and unanimously approved by the board.

3. Financial Report

Financial update was presented by Ellen Hauptman. Revenue is better than planned mostly due to donations and expenses below what was planned. Much of the savings were from salaries after recent resignations and replacements with part time staff.

A draft budget is being prepared for board approval and public vote in December. The expense side is down 6% more than the May revised budget. Notably no staff cuts are currently in the proposed budget. Tax is proposed to be 6% which is flat on last years

Board approved action to take money from the donations account to pay expenses for the centennial fundraiser.

Board approved the following budget line transfers

- \$37, 000 from the overtime line to pension account
- \$30,000 from salaries to professional services to appropriately reflect the contract with the new bookkeeper.

Update from the Village Meeting

Village Clerk Treasurer has proposed in a meeting with Ellen Hauptman, Richard Aks and Jennifer O'Neill that instead of paying

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back the TAN in full in June 2024 as anticipated, the village will make that payment and an arrangement will be made with the library to pay this loan from the village back in 3 years with a favorable interest rate. The village trustees have agreed in principle but have not voted on this proposal.

Village Trustees have voted to make a second disbursement of the TAN to the library.

2022 Year End audit - prepared by PKF O'Connor Davies is still in draft form and PKF O'Connor Davies is drawing out the process of finalizing this audit.

The 2023 Year End audit should begin soon, in light of the continuing situation with the 2022 Audit it was proposed to the board that they should consider new auditors for the 2023 audit.

**A motion to appoint Nawrocki Smith as auditors for the 2023 YE Audit was made by Ellen Freeman and seconded by Paul Ryan, Board voted all in favor.**

The full board will meet with the auditors at the start of the process.

4. Oath of office

The oath of office was taken by Richard Aks to instate him as a non board member treasurer

5. Election of new trustees and budget vote was set for December 6th.

6. Status of trustees

Current bylaws have 11 board positions. After advice given by Jerry Nichols (author of the Handbook for Library Trustees of NYS) at a workshop held in August, the board considered reducing the size of the board.

**A motion was made to modify the bylaws and change the number of trustees from 11 to 7. Board voted all in favor.**

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At this time Janice Goldklang, Fiona Palmer and Sonya Giacobbe all stated their intention to stand down from the December election. This means there will be only one position open for election in December.

7. **A motion was made by Sid Albert, seconded by Paul Ryan to approve expenditures. motion passed all in favor**

8. Discussion of the Director's Reports for July / August

The following new hires have

Annalisa Caso 8-17 hours/week at \$28/hr (alternating Saturdays)

Ursula Heinrich 17 hours/week at \$28/hr

Jack Weiss (re-hired after sick leave) 12 hours/week at \$28/hr

Ellen Freeman requested the resumes of the new hires and asked that the resumes be provided to the board prior to approving the new hires.

9. Jennifer O'Neill requested that the Board remain for an executive session. Motion to move to executive session was made by George Mgrditchian and seconded by Janice Goldklang at 20:39

10. Meeting was closed at 21:30 with no further discussion or decisions.

Respectfully submitted,  
Fiona Palmer