

Mamaroneck Library Board of Trustees Meeting
Minutes for July 10, 2024
Mamaroneck Public Library

1. Call to Order
 - a. Ellen Hauptman, President, called the meeting to order at 7:10pm
 - b. Board members present: Ellen Hauptman, Janice Goldklang, Paul Ryan, Ellen Freeman, Elenita Chmilowski, Deena Demasi, and Sid Albert
 - c. Board members absent: Lilliana Diaz, Luisa Fuentes, George Mgrditichian
 - d. Also present: Richard Aks (non-board treasurer) and Jennifer O'Neill
2. Motion to approve minutes – a motion to approve the June meeting minutes was made by Sid Albert, seconded by Paul Ryan. All approved.
3. Audit of Bills – all bills presented were approved by the Board.
4. Financial Update – Ellen reported that June's expenses were higher than normal. This is mostly due to one time payments for the HVAC contract, Building Insurance and Workers' Compensation, totaling approximately \$75,000. Additionally, interest income continues to be high (\$3,300 greater than the full year plan) and Hall Rental was extremely high for the month of June.
5. Audit Update – Richard reported that the draft audit should be available next week. Nawrocki Smith will be presenting the audit results to the Board on August 15th at 7pm. There will be a pre-meeting with the Audit Committee (previously agreed to 6pm, but Jennifer will see if NS can come at 5:30). Both meetings will be posted on the Events Calendar and are open to the public.
6. Fundraising Committee Update – The first meeting of the newly formed committee is Monday, July 15th at 5pm in the Library in the Historical Room and via zoom. Ellen H. followed up with NYS to see if Open Meetings Law applied to this committee. It does not since this is not a public body nor does it make decisions. All recommendations made by the committee will be approved by the Board prior to implementation. Ellen H presented the idea of collaborating with a Claudine Gebhard, whose company called Build 4 Life creates educational events. A meeting is scheduled with Terry Numa, Jennifer O'Neill, Claudine Gebhard and Ellen H. – more information to come. Claudine also volunteered her son's band to play at the Library, possibly on a Saturday afternoon (end of July/early August) – might be a fun way to draw in patrons. This needs further investigation and thought.
7. Policy Review Update – Jennifer stated that the new external policies would be posted on the website on Thursday, July 11th (new policies were approved in May). She also said she would begin working on the internal policies after the CSEA negotiations were completed.

8. Organization Meeting – this has been deferred until September 2024.
9. Director's Update – Jennifer informed the Board that the Summer Reading Program was a huge success with over 300 children in attendance. She thanked the staff for all the hard work put into this event. A new part-time Adult Librarian was hired. Jennifer also mentioned the difficulty she and Terry are having finding a Children's Librarian – either full-time or part-time. They have agreed to look for a Library Assistant. Jennifer also stated that she is meeting with LMCTV (on July 11th) to discuss the TV monitor in the Library lobby. Currently, library events are not posted and no one in the Library maintains this.
10. New Business:
 - a. Gifts were purchased for Fiona and Sonya to thank them for serving on the Board. Ellen H & Ellen F will try to schedule a dinner with them and will let the Board know when for all who want to join.
 - b. Ellen H requested that Jennifer provide incident reports to the board on a monthly basis. This is to keep the board informed of any potential liability to the Library.
 - c. Elenita recommended using an outside marketing platform that will notify patrons who sign up about new books, etc. Elenita will send the information to Jennifer for review.
 - d. Sid asked if there was anything the Library Board could do about donation plaques in the Emelin (no longer hanging up). The Board said this was an Emelin issue and nothing we could do.
11. Meeting closed – The meeting was adjourned at 7:55pm.