

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

530 Colonial Avenue
Pelham, NY 10803
March 6, 2013
7:30 p.m.

Board Members Present:

Margaret Young, Jack Kaufmann, Steve Swanson, Sandy Angevine, Anne Calder, Carl Pannuti, Robert Parisi, Everett Potter, and Cameron Potts.

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

Not present: Paul Osmolskis

Minutes

The minutes of the February 6, 2013, meeting were approved.

Financial Reports

During the review of the financial reports, there was discussion that the remaining funds in the Brooks bequest (\$235) could be applied toward the purchase of new chairs in the library.

The Board approved the financial reports through February.

President's Report

President Margaret Young said that she had met with Suzanne Auclair, an employment attorney with Unilever, who is interested in joining the board. She would take the seat vacated by Jenny Del Re.

The Board approved her nomination, which will be considered by the Town Board, although Town Liaison Dan McLaughlin noted that the next Town Board meeting would not take place before the Library Board's April meeting.

The Finance Committee will meet at 7 p.m. on March 13 to consider the question as to whether the Library has received more money from the Town than it was supposed to.

Margaret noted that the Nicholson award is coming up on April 11, at 7:30 p.m., and asked Board members to attend if possible.

Library Director Patricia Perito said there was no middle school winner this year in the poetry competition. Also, many high-school entries did not meet the criteria for the competition. Perhaps next year the Library should work with middle-school and high-school history teachers instead of English teachers to promote the competition.

Board members said it might help to clarify the definition of "political" for next year's competition. Also, posting previous winners on the Library Website would be helpful so entrants could get an idea of the variety of subject matter and treatment.

Personnel Committee Report Follow-up

Sandy Angevine presented a list of staff and salaries as a follow-up to last month's presentation. She noted that three employees have medical coverage; others qualify for coverage but have waived it.

Margaret thanked Sandy and Tricia for preparing the report; since this is the largest expense on the library's budget, it is helpful to have a sense of the annual salaries of the employees.

Building and Grounds Committee

Carl Pannuti reported that the roof project is complete. Attic insulation has been installed and the deteriorated soffit and molding have been replaced. Tricia said she had sent the voucher to the Town for payment for the soffit and molding work.

Anne Calder said the roofing project came in only 1.1 percent over budget.

Tricia said she could now apply to the state for the remainder of the state grant (the state holds 10 percent of the grant until work is complete).

Dan said the Town's portion would also be covered by a state grant, arranged through State Representative Amy Paulin. Margaret and Dan said arrangements would be made to thank the appropriate parties.

Turning to the interior painting to be done as the final piece of the lighting project, Carl said that after getting two more bids for the work, he still felt comfortable going with Pratt and D'Angelo, which submitted a bid of \$7,999.

To do the work, Carl said the library would have to be closed, possibly for five days. The Board discussed the possibility of finding a different place for the Creative Aging program and other programs. Or, since the programs are held in the presentation room, perhaps the back (Carol Place) entrance could remain open. However, Margaret said that if the safest and most responsible thing is to close the library, that's what we should do.

Carl said that he felt that it was not necessary to engage Beneath Your Sole for site preparation and clean-up, since that work is included in Pratt's bid.

The Library received a bid from Stanley Steemer to clean the carpeting throughout the building for \$1,050. Tricia received word from the state that the remaining funds from the grant for the lighting project could be used for work related to the project, but she would first have to call the appropriate state agency to discuss the work.

The Library also received a \$1,528 bid from the company to clean the upholstered furniture (including 38 chairs in the presentation room).

The Board approved a motion to approve the bid from Stanley Steemer in an amount not to exceed \$2,600 to cover the cost of cleaning the carpeting and upholstered furniture on the condition that the remaining funds from the lighting grant are sufficient to cover the cost.

Regarding the deteriorating roof under the air-conditioning equipment on the flat roof, V & R (the roofing contractor) gave Ralph Magliulo, the Town's Clerk of the Works, a ballpark estimate of \$17,000 to fix the problem.

Communications Committee Report

Steve Swanson reported that Cathy Taylor, a freelance journalist and Pelham resident, has started as the library's communications consultant.

Steve and Everett Potter met with her to go over the details of the job, and she met with Tricia to get an orientation to the Library and discuss subjects for the Bookmark column. Her first column, about the Creative Aging program, appeared in the March 1 issue of The Pelham Weekly.

Everett said Friends co-president Sue Simpson had written him a complimentary note about Cathy's first column.

Everett also noted that she had sent out the monthly newsletter earlier in the day. The next step is for her to become familiar with the Library Website and start working on revising and updating its content. (Cathy will be handling content but not technical matters having to do with the Website.)

Director's Report

As background regarding a new book-donation program by Better World Books, Tricia explained that this is a nonprofit company that accepts book donations from us. We send them, via UPS, our withdrawn materials and donated materials that we cannot use. They send us the boxes for shipping the books, and they pay for shipping. They sell what they can, and we get a small percentage of that. What is not reusable is recycled.

They have a new program to put containers in communities, similar to clothing drop boxes. The Library was concerned that if we put a box on our site, people would drop their library books there. Tricia is going to turn over to the Teen Advisory Board the project of scouting locations in town for the container.

Tricia said the amount that the Library receives from Better World Books is probably about \$1,000 a year, but that would likely be more once the drop box is installed.

Lilly Hecker has a TAB meeting coming up in March and will introduce the topic then. The hope is to make a choice of location sometime in April.

In other items of note, the library now has a Pinterest page. A lot of companies have marketing materials for libraries. Keeping track of that on Pinterest is one use for the page.

Cathy Draper, one of original Library board members, was recently appointed to the WLS board representing District IX, which includes Pelham.

The fire alarm required emergency repairs recently when it was discovered to have malfunctioned. Tricia is not sure how much the bill will be, but probably around \$500. Margaret said that in future, if an emergency expense is going to be \$500 or more, Tricia should send an e-mail to the board, or at least the finance committee.

The Friends are working on a National Library Week event to focus on technology. People who may not be comfortable with technology will be invited to bring in their various electronic devices, and staff and community volunteers will help them learn how to use the devices.

Board members asked how the Nook e-reader program is doing. Tricia said it is not proving popular. The Board discussed possible reasons, such as the fact that people increasingly have their own devices and that Nooks are having some difficulty in the marketplace.

Turning to programming, there were 31 attendees at each of two chess sessions in February. Homework help attendance has lagged, but Tricia thinks it should continue until June. The TAB coffeehouse had 17 attendees; four came to the TAB meeting. TAB is planning to have a teen movie every month and maybe a board-game night. The teen board wants to hold another coffeehouse and possibly band nights; they have also discussed programs to work with younger children.

Margaret thinks the most pressing programming issue is what to do with story hour. Adding another session is a possibility because attendance of 40-plus is becoming unwieldy.

Margaret asked whether the Colonial boys book club is waning; Tricia will ask Lilly how it's going.

Friends' Report

In Sue Simpson's absence, Margaret reported that the Community Read project is moving ahead. The Friends' were talking about "Life of Pi" as a title because it is out now as a movie, but nothing definite has been decided yet.

The meeting was adjourned at 9:16 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, April 3, 2013, at 7:30 p.m.