

Mamaroneck Library Board of Trustees Meeting
Minutes for March 13th, 2024
Mamaroneck Public Library

1. Call to Order

- Ellen Hauptman, President, called the meeting to order at 7:08pm.
- Board members present: Ellen Hauptman, Fiona Palmer, Janice Goldklang, Paul Ryan, Sid Albert, Elenita Chmilowski. Lilliana Diaz Pedrosa joined the meeting late.
- Ellen Freeman, Sonya Giacobbe and George Mgrditchian were 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 February meeting was made by Ellen Hauptman, seconded by Sid Albert. Minutes were approved

3. Audit of Bills

Bills for the month were all approved with questions being answered by Linda Bhandari via email prior to the meeting.

4. Financial Update

Financial update reported by Ellen Hauptman
Library share of real estate taxes were received during the month. Bank balance is therefore healthy. Our revenue is ahead of budget due to donations received and interest received on bank balances. Expenses have been under budget. Some maintenance costs are currently expected, as reported on by the facilities manager, concerning the fire sprinkler system. Director reminded the trustees that large donation amounts have not been received since January 29th and fundraising efforts are still very much required.

5. Audit update

Business office staff continue to provide necessary information to the auditors from Nawrocki Smith. A date has been set for April 30th to begin the audit for the past fiscal year. It was recommended that we schedule the next audit (for fiscal year ending May 31 2024 as soon as possible.

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6. Policy review update.

Fiona Palmer shared the revised policies with the board the night before the meeting, therefore they will take some time to review and plan to adopt the policies at the April meeting. The director had more time to review and had made some comments and the board had a general discussion about some of the topics - such as meeting room policy and unattended children in the library.

7. Proposed business office structure

Trustees were given a handout outlining the duties of the three positions that make up the business office: Manager, Administrator and Bookkeeper. This has been a topic since the departure of the previous business manager and the hiring of a qualified bookkeeper in accordance with conditions set by Village Trustees.

The current bookkeeper has been a contractor from Robert Half agency - it has been decided to hire this individual and the trustees voted in favor of paying Robert Half the necessary \$6000 fee to take over the contract. The bookkeeper is a part time position requiring 17 hours/week. Jennifer successfully negotiated the fee from \$12,000 to \$6,000. Trustees approved a salary of \$32 to be offered to bookkeeper

8. By Law Review

Trustees are reminded to communicate thoughts on by laws to the president as soon as possible so that the by law review can be completed.

9. Director report

- National Library Appreciation Week is coming up the week of April 7th.
- Fundraiser at Chipotle will be on March 16th, library to receive 33% of sales that mention the fundraiser between 4 and 8pm. Restaurant fundraiser at Sedona Taphouse that happened in the month of February raised \$1384. The library thanks Sedona for this initiative.
- The next installment of the TAN being paid by the Village of Mamaroneck will be approved at the next village meeting.

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10. New Business

No new business.

11. Motion to adjourn the meeting was made at 8:28 with no further discussion or decisions.

Respectfully submitted,
Fiona Palmer

DRAFT