

**Port Chester-Rye Brook Library
Board of Trustees Meeting
April 21, 2026**

The regular meeting of the Port Chester-Rye Brook Library Board of Trustees was held on Tuesday, April 21, 2026. The meeting was called to order at 7:02 p.m.

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

Ex-Officio: Mayor Jason Klein and Mayor Luis Marino.

A motion to move into Executive Session was made by Elizabeth Rotfeld, seconded by Richard Falanka. All aye, meeting entered executive session at 7:03 p.m.

A motion to return the meeting to its regular session was made by Elizabeth Rotfeld and was seconded by Yang Lie. All aye, regular meeting resumed at 7:50 p.m.

There was a motion to accept the minutes of the March 24th meeting with following edit: paragraph 7, strike the letter "s" on the word "Buildings" to read "Building". Motion made by Richard Falanka and was seconded by Lisa Simon. All aye, motion carries.

President O'Connor reported the following:

- Attended multiple meetings with Tee and Mayra regarding daily operations/business of the Library.
- Attended three Library programs which were all well attended, interesting, informative and delicious.
- Reviewed the Library By-Laws and the Library Code of Conduct. Also reviewed the Personnel Manual for the upcoming April 27th committee meeting.
- Thank-you to Stacey Harris and Steve Martinez for their excellent board reports and to Elizabeth Rotfeld and Ellen Mutino for purchasing goodies for the Board's Raffle Basket donation.
- A Board Trustee Continuing Education opportunity is coming up on June 17th. Sign up!

Treasurer's Report was given by Lisa Simon. The operating budget, check list, and investment statements (financial position) were emailed to all board members; the operating budget appears to be on track for the last month of the fiscal year.

Finance Committee reported on the Ameriprise statement received reporting the current state of the accounts. Committee needs to meet to discuss future strategies regarding these accounts.

The audit for fiscal year 24-25 is complete; invoices have been paid. An engagement letter from auditors will be sent soon and reviewed by the Finance Committee.

The Director's Report was emailed to all board members. Additionally, a request to purchase signage that states a Library security system (cameras), are used inside and outside the premises was made.

The Personnel Committee reported that it will be meeting next week.

The Building, Grounds and Security chairperson reported that the new parking lot signs have been put up. He also stated that he did drive by to see if any non-library patrons were parking in lot on early Sunday.

The Nominating Committee chairperson reported that there are 13 applications for open board seats. There will be interviews taking place on 4/23, 4/28, and 4/30.

The Planning and Development Committee are coordinating a meeting date with the Library Director, Ms. Cotter.

Old Business: The Staff Salary Spreadsheet was emailed to all board members. After discussion, a motion was made to accept the 2026-2027 Salary Schedule as presented. Motion made by Elizabeth Rotfeld and was seconded by Richard Falanks. All aye, motion carries.

There was a motion made to honor extraordinary service to the Library, during its transition period between directors, with a one-time merit bonus to be issued to Mayra Fortes in the amount of \$2500.00 at the start of the 2026-2027 fiscal year. Motion made by Yang Lie, seconded by Paul Zaccagnino. All aye, motion carries.

A motion to adjourn the meeting was made by Lisa Simon and was seconded by Elizabeth Rotfeld. All aye, motion carries. Meeting Adjourned at 8:44 p.m.

Submitted by:

Ellen Mutino