

**MEETING OF THE BOARD OF TRUSTEES
OF THE TOWN OF PELHAM PUBLIC LIBRARY**

530 Colonial Avenue
Pelham, NY 10803
January 9, 2013
7:30 p.m.

Board Members Present:

Margaret Young, Jack Kaufmann, Steve Swanson, Sandy Angevine, Carl Pannuti, and Robert Parisi.

Also Present: Library Director Patricia Perito and Town liaison Dan McLaughlin.

Not present: Anne Calder, Jenny Del Re, Paul Osmolskis, and Everett Potter.

Minutes

The minutes of the December 5, 2012, meeting were approved.

Financial Reports

The board discussed whether the library's financials were truly on a cash basis or an accrual basis. Board President Margaret Young said it was important that the December financials reflect that actual expenses were as close to the budgeted amount as possible.

Library Director Patricia Perito said that a cart for holding large books is on order; that will be reflected under the Equipment line. Library Collection expenses will be somewhere between \$60,000 and \$65,000.

Payroll is \$13,000 below budget; Tricia believes that is because part-time librarian Suzanne West left.

Margaret said she and Tricia should discuss expenses as they come in for December to manage the bottom line of the budget.

Margaret added that she and members of the Financial Committee would discuss the question of the accounting basis of the financials with Tricia.

Regarding a question about how we are paying for the balance of the main reading room lighting (which involves mainly painting and post-painting clean-up), Tricia said she would research that.

The financials were approved.

Turning to the 2013 budget, Margaret said that because of a reduction in the Town allocation and an increase in payroll, benefits and the WLS fee, the budget had a shortfall of \$12,000. Unless something else was cut, the projected budget for a new communications consultant would have to be eliminated. However, the Friends agreed to give us \$12,000 more in 2013 to fund that.

The Board approved the revised budget.

President's Report

Regarding the Board vacancy created by Jane Azia's resignation, Margaret presented the resume of Cameron Potts. She said Jack Kaufmann knows him. He graduated from Dartmouth in 1997 and since 2001 has worked at IBM in

a variety of M & A and financial services jobs. Margaret said he is very interested in the mission of the library and eager to join.

Jack spoke very highly of Cameron, whom he has known for a long time; in fact, Cameron lived at the Kaufmann's once during a summer internship.

The Board approved the nomination to be forwarded to the Town for consideration at the Town Board's February meeting. The term of the vacant board seat expires in September 2015.

Margaret said a Pelham resident had responded to a posting on the Moms of Pelham Facebook page; she will meet with her and potentially have another candidate for the board in reserve.

Turning to Trustee Committees, Margaret reviewed a summary of committee responsibilities; she would like to get back to a practice of each committee reporting once a year. Margaret said she had asked Sandy Angevine as chair of personnel to report in February.

Regarding committees in general, Margaret raised questions about whether we needed to name a board member or a committee to examine and report on data. The same question is true for the ongoing issue of what libraries should be in a digital era, although maybe that's part of the Collections and Services committee's responsibilities.

Margaret said the 2011 WLS statistics for "Circulation by Patron Home Library" (i.e., items checked out by residents of the community in which a library is located) showed that we have a relatively high level of home-patron usage at 72 percent. (Pelham ranks 26th out of the 38 WLS member libraries in this category; Bronxville is the lowest at 40 percent.) She noted that she had mentioned this statistic at the December Town Board meeting. The trustees discussed various factors that likely affect a library's ranking, such as the size of a community or its relative isolation. Town Liaison Dan McLaughlin noted that this is an important statistic because there is a perception that the usage of the library by non-Pelham residents is much higher.

Building and Grounds Committee

Carl Pannuti met with the roof contractor on January 8 and reported that the work is almost done; snow railings have yet to be installed. The contractor showed Carl areas on the flat portion of the roof with HVAC equipment that he believes need to be addressed. Some equipment is sagging; it might have been poorly installed. Carl said he would arrange to meet with Ralph Magliulo, the Town's clerk of the works, to discuss the situation.

Carl also met with an insulation contractor; the contractor estimated the attic insulation work would cost \$8,155. This is the second estimate the Library has received for the project. Carl said he was supposed to get another estimate from a third contractor.

Director's Report

Tricia said that the library has been told it is getting a Creative Aging grant; a playwright from Yonkers, Frank Ingrassiotta, is the new teaching artist. New program will focus on something more geared toward writing plays and would run in March and April on Fridays. As part of the program, they would create a Pinterest page, with a photographer taking everyone's picture.

Margaret questioned a \$600 library expense as part of the program and wondered whether some of the memorial funds could be used for that.

On the Teen Advisory Board, Tricia said she and Lilly Hecker have been working with the Junior League on publicity efforts, including reaching out to the high school to promote the event.

The Friends discussed a possible "community read" project for the fall of 2013. The book hasn't been chosen, but ideally it would be a book that has been made into a movie (so the movie could be shown at the Picture House) and that could also be the subject of an exhibit at the Pelham Art Center.

Friends member Lisa Teddone is organizing more Fun Fridays.

Tricia said WLS is no longer printing paper notices for overdue and lost items. Kathy Egan is contacting patrons who are notified by paper (about 63) to request other contact information.

Submissions are already coming in for the Nicholson Political Poetry Prize. There is a question about whether entries can be submitted via e-mail.

The board discussed ways to raise awareness of the Homework Help program. Possibilities include getting the word out to the middle school guidance office and elementary schools.

Tricia met with a representative of Recorded Books about additional e-content to go with audiobooks. She will discuss the matter with the collections committee.

Friends' Report

In the absence of a Friends representative, Jack reported on the recent Friends meeting, which he attended. He said that the Friends reviewed their incorporation papers and debated whether there were provisions about raising money for causes outside Pelham. It was agreed that the small amount of money raised for other libraries at Novel Night 2012 to help in Hurricane Sandy recovery efforts was a one-time occurrence and not likely to be repeated.

The meeting was adjourned at 9:22 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, February 6, 2013, at 7:30 p.m.