

**Mamaroneck Library Board of Trustees Meeting
Minutes for October 9, 2024
Mamaroneck Public Library**

Call to Order

- a. Ellen Hauptman, President, called the meeting to order at 7:00pm
 - b. Board members present: Sid Albert, Elenita Chmilowski, Deena Demasi, Lilliana Diaz-Pedrosa, Janice Goldklang, Ellen Hauptman, George Mgrditchian, Paul Ryan
 - c. Also present: Trish Byrnes, Interim Director
 - d. Board members absent: Luisa Fuentes, Ellen Freeman
 - e. Also absent: Richard Aks (non-board treasurer) and Jennifer O'Neill, Director
2. Motion to approve minutes: a motion to approve the September meeting minutes was made by Janice Goldklang seconded by Sid Albert. All approved.
3. Audit of Bills: All bills presented were approved by the Board. A vote was held to allow time-sensitive checks to be pre-processed after the initial review by the Finance Committee but prior to formal board approval at the board meeting. The motion passed with the condition that any such "pre-approved" checks must be clearly noted on the list of bills.
4. Sprinkler System Repair--FDC line from Prospect Avenue: As per previous minutes, there are two sprinkler systems that protect the MPL: a primary "wet" line, which continuously contains water, and two secondary "dry" emergency lines, which the fire department connects to an external water source to pump water under pressure into the sprinklers. Currently, there is an issue with the pressure on one of the secondary dry lines. However, the building remains protected by the functioning wet line as well as by the functioning dry line. There is an open question as to whether both dry lines are necessary, and Joe will consult with a visiting W&M technician to determine if that is the case to then discuss with the fire inspector.

Bids to repair the dry sprinkler line were discussed. Paul Ryan made a motion to approve Labriola & Sons Excavating to proceed with Scenario 1 (excavating 2 feet to the check valve to attempt a repair), with the option to address additional steps as needed, up to a maximum cost of \$26,000. Sid Albert seconded the motion; all approved.

An additional request for approval to repair a split in the stairway, with a reminder that such repairs do not require board approval in advance; all approved.

5. Financial Update/Proposed Budget: Increased income earnings due to late VOM billing, which allowed for interest to accrue. FDC valve repair is included in the current budget.

There was a discussion regarding the need for additional support for the Administrative Office during periods of special projects, such as audits. It was noted that extra assistance

or work hours may be required to manage the increased workload during these times. The director will evaluate these needs internally.

Proposed budget 2025-26 discussion. The budget has been set with a 5% tax increase, which is 0.5% less than last year. The largest expenses are salaries and debt payments. The budget increases funding to programming, although not at pre-crisis levels. For example the book budget was increased from \$0 to \$27,500.00, magazines and AV are back in the budget and not dependent on donations, and the budget restores some funding for professional training. Program funding has been established based on past estimates and actual use. Costs have also risen: Telephone, professional fees, building insurance, are some examples. Donations may help supplement programs. The budget can be amended to increase taxes to supplement services, but this would extend the debt period. The budget includes a new TAN of \$383,000.00 that may not be necessary if cash flow allows. The Board will look at whether we can decline the last TAN in February 2025. Patrons have been supportive through this crisis. Ellen H. moved to approve the budget, Lilliana seconded, Budget approved unanimously. Two Public Hearings on the Budget to be planned and publicized.

6. Organizational Meeting

- a. Officers: Ellen H. President, Elenita C. Vice President, Ellen F. Secretary, Lilliana D. Treasurer--Approved unanimously.
- b. Official Bank: All Voted to stay with TD Bank
- c. Check signatories: Library Director, Board President, Board Treasurer
- d. Attorney: Looking for an option that is closer to the VOM, but Chris Kurtz, Bond, Schoeneck & King approved for now
- e. Newspaper: Journal News
- f. Auditors: Nowracki Smith

7. Staff Holiday Party: Trish presented 2 options - \$1,200 in house and \$1,500 offsite. All approved a budget of \$1,500.00 for the annual staff holiday party, to be celebrated offsite. This represents an increase from last year's \$1,000 budget (celebration held in house) which was not enough.

8. Elections Update: Elections and the budget vote are scheduled for December 11, 2024, with three openings available. George M. and Erin Ahrens are planning to run. Nominating petitions will be publicized, and they are due by November 8, 2024.

9. Changing the size of the Board: George M. sent messages to the heads of staff of our state politicians. He is waiting for responses and will follow-up.

10. Fundraising Committee Update: Meetings on Monday to plot out monthly events and other ideas, such as 50/50 raffles, sleep over, selling notecards.

- a. Monthly Ideas:
January: "Stuffed Animal Sleepover"
February: Scavenger Hunt

March: Movie Night Sing-a-long

April: April 6-12 is National Library Week - Elenita & Janice were asked about getting an author to speak during that time. Winner of the 50/50 raffle to be announced

May/June: Community Yard Sale

October: Pumpkin Decorating Contest; Pet Parade; work with VOM to see if we can have a hay-ride at the annual Spooktacular

November: Giving Tuesday

December: Year End Appeal

- b. December 7, 2024 Craft Fair: Sid A. reported that 20-25 vendors are expected, with each vendor table priced at \$75.00 (up from \$50 last year)
- c. The T-shirt contest has raised over \$375.00!
- d. Other Ideas: George M. offered pumpkins from his farm for a pumpkin patch. Discussion of potential events including a casino night, trivia night, bingo night and a Taste of Mamaroneck.

11. Meeting closed: motion to adjourn the meeting and go to Executive Session was made by George M. and seconded by Paul R.

12. Executive Session

13. The Executive Session ended at 8:45 and the public session resumed.

14. The appointments of Robert Jensen and Margo Hastings were approved. Both are part-time.

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