

Mamaroneck Library Board of Trustees Meeting
Minutes for January 10th, 2024
Mamaroneck Public Library

1. Call to Order

- Ellen Hauptman, President, called the meeting to order at 7:08pm.
- Board members present: Ellen Freeman, Ellen Hauptman, George Mgrditchian, Fiona Palmer, Janice Goldklang, Paul Ryan, Sid Albert, Elenita Chmilowski and Lilliana Diaz Pedrosa
- Also present was Richard Aks (non board treasurer)
- Absent - Sonya Giacobbe and Jennifer O'Neill were not present

2. Motion to approve minutes

A motion to approve the minutes from November meeting was made by Paul Ryan, seconded by Elenita Chmilowski and unanimously approved by the board.

3. Audit of Bills

Question from board member regarding the cost and status of museum passes. Trish Byrne, librarian offered to send information on the museum pass statistics to the board. The popularity and benefit of each pass is being considered and appropriate changes implemented. Museum passes have in the past been funded by the now dissolved Friends of the Library. The funds (\$835) raised by the Crafts Fair, organized by Sid Albert, will be used to continue as many passes as possible.

Motion to approve expenses was made by Sid Albert, seconded by Ellen Freeman, all in approval.

4. Coffee Machine review

In the period June 1 to Dec 31 coffee machine revenue was \$85, expense was \$200 per month; therefore **decision was taken to cancel the coffee machine contract with immediate effect**

5. Disbursement from Donation account - Schmeidler's donation

The library received a generous donation from Kate and Arnold Schmeidler of \$50,000. We are disbursing the funds over time. Jennifer O'Neill prepared a plan on how to best disburse this gift. This was shared with and approved by the Schmeidlers.

Distribution is as follows

Mamaroneck Library Board of Trustees Meeting
Minutes for January 10th, 2024
Mamaroneck Public Library

\$2000 Children's books
\$2000 Summer reading program
\$500 for programs for parents of autistic children
\$3500 for the current after school program
\$2000 Adult books

The board agreed to this disbursement and noted that the director should stay in touch with the Schmeidler's and communicate the tangible benefits from this gift. At this time the board also noted that the Teen/YA area of the library needs some attention and perhaps future donations should be targeted for this department.

There was much discussion on how to use donation funds - programs, books, etc. Ellen Hauptman reminded the group that the Library still has to pay back \$1.2 million for the TAN on June 1st. And so donations are needed to repay debt and not just fund operations.

Staff in attendance at this board meeting again asked for more clarity on how the programming budget is to be allocated - they were told that this is the remit of the director

6. Trustee matters

a. Outgoing trustee Sonya Giacobbe had asked about the possibility of her standing down ahead of her term ending in June, in order to take up more fully her plans for library fundraising. Trustees were conflicted as to whether this was acceptable and it was decided she should continue with her term.

b. 5 year plan sub committee is required to be formed, - this will be deferred to June so new board members can be involved in the process.

The purpose of a strategic plan is to outline the Library's mission, goals, activities, and intended results, and describe how the Library is meeting the service needs of its community and its participation in meeting statewide library service goals. The New York State Education Department requires that all public library systems develop a five-year Plan of Service that serves as the basic agreement between the State and the governing board of the Library, making possible the payment of state aid to the system.

Mamaroneck Library Board of Trustees Meeting

Minutes for January 10th, 2024

Mamaroneck Public Library

Failure to have a strategic plan puts the Library's eligibility for state grants (such as Construction, Arts & Culture, Economic Development, etc.) at risk.

c. Library Policy Review is necessary - Fiona Palmer offered to start this review and make recommendations to the board

d. The board of trustees were asked to complete the self-survey of board strengths and weaknesses to be discussed at the February meeting.

e. Board was reminded that any sub committee with 2 or more board members that meets must comply with open meeting laws regarding notice of meeting.

The Law requires that notice of the time and place of all meetings be given prior to every meeting. If a meeting is scheduled at least a week in advance, notice must be given to the public and the news media not less than 72 hours prior to the meeting. When a meeting is scheduled less than a week in advance, notice must be given to the public and the news media "to the extent practicable" at a reasonable time prior to the meeting. Notice to the public must be accomplished by posting in one or more designated public locations, and posting online. Notice must be given to the news media; there is no requirement that notice be published in the newspaper.

<https://opengovernment.ny.gov/system/files/documents/2021/01/open-meetings-law-faqs.pdf>

f. Library by-laws will be reviewed at the next board meeting and any changes/amendments should be proposed.

7. Update on court case

January 25th court date is an administrative event to assign a judge

8. Financial Update

Financial update presented by Lilliana Diaz Pedrosa

Current numbers (revenues and expenses) are on target or better, with some anticipated expenses coming soon (contract renewals). Notable: Overtime has been much reduced (previously a large figure was being paid for overtime which wasn't anticipated or deemed essential). It would be good if an emergency overtime plan or budget was established to avoid unaccounted for expenditure.

Mamaroneck Library Board of Trustees Meeting
Minutes for January 10th, 2024
Mamaroneck Public Library

Bookkeeper position - The office staff report that they are happy with the work being done by the bookkeeper from Robert Half. Lilliana who has spoken with them, believes more staff hours are required for that position and a restructuring of the business team is still required.

9. Audit Committee update (presented by Richard Aks)

1st audit committee meeting was held prior to the trustees meeting. The committee discussed the role of the committee and established that the 2023/24 fiscal audit will be performed by the auditors of Norwacki Smith. An engagement letter has been reviewed and accepted. A lot of work to prepare for this will be required by the library staff. Work is targeted to be completed in March/April. It will be presented first to the audit committee and then to the entire board of trustees.

10. Fundraising committee report

First meeting for year to be held in the library next week. Reminder that February is the month for our fundraiser with Sedona Taphouse - marketing materials being prepared by the library and we are hoping that this will be heavily promoted. Fundraising committee would like to have more data on the program stats to be provided by the library.

Ellen H and Elenita have rewritten the letter for local foundations. The list of foundations to contact is about 80 (Scarsdale, Harrison and Rye have been included). They will start mailing the letters this week.

11. Facilities report

Approval requested for expenditure related to sprinkler testing
\$1600 for 3 year air leakage test
\$4600 for 5yr internal and hydrostatic testing of FDC

Motion to approve was made by George Mgrditchian and seconded by Elenita Chlimowski and board all in favor. Approved

Mamaroneck Library Board of Trustees Meeting
Minutes for January 10th, 2024
Mamaroneck Public Library

12. Directors Report

A Children's Librarian has resigned, process has started to replace this full time position. The trustees hope that any new hire will have some interest in the teen room - although they appreciate that this is already 1 position covering two openings and their time and resources will be stretched.

Director should let board know progress on hiring, and any hire to be approved by the board as soon as possible.

Noted that board asked that they receive reports from department heads, including Amy - marketing, in addition to the reports being presented by Director, Facilities Manger and Technical Department. Staff in attendance were in favor of providing more information.

13. Meeting open to public comment

A member of the public asked again what plans there are to recoup stolen money. Ellen Hauptman answered -Very little money was stolen. We will see what happens with the court case against the former employee and reiterated that anything that can be recovered through this process is still a small percentage of the budget shortfall that resulted from misreported funds that were included in multiple budget decisions.

Kathy Savolt, reporter from the Mamaroneck Observer addressed the meeting. An article is to be published soon in the Mamaroneck Observer and she wanted to clarify some facts and numbers for her reporting. Board answered her questions and reiterated that the current board of trustees bear their burden of responsibility for the issue that straddled multiple boards and directors.

14. Meeting was closed at 8:35pm with no further discussion or decisions.

Respectfully submitted,
Fiona Palmer