

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

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

Roll call: Barbara Goodstein, Mark Kamensky, Richard Falanka, Yang Lie, Ellen Mutino, Veronica O'Connor, Lisa Simon, Paul Zaccagnino, Mayra Fortes

Excused: Elizabeth Rotfeld

Ex-Officio: Mayor Jason Klein and Mayor Luis Marino

There was a motion to accept the minutes of the November 18, 2025 meeting with the following edit: under "Old Business", edit to who the Continuing Education certificates go to from Mayra Fortes to Veronica O'Connor. Motion to accept the minutes as edited was made by Lisa Simon and was seconded by Richard Falanka. All aye, motion carries.

The Board President reported that she delivered the gift cards for the library staff and shared a thank you note from them. Also reported was the Library's request regarding the parking lot will go before the Port Chester Board of Trustees at the December 29<sup>th</sup> meeting.

Reports given by the Board Treasurer and the Finance Committee. Operating budget was discussed as well as check list, and PCRB Library financial position spreadsheet. An update to the audit was given by the Finance Committee. The audit is in an internal approval process stage and completion could be in two to four weeks. A report regarding Form 990's was also given.

A report was emailed to all Board members from the Acting Director Mayra Fortes. She shared that Ms. Barbara Forsyth has given an unrestricted gift to the Library. A mockup of a 150<sup>th</sup> Birthday kickoff flyer was shared as well. Ms. Fortes attended a meeting regarding the Bruno Ponterio Room. She also reported that a part-time clerk was hired.

Personnel Committee reported that we're still waiting for labor attorney, Mr. Byrne, to return personnel manual with recommendations.

Building, Grounds and Security Committee chair reported L&M Roofing has yet to respond to what would be needed for addressing the roof condition. New signs for the Library parking lot will be ordered.

Old Business: None to discuss.

New Business: Former Library Board member, Kathleen "Snowy" Gioffre passed away, and the board agreed to send a donation in her memory to the Elder House in Norwalk Connecticut.

A motion to move into Executive session was made by Lisa Simon, seconded by Richard Falanka; all aye, meeting moved into executive session at 8:34 p.m.

A motion was made to move out of Executive Session; motion made by Lisa Simon and seconded by Paul Zaccagnino. All aye, meeting moved out of Executive Session at 8:50 p.m.

A motion to approve the payment of \$5,325.00 to pay for legal services through 11/30/2025 was made by Mark Kamensky and was seconded by Lisa Simon. All aye, motion carries.

A motion to hire Emily Ianucci to draw up a contract between the Port Chester – Rye Brook Library and the new Library Director as per quote given, was made by Lisa Simon and seconded by Mark Kamensky. All aye, motion carries.

A motion to adjourn was made by Yang Lie, seconded by Paul Zaccagnino. All aye, meeting adjourned at 9:04 p.m.

Submitted by:

Ellen Mutino