

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

530 Colonial Avenue

Pelham, NY 10803

February 6, 2013

7:30 p.m.

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**Board Members Present:**

Margaret Young, Jack Kaufmann, Steve Swanson, Sandy Angevine, Anne Calder, Jenny Del Re, Paul Osmolskis, Carl Pannuti, Everett Potter, and Cameron Potts.

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

**Not present:** Robert Parisi

**Minutes**

The minutes of the January 9, 2013, meeting were approved.

**Financial Reports**

Anne Calder presented the income and expense numbers for 2012. On the expense side, building maintenance and repairs came in about \$3,200 over budget (due mainly to the cost of rewiring the emergency generator following Hurricane Sandy so it could power more of the library, allowing the library to open to the public). Salaries were more than \$13,000 under budget, largely due to the departure of a part-time librarian. Overall, expenses exceeded income by about \$3,200.

She also mentioned that revenues from fines will continue to diminish with the growth of e-books, and the water bill remains difficult to budget for.

The Board approved the 2012 financials.

In reviewing the January financials, Board President Margaret Young asked how the Library would request money from the Friends to pay the communications consultant. Anne noted that the Friends currently give us their annual allocation in three payments. Margaret said she would discuss that as a possibility with the Friends.

The board approved the January financials.

**President's Report**

Margaret said that she and Library Director Patricia Perito would make an effort in the future to distribute all the paperwork for the board meetings, including the Director's Report, on the Mondays before the meeting so board members would have more time to review the documents before the meeting.

**Personnel Committee Report**

Presenting the first in a series of committee updates, Sandy Angevine reported on the library's personnel. The library has a total headcount of 16 employees: 5 full-time and 11 part-time.

Town Liaison Dan McLaughlin asked about two part-time cleaners: they clean the vestibule and stairs and replenish the paper supply in the bathrooms.

But Beneath Your Sole cleans the bathrooms twice a week, as contracted by the Town. The question has come up, Dan said, about the division of responsibilities.

In answer to a question about the frequency of cleaning, Patricia said that if the bathrooms need additional cleaning, that is done by whoever is available.

Sandy said looking at the cleaners' job description might be a good idea.

Part-time employees receive nominal benefits: they can participate in the retirement plan, if they're interested; they receive bereavement leave; and they are paid if the library is closed because of the weather or other reasons.

Patricia said that pages primarily shelve books, while clerks process materials, work on the circulation desk, take care of material on hold and handle periodicals. Ozzy Coto-Chang is the administrator of the Website, which Patricia said is not usually something a clerk would do, but because he is a library student, she asked him to take that on.

The librarians split their time between the public areas (reading room and reference desk) and back office; programming and selecting books are large parts of the job.

Kathy Egan does the schedule for the circulation desk, which is prepared weekly. Tricia does the monthly librarian schedule.

Dan asked about the large number of members (four) from one family who work as part-timers. Patricia said they are all siblings. He wonders whether, if there were a family problem, all four might be out at the same time.

Margaret said a natural question is where are the stress points in the schedule and are there any ways to relieve that by, for example, evening-out the workload by using people who are not as busy to help out.

Sandy said programming can be a stress point, but that oscillates, depending on what's going on.

Margaret asked for a staff list, hours per week and annualized salaries.

### **Building and Grounds Committee**

Paul Osmolskis said we received four bids for the attic insulation work (part of the roof project). The low bidder was V & R Roofing, which did the roof replacement. He talked this over with Ralph Magliulo (the Town's Clerk of the Works), who felt that it made sense to go with V & R.

The bid was for \$7,200. We have \$7,600 left in the roof budget.

The deteriorated soffit by the children's area and crown molding is to be repaired; the Town authorized that.

Paul said that the roofing contractor had noted that the flat roof on the addition, where the air-conditioning equipment is located, is deformed and likely to fail; the equipment appears to have been improperly installed.

Paul said it's not a cheap problem to fix but probably in the \$10,000 range. The roof in that section was installed about six years ago. The warranty on labor is five years and on materials, 20 years.

Carl Pannuti said he had been up on the roof to look at the problem area and said that although the roof is unlikely to fail in the next six months, it needs to be addressed. The weight of the air-conditioning unit needs to be on plywood decking, not on the rubber roof.

The insulation work is to be done in next couple of weeks. The board approved the V & R bid.

Regarding the reading-room lighting project, Paul said the old chandeliers need to be taken down, now that new fixtures have been installed, and the ceiling repainted. The ceiling is actually part of the lighting system: once it is properly painted, the lighting level will be even higher.

Pratt & D'Angelo provided an estimate in August 2010 to do the painting for \$6,673; their new proposal is for \$7,999. Considering the increase, Margaret said we should make sure it's a competitive bid. Carl will reach out to discuss the proposal with former trustee Peter Monaco; also, Paul and Carl will talk it over with Ralph Magliulo.

Anne Calder moved that, absent a more competitive bid, the Board approve the proposal from Pratt and D'Angelo to paint the ceiling and related tasks for \$7,999. The motion was seconded and approved.

A motion was made and seconded to approve a contract with Beneath Your Sole to do site preparation and clean-up for the painting project for an amount not to exceed \$3,600. The Board approved the motion.

Dan noted that Ralph had called his attention to traffic using the parking lot as a short cut and wondered about installing speed bumps in the parking lot.

#### **Communications Committee Report**

Steve Swanson reported that he and Everett Potter had reviewed resumes and writing samples for six applicants for the position of communications consultant. They had agreed on a preferred candidate and had a meeting scheduled for later in the week to meet with the person. The hope was for the consultant to start in February, writing the March Bookmark column and e-mail newsletter. Steve and Everett said they would work with the consultant to ensure a smooth transition.

Everett said that design consultant Tom Bricker had redesigned the monthly e-mail newsletter to have a cleaner look and more versatile layout.

Steve said that he had spoken again with Maggie Klein, editor and publisher of the Pelham Weekly, about her preferences for the content and format of the Bookmark column, which was reflected in the February column about the roof replacement project. Maggie was very happy with the column.

#### **Director's Report**

Tricia said that the oversize book cart had arrived.

The grant for the Summer Reading Game has expired. A new grant is beginning that involves the Learning Ambassador.

At January's Public Library Directors Association meeting, it was announced that each library would receive \$750 to purchase DVDs this year.

This morning, library staff found that two maps had been left by the library door. They were possibly Sanborn maps. Patricia said we could hang them in the reference area or give to the Town history collection.

During a discussion of WLS's new "Active Directory" system, the question of computer back-up capability came up. Margaret suggested that Patricia talk to a few colleagues at other libraries to find out what their back-up hardware/software capabilities are.

Regarding a "Community Read" event in the fall, the Friends have applied to the Junior League of Pelham for a grant. There will be a meeting in March to look at book selection and possibly apply for a state grant.

**Other Business**

Jenny del Re is resigning from the board as of this meeting. Margaret thanked her for her years of service on the board and presented her with a framed commemorative certificate.

The meeting was adjourned at 9:32 p.m.

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