

Mamaroneck Library Board of Trustees Meeting
Minutes for May 8th, 2024
Mamaroneck Public Library

1. Call to Order

- Ellen Hauptman, President, called the meeting to order at 7:07pm.
- Board members present: Ellen Hauptman, Fiona Palmer, Paul Ryan, Sid Albert, Ellen Freeman, Sonya Giacobbe and George Mgrditchian , Lillian Diaz Pedrosa, Elenita Chmilowski
- Janice Goldklang was not present
- Also present: Richard Aks (non board treasurer), Deena DeMasi and Jennifer O'Neill

2. Oath of office

Incoming board member, Deena DeMasi, was presented with the oath of office. Deena was elected in December 2023 for a term starting June 2024 and joined the board one month early.

3. Motion to approve minutes

A motion to approve the minutes from March meeting was made by Geroge Mgrditchian, seconded by Sid Albert.
All approved.

4. Audit of Bills

All bills presented were approved by the board.

5. Financial Update

Financial update reported by Ellen Hauptman and Lilliana Diaz-Pedrosa.

As reported last month the budget deficit is closed and the favorable variances continued through April.. Library expenses are tracking well against budgeted expenses. One note is that the Emelin Theater has been billed less than was budgeted - this is because utility bills were over budgeted and it hasn't been necessary to bill the Emelin as much as anticipated. The Emelin has been paying all required.

There is one month left in the fiscal year.

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The structure of the administration office is solidifying after the hiring of bookkeeper, Pearl, as a part-time member of staff, rather than a contractor. Richard Aks, Lilliana Diaz Pedrosa and the administration team meets regularly to review invoices, sign checks and continue to smooth policies, controls and procedures.

6. Audit update

Auditors were at the library on April 30th and have created a list of reports and information still to be prepared for the completion of the audit. They are having to prepare a lot of background information to restore good order to accounts and it is taking longer than hoped, but is going in a good direction. The administration office is working on all the requirements and the audit contract is for a fixed billed amount. The next audit for fiscal year ending May 2024 is anticipated to start in November.

7. Fundraising update

- A donation was made by a patron for the amount of \$30,000. Patron wants to remain anonymous and the board is grateful for this gift.
- Previously the Goodwin family had donated art by Philip Goodwin. This work was appraised and was recently auctioned raising \$73,000 for the library. The board is grateful to the Goodwin family for the gift.
- Sid Albert continues to stock the beaded necklaces that were donated and are being sold to benefit the library. Sid requested that the necklace sales are tracked and that proceeds are designated for adult book purchases.
- Ellen Freeman, Elenita Chmilowski and Karen Haas are starting to plan an author event to be held in the library as a fundraising event.
- Ellen Hauptman suggested a 50/50 raffle to be done over the summer months.
- Ellen Freeman requested a letter to be sent to donors who donated \$500 or more communicating how donations are being utilized and keep communication open with such donors.

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Board requested that Amy Donohue, library marketing director work on this.

6. Policy review update.

External policies have been reviewed and many amended. The board reviewed and approved these policies effective May 8 2024.

The board voted to raise the meeting/event space fees for non-profit organizations from \$25 to \$50 / hour or pro rata and all other organizations from \$100 to \$125 / hour or pro rata. Rooms can be reserved in 30 minute increments. Effective immediately

The board voted to increase overdue fees on certain categories of loans to be more inline with other libraries in the county. The fee increase will be communicated to patrons and take effect from September 1st 2024.

The board voted to institute a policy of no food to be consumed in the library - food will be limited to the outdoor area of the library. This was decided largely to protect library materials and furnishings and cut down on cleaning requirements. Covered drinks are still allowed. This policy will be communicated to patrons and will take effect from July 1st 2024.

7. Director report

The caretaker Gerardo Benavides is taking an extended period of leave to visit a sick family member. The library director will contract a cleaning company to cover cleaning duties while he is away, covered in the appropriate budget.

The library is looking to hire a new PT adult librarian and have included wordpress skills in the job description. Ellen Hauptman asked that wordpress training is looked into for a member of staff so that changes to the website may be carried out.

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The Library director introduced HVAC contract bids. The board asked for more information to be able to make an informed decision - as the current contract expires May 31st the board must approve a new contract ASAP. As per purchasing policy the director recommends and the board approves based on the best value for the Library. Jennifer stated that she and Joe would prefer DP Wolff, but due to the cost, their 2nd choice is APA. Members of the board questioned missing labor prices for APA. Jennifer agreed to send the board the proposals.

11. Meeting closed

Motion to adjourn the meeting and move to executive session was made at 8:55 by Paul Ryan, seconded by George Mgrditchian.

The executive session ended at 9:10 and the public session resumed.

Motion to close the meeting was made at 9:10, all in favor.

Respectfully submitted,
Fiona Palmer