

**Port Chester-Rye Brook Library  
Board of Trustees Meeting  
September 16, 2025**

The regular meeting of the Port Chester-Rye Brook Library Board of Trustees was held on Tuesday, September 16, 2025. The meeting was called to order at 7:03 p.m.

Roll call: Barbara Goodstein, Mark Kamensky, Ellen Mutino, Elizabeth Rotfeld, Lisa Simon, Paul Zaccagnino, Robin Lettieri, Mayra Fortes

Excused: Veronica O'Connor, Yang Lie, Richard Falanka, Lewis Wirshba

Ex-Officio: Mayor Jason Klein and Mayor Luis Marino

Motion to accept the minutes of the August 11, 2025 meeting was made by Elizabeth Rotfeld and was seconded by Barbara Goodstein. All aye, motion passed.

Reports were given by the Board Vice-President on behalf of the Board President, as well as the Board Treasurer, the Finance committee chairperson and the Library Director. It was noted that the Finance Committee, the Personnel Committee and the Building, Grounds and Security Committee should all meet before the October meeting in preparation for the budget proposal for the next fiscal year.

The Finance Committee discussed the audit process and issues the accounting firm encountered in completing the audit in a timely fashion as well as the additional fees incurred. Going forward, weekly calls will take place to ensure process is staying on track with the timeline.

Personnel Committee reported that the personnel manual is still being revised and completion is near.

Building, Grounds and Security Committee reported that the roof repair assessment of the 1967 addition/building to the Library is still on going.

Nominating Committee reported that the search for replacement board member is on hold.

Old Business: The Library 's 150<sup>th</sup> Birthday Committee had a productive meeting and they created a spreadsheet of suggested activities for the celebration.

New Business: Discussion was had regarding a library patron who may have become an "undue hardship" to Library staff.

A motion to move into Executive session was made by Barbara Goodstein, seconded by Elizabeth Rotfeld; all aye, meeting moved into executive session at 7:45 p.m.

A motion was made to move out of Executive Session; motion made by Lisa Simon and seconded by Paul Zaccagnino. Meeting moved out of Executive Session at 8:26 p.m.

A motion to adjourn the regular meeting was made by Lisa Simon and was seconded by Mark Kamensky. All aye, motion carries. Meeting adjourned at 8:28 p.m.

Submitted by:

Ellen Mutino