

**Port Chester-Rye Brook Library
Board of Trustees Meeting
February 24, 2026**

The regular meeting of the Port Chester-Rye Brook Library Board of Trustees was held on Tuesday, February 24, 2026. The meeting was called to order at 7:00 p.m. A motion was made to deviate from the meeting agenda. Motion made by Elizabeth Rotfeld and seconded by Paul Zaccagnino. All aye, motion carries.

Roll call: Barbara Goodstein, Mark Kamensky, Yang Lie, Ellen Mutino, Veronica O'Connor, Elizabeth Rotfeld, Lisa Simon, Paul Zaccagnino, Tee Cotter, Mayra Fortes

Excused: Richard Falanka

Ex-Officio: Mayor Jason Klein and Mayor Luis Marino

A motion to ratify the signed employment contract between the Library and Ms. Teresa Cotter (Ms. Tee Cotter) in the position of Library Director was made by Elizabeth Rotfeld and seconded by Paul Zaccagnino. All aye, motion carries.

There was a motion to accept the minutes of the January 20, 2026 meeting made by Elizabeth Rotfeld and seconded by Lisa Simon. All aye, motion carries.

President O'Connor reported that she attended the rescheduled IMC meeting along with Lisa Simon, Paul Zaccagnino, Teresa Cotter and Mayra Fortes. She emailed a copy of the Memorandum of Understanding to all board members to review. An updated report regarding the Library parking lot was given.

Treasurer's and the Finance Committee Report was given by Lisa Simon. The operating budget, check list, financial statement were emailed to all board members. There were several questions regarding specific line items that were answered as well as two questions regarding the check list that were also answered.

A report was emailed to all Board members from the Acting Director Mayra Fortes. Additionally, Ms. Fortes gave a final update on the Library's 150th Birthday celebrations which will kick off on February 28th. On behalf of the board, President O'Connor wished to thank Ms. Fortes for providing excellent Acting Director Reports to the board during our transition period between directors. Tee Cotter, the new Library Director, also gave a report on new programming coming in the next few months both for the 150th Birthday celebrations and requested activities from patrons. The Library's social media presence has been expanding, receiving many hits over the past few months.

The Nominating Committee chairperson, Elizabeth Rotfeld, reported that there are 8 applications for the 2 vacant board seats. The committee will be meeting soon to review the applications and make recommendations to the board as to their selections.

Old Business discussed was the Memorandum of Understanding. A motion was made to authorize President O'Connor to sign the Memorandum of Understanding (MOU) as amended. The motion was made by Elizabeth Rotfeld and seconded by Paul Zaccagnino. All aye, motion carries.

A reminder of the schedule and event times was given to all board members regarding the 150th Birthday celebration.

New business discussed was a request from Village of Port Chester Trustee, Ms. Nancy Naulaguari, to hold a mobile consulate at the Library. It was determined to seek more information on what services the mobile consulate would be providing.

A motion was made to adopt the recommended ICE Policy as amended. Motion made by Barbara Goodstein, seconded by Lisa Simon. All aye, motion carries.

President O'Connor requested that the Personnel Committee meet as soon as possible to finalize the Personnel Manual. She also stated that several Library policies need review and maybe updating.

There was a motion to move into executive session. Motion made by Mark Kamensky, seconded by Yang Lie; all aye, meeting moved into executive session at 9:08 p.m.

Motion to exit from executive session back into the regular meeting was made by Barbara Goodstein and was seconded by Elizabeth Rotfeld. All aye, motion carries. Meeting returned to regular session at 9:15 p.m.

A motion to adjourn was made by Yang Lie, seconded by Elizabeth Rotfeld. All aye, meeting adjourned at 9:16 p.m.

Submitted by:

Ellen Mutino