

Mamaroneck Library Board of Trustees Meeting
Minutes for February 14th, 2024
Mamaroneck Public Library

1. Call to Order

- Ellen Hauptman, President, called the meeting to order at 7:05pm.
- Board members present: Ellen Hauptman, George Mgrditchian, Fiona Palmer, Janice Goldklang, Paul Ryan, Sid Albert, Elenita Chmilowski Sonya Giacobbe and Lilliana Diaz Pedrosa
- Ellen Freeman was not present
- Also present: Richard Aks (non board treasurer) and Jennifer O'Neill

2. Motion to approve minutes

A motion to approve the minutes from January meeting was made by George Mgrditchian, seconded by Lilliana Diaz Pedrosa. and unanimously approved by the board.

3. Audit of Bills

The audit of the bills usually happens the Thursday before the board meeting; this month that was not possible because of staff vacation, so Lilliana and Richard met immediately prior to tonight's meeting and bills were approved and signed. Two bills were not approved pending further information. During the review, Lilliana and Richard noticed there were several invoices that were not on the audit of the bills provided to the board. Additionally, they received an updated version of the audit of the bills that included more items than the board received. This makes it very difficult, if not impossible, for the board to approve the bills since full information is not available. Lilliana requested that going forward, the audit of the bills along with invoices be provided to Richard and Lilliana the Thursday before the board meeting. Any corrections required would be made prior to inclusion in the board pack. No changes are to be made after that.

4. Financial Update

Financial update reported by Ellen Hauptman
Year to Date - Income is greater than anticipated, mostly owing to donations which are never budgeted and interest income. Expenses are currently under budget - been fortunate to not incur any unplanned building maintenance and to date have zero expense on tax grievances which can occur at any time.

Mamaroneck Library Board of Trustees Meeting
Minutes for February 14th, 2024
Mamaroneck Public Library

As per agreement with the Village, we are to let them know this month our requirements for the TAN scheduled for June 2024. We confirm that the full amount of the agreed upon TAN will be requested for June.

Lilliana Diaz Pedrosa requested the director provide full reports from payroll to be provided every two weeks in a timely manner. This is important because payroll is the largest expense line. This has been requested multiple times and the reports have not been received. As a result, Lilliana requested read only access to ADP Portal. The finance committee respects the position as confirmed by multiple professional parties that board access to the ADP Payroll system is not appropriate and withdraws that request but hopes for a transparent reporting of payroll numbers when requested.

The director agreed that the reports would be provided regularly and when requested.

5. Audit update - business office staff continue to provide necessary information to the auditors from Nawrocki Smith. No date has been set for the fiscal year end (May 31, 2023) audit to begin.

6. Fundraising committee report

Sonya Giacobbe reported that the fundraising committee had met in January and there is a discussion taking place as to what form the fundraising arm of the library should take

- Friends of the Library
- Auxiliary board
- Library foundation.

There are pros and cons to each form.

Plans are being made for some events and details will be forthcoming.

75 letters have been sent to foundations in the lower Westchester area asking for donations and support. The Irfan Kathwari Foundation donated \$2000 , for which the board is thankful.

Ellen H. is working on a letter to go to local businesses.

Mamaroneck Library Board of Trustees Meeting
Minutes for February 14th, 2024
Mamaroneck Public Library

7. Policy review update.

Fiona Palmer has been working on the policy review update. Working on external policies first, found that the library had very few of the policies recommended by the NYS Library Handbook, therefore policies are being added as appropriate and will be adopted by the board at the next meeting.

By Law review - board members were asked to review the by laws as they stand, and make suggestions by March 6th.

8. Directors Report

Sonya Giacobbe, on behalf of the fundraising committee, asked for more information around social media statistics and engagement.

The director raised a request from VOM Volunteer Fire Department for sponsorship of the fireman's carnival in June; the library has made a donation in the past. Board asked for more information, the amount being requested. Although the library is always supportive of community events, they are not in the position to make large donations at this time.

9. New Business

Ellen Hauptman had received a question from the public about the after school program, specifically that this program accounted for over 90% of the current program budget for 20 children.

Background to the program -The Library had approached Mamaroneck Avenue school a few years ago as part of our strategic plan to increase library usage by the Hispanic population of the village of Mamaroneck. It was decided to offer a program for after school care and enrichment to help serve the students who had no other options. The program is free to attend and is limited to 20 children, referred by MAS.

Although there have been no reported issues with the running of the program or behavior of the participants, there do seem to be some issues with the stated safe child policy of the library (which is currently being reviewed)

Mamaroneck Library Board of Trustees Meeting
Minutes for February 14th, 2024
Mamaroneck Public Library

After discussion it was decided that the program will not be renewed after the current school year and ideas should be generated for how to continue to serve these children and be more inclusive to the general library population and redistribute the program budget more equitably.

Meeting Room Policy. Some issues had recently arisen with regard to the reserved use of meeting rooms and appropriate compensation for the use of the rooms had not been received. It was decided that a letter should be drafted to the concerned parties reminding them of the rules and appropriate use and fees for the rooms while no direct request for payment would be requested. It is hoped that the concerned parties will correct their practices and have no further issues. Meeting Room Policy is currently under review as are all policies.

Ellen reminded the board to submit strengths and weaknesses; to date, only 2 board members responded.

10. Motion to adjourn the meeting was made at 8:50 with no further discussion or decisions.

Respectfully submitted,
Fiona Palmer