

**Mamaroneck Library board of Trustees Meeting
Minutes for June 11, 2025**

Board members present: Ellen Hauptman, Lilliana Diaz-Pederosa, Elenita Chmilowski, Paul Ryan, Janice Goldklang, Sid Albert, David Brown, George Mgrditchian, Erin Ahrens

Board members absent: Luisa Fuentes

Also attending: Trish Bryne, Director, Richard Aks (non-board Treasurer)

Ellen Hauptman, Board President, called the meeting to order at 7pm.

Motion to approve the minutes of May 14th meeting: All approved

Audit of Bills: A motion to approve the May bills was made by Lilliana Diaz-Pederosa. All bills presented were approved by the Board.

Financial Update: Lilliana Diaz-Pederosa presented the fiscal year-end 2025 financial update. Income continued to be higher than expected. Expenses were under budget in May and for the full year. All approved the financial statement and bank reconciliations presented for May.

The Board reviewed the 3 bids submitted for HVAC and selected J&M as the vendor. Even though the base contract price for AMHAC was lower than J&M's, the labor wages were significantly higher. Additionally, J&M has been servicing the equipment for years and is very familiar with the Library's HVAC system. (Note: the summary sheet had a typo for AMHAC – the after hours labor rate for 1 technician is \$349, not \$249).

Elenita presented a proposed policy for the BOT covering fraternization and general guidelines for the board's interaction with the staff. After a lengthy discussion, it was voted down (6 nos) since this is all covered in the Trustee Handbook. However, it was stressed that all board members should read the handbook and refer to it as needed. Trish has stated previously that Board members can go directly to the staff with requests as long as she is aware of this. If the Board member's "ask" causes an issue, Trish will intervene. Additionally, Ellen reminded the Board that 2 hours of Continuing Education are required each year (the Board agreed that this was a calendar year, not fiscal year). The Board also agreed that the course Erin took in May, prior to officially joining the Board, will count towards her 2 hours.

There were some minor changes made to the 5 Year Strategic Plan since Ellen Freeman last issued it to the Board. Trish will send it out again – all Board members should read it and provide comments. The hope is to get this approved during the July meeting.

Organizational "Meeting":

There was a change to the nominating committee after the May meeting. David stepped off and was replaced by Janice.

Elenita proposed the following as officers:

Lilliana Diaz: President
David Brown: Vice President
Erin Ahrens: Secretary
Ellen Hauptman: Treasurer

All approved.

The Board also approved to continue with the following:

1. Official Bank – TD Bank
2. Check Signatories – Library Director, Library President, Library Treasurer
3. Attorney – Chris Kurtz (Bond Schoeneck & King) temporarily; George and Lilliana are conducting a search
4. Newspaper - Journal News
5. Auditors – Nowracki Smith

Although not an “official” role, it was agreed that Ellen & George will be meeting with the business office & Trish to review invoices and the audit of the bills.

New Business:

George provided an update about changing the size of the board. The proposed law is written and should be passed during the current legislative session. It will then be up to the Governor to sign the bill. The wording will be that the board size can be between 5 and 25 members to be consistent with education law (Note: the actual bill says 5-15 members). After the bill is approved, any change to the size of the board within the parameters contained in the bill can be done in the Library’s By-Laws.

Trish informed the Board that one of the self-checkout machines is not working. We received some quotes and a new machine can cost anywhere from \$6,000-\$32,000. In order to reduce costs, Patsy can use a monitor and create software to replace the broken self-checkout machine. The only cost to the library will be for a touch screen monitor and receipt printer. This could be a permanent solution. Patsy has also created new workflow tools for purchase orders and vacation/overtime requests using Google instead of Jotform, again, saving the Library money.

Trish provided an update and proposal for the upcoming credit/debit card charges. None of the companies she followed up with will charge for debit card use and none will allow us to charge more than 3%. Clover, our current provider, charges \$35 per month for this service and told us we need a new machine costing over \$700. Trish followed up with the Village to see what company the Village uses – Lexus Nexus. Lexus Nexus will provide all services for the Library for free. Each time a credit or debit card is used, a convenience fee of \$2.50 will be charged to the patron. The Library will receive 100% of what is processed on the patron’s card (excluding the convenience fee). This solution meets all the requirements – it ensures that the Library does not

profit from assessing a service charge as well as ensuring that taxpayer funds are not being used to pay for processing fees. The board voted in favor of utilizing Lexus Nexus and ending the contract with Clover.

The meeting was adjourned at 7:59pm.

Respectfully submitted,
Ellen Hauptman
Treasurer