

**Mamaroneck Library Board of Trustees Meeting**  
**Minutes for June 12, 2024**  
**Mamaroneck Public Library**

1. Call to Order
  - a. Ellen Hauptman, President, called the meeting to order at 7:05pm
  - b. Board members present: Ellen Hauptman, Paul Ryan, Ellen Freeman, Lilliana Diaz Pedrosa, Elenita Chmilowski, Deena Demasi, Luisa Fuentes and George Mgrditchian
  - c. Board members absent: Sid Albert
  - d. Also present: Richard Aks (non-board treasurer) and Jennifer O'Neill
2. Oath of Office – incoming board member, Luisa Fuentes was presented with the Oath of Office and Conflict of Interest forms. Luisa was elected in December 2023 for a 3 year term.
3. Motion to approve minutes – a motion to approve the May meeting minutes was made by George Mgrditchian, seconded by Paul Ryan. All approved.
4. Audit of Bills – all bills presented were approved by the Board.

A discussion was held concerning the water bill (\$3,400+), which was explained as a result of a leak. Ellen H. asked how often Joe DeRenzis performs a routine building check and suggested that this be done more frequently. Jennifer said she would look into it. Paul also commented that the high bill might be due to draining and refilling the water tower, a recent event. Jennifer also said the frequent fire sprinkler tests may have added to this as well. (The normal bill is approximately \$250 per month)

5. Financial Update – Ellen reported that the first TAN, due in June 2024, has been paid in full and the 2024-25 TAN for \$766,667.00 has been disbursed. Lilliana reported that our fiscal year closed on May 31<sup>st</sup> with outstanding results – revenue was significantly greater than plan and expenses were significantly less than plan. She highlighted that the budget deficit was closed. She also mentioned that the new structure of the business office has been very beneficial. Ellen H. stated that the financials for the coming year most likely would not achieve the same results since the expense budget has a 6.1% decrease from the prior year budget.
6. Audit Update – Jennifer informed the Board that Nawrocki Smith continues to ask for more documents and she doesn't have an anticipated end date for the year-end 2023 audit. Richard asked Jennifer to follow up to find out when we can expect a draft audit and proposed the following schedule: NS meets with the Board at the July meeting (July 10), with a meeting with the Audit Committee prior to the board meeting.
7. Fundraising Committee Update – Ellen H. informed the Board that Sonya has stepped down as Chair of the committee. Sonya will provide the names of the participants of the

committee. Ellen H. has agreed to be the Interim Chair of the committee, with the hope that one of the committee members will take this on. Janice suggested that Jennifer post a notice on the website asking for volunteers for the committee. Jennifer agreed to do so. Ellen F. recommended that we have better signage at the entrance of the library to let patrons know upcoming events, changes to policies, etc.

8. Policy Review Update – Fiona previously told the Board that she would continue working on the internal policies, but has stepped down from this and turned this over to Jennifer to finish. Jennifer has agreed to do this.

The external policies were approved at the May meeting. With the exception of two policies (food and fines), the amended policies were to go into effect immediately. Jennifer will make sure the amended and/or new policies are posted on the website. The food policy is to go into effect on July 1, 2024. Jennifer will post notices about this in advance of the effective date. The amended fines policy will go into effect on September 1, 2024. A notice will be posted in advance of this date at the circulation desk.

9. Organization Meeting – this has been deferred until July 2024.

10. The Board approved spending \$1,000 on magazines (funds are from the donation account).

11. 2024/2025 Program Review – Jennifer provided an overview of the planned programs for the fiscal year. The plan was compiled by Jennifer, Trish and Terry. The Board was pleased with what was presented and glad that all age groups are included in the plan. In addition to what was presented, Jennifer will be starting a program (date TBD) for parents of children with autism spectrum disorders (this was approved in January 2024 - \$500 from the donation account).

Much discussion took place concerning the source of funds for programs (the budget has \$32,500) and the discussion went beyond programs.

A donor generously gave the library \$30,000 and requested that the funds be used as follows:

- \$3,000 (10%) for books (all ages)
- \$18,900 (70% of balance) for children's, tweens and teens programs
- \$8,100 (30% of balance) for adult programs

Jennifer presented:

- \$28,500 for children's, tweens and teens programs (includes \$3,500 for the 2025 Summer Reading Program)
- \$6,000 for adult programs
- Mentioned that a new computer would be needed soon in the children's room (\$4,000)
- This would need some of the funds from the budget if approved.

- The plan as presented is:

### **Children's Program Plan FY 2024-2025**

- Babies-K 1,000 Books before Kindergarten
- 8 Kiddie Concerts
- K-2 grade Once a week Homework Help Teacher
- School break programs resources
- Maker Space
- 3-5 grade Life Skills
- Brain Builders
- Maker Space
- 5-8 grade Once a week Assorted Crafts (We already have these materials.)
- Puzzle Making
- Air Dry Clay
- Modge Podge
- Vision Boards
- Jeopardy Night
- Escape Room
- Maker Space
- Teen Movies Once a Week
- **Family Programs**
  - Seasonal
  - Library Related
  - Holidays

The Board approved:

- \$25,000 for children's, tweens and teens programs
- \$3,500 for the 2025 Summer Reading Program from the donation account (Schmeidler donation)
- \$4,000 for a new computer for the children's room
- \$8,000 for adult programs
- \$10,000 for books:
  - \$6,000 for adults (Trish to determine books or e-books)
  - \$4,000 for children, tweens and teens
- The approved budget will be reallocated accordingly and budgeted monies being funded by donations will go towards repaying debt

12. Bylaws Amendment – Ellen H, Ellen F, Elenita, Paul, Janice, Lilliana and Deena voted in favor of the amendment (Article III, Section 1); Luisa and George abstained.

13. Director's Update – Jennifer provided an overview of her written update, and spoke about Jack and what he meant to the staff and patrons. She also thanked Trish and Linda for

their support of Jack during his illness. Jennifer said the search for a full time children's librarian is still underway. A part-time Adult Reference librarian has been found, but the recruit is waiting for certification. The Mexican Consulate spent a successful week at the Library and will be back in August.

Ellen H. questioned the J&M contract that was signed and sent to J&M. No one from the Board signed it per the purchasing policy. Jennifer stated that this was not required, but it is. She mentioned that this was never followed in prior years. She will get the contract to Ellen H to sign.

14. Podcast - Lilliana mentioned that while she enjoyed the initial part of the podcast, she felt disappointed by the answer given in response to planned questions about the state of the library's finances. The podcast was a perfect chance to showcase all the hard work and positive things that have taken place, but none were presented, and she was disappointed that an opportunity was missed. She also voiced concern that it was mentioned that the After School Program was ending due to lack of funding; that is not the case. Ellen H suggested that the narrative change going forward - we need to stop saying we don't have funds; we are on solid ground. We also need to make sure we are completely truthful; the comment about "clean audits" can be misleading. Lilliana asked that the podcast either be modified or removed from the website.
15. Meeting closed – motion to adjourn the meeting and go to Executive Session was made by Paul Ryan at 8:20pm and seconded by Lilliana Diaz-Pedrosa.
16. The Executive Session ended at 8:35 and the public session resumed.
17. Ellen H. provided an update from NYS regarding the number of trustees. We have been informed that the number of trustees is determined by the enabling legislation, not the charter. The decision and guidance will be provided by the State Education Department's Office of Council – date TBD.
18. Deena questioned how the decision was made to close on Sunday's. We explained that it was mostly a fiscal decision (saves at least \$40,000 per year) and the door count for Sundays did not provide a compelling case to stay open.
19. Retainer for Rob Agostisi – approved by Ellen H, Ellen F, Elenita, Paul, Janice, Lilliana, Deena and Luisa; George recused himself.
20. Ellen H. mentioned that she and Lilliana would be presenting 2 versions of the budget for fiscal year 2025/26. One version will not have the 3rd TAN, leaving the expenses flat with current year. The other version will have a 3rd TAN (amount TBD, not to exceed \$383k) and will increase expenses for services that have been eliminated or reduced. Paul stated that he was in favor of the 3rd TAN to ensure the library has funds in case of an emergency.

21. A motion was made to close the meeting; all voted in favor. The meeting was adjourned at 8:50 pm