

Mamaroneck Library Board of Trustees Meeting
Minutes for April 10th, 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, Ellen Freeman, Sonya Giacobbe and George Mgrditchian
- Elenita Chmilowski, Lilliana Diaz Pedrosa 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 March meeting was made by Paul Ryan, seconded by Sonya Giacobbe. George Mgrditchian and Ellen Freeman abstained as not present at the March meeting, all others approved.

3. Audit of Bills

Bill for J&M Heating service contract was questioned by Ellen Hauptman. The bill presented for payment is for the previous years contract 6/1/23 - 5/31/24 that had not been paid - account is being reviewed as there are some credits to be applied and then bill will be finalised.

All other bills presented were approved by the board.

4. Financial Update

Financial update reported by Ellen Hauptman

The budget deficit of \$356,000 has been fully closed.

Library Income and expense are running better than plan plan. Year to date, Other Revenue received is better than plan due to \$28,000 from the sale of artwork, insurance reimbursement and higher than planned interest rates. Additionally, the year to date donations of \$269,000 were not planned. Expenses are also running below plan.

Was discussed and decided that the business office should make two transfers to the payroll account each month as opposed to one - to take advantage of better interest rate in operation account vs payroll account (no interest paid in this account)

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5. Fundraising update

Sonya, chair of the fundraising committee, did not have an update. But she said she had some ideas to discuss with Jennifer - which will take place the week of April 15th.

Ellen Hauptman has sent donation and support requests to local businesses and we will wait and see what that yields.

A restaurant fundraiser is planned with Garden Catering, a local business on May 1st.

6. Policy review update.

Policies are still to be finalized and to be adopted at the next meeting.

Discussion was held about the proposed food and drink policy with input from librarians who were listening to the meeting.

7. Distribution from Donation Account

The board approved a distribution from the donation account of \$3000, assigning \$1500 to the adult department and \$1500 to the children's department to be spent on books and DVD's as appropriate.

7. Director report

- The director thanked the trustees for lunch that was provided for staff to mark library worker appreciation day.
- April 19th there is a court date for a former library employee. A victims impact statement was submitted by the director on behalf of the library. Jennifer reported that this is a closed court appearance, no public can attend.

8. Department head update

No updates other than the written submissions, but Richard Aks, commended the business office on their new structure and the better functioning of that department enabling support of controls, with an appropriate separation of duties.

9. New Business

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- Director to schedule orientation for new Trustees joining the board effective June 1st.
- Janice Goldklang and Ellen Freeman will act as the nominating committee for officers for the upcoming board term.

11. Meeting closed

Motion to adjourn the meeting and move to executive session was made at 7:45 by Paul Ryan, seconded by George Mgrditchian.

Executive session ended at 8:30 and the public session resumed. A motion was made by Sonya Giacobbe, seconded by Paul Ryan to approve the reimbursement of legal fees to a trustee. Board voted all in favor.

Motion to close the meeting was made at 8:35, all in favor.

Respectfully submitted,
Fiona Palmer