

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

530 Colonial Avenue

Pelham, NY 10803

April 4, 2012

7:30 p.m.

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**Board Members Present:**

John Lent, Jack Kaufmann, Steve Swanson, Jane Azia, Jenny Del Re, Peter Monaco, Paul Osmolskis and Margaret Young.

**Also Present:** Library Director Patricia Perito and Friends Co-President Sue Simpson.

**Not present:** Theresa Brasile, Anne Calder and Everett Potter.

**Minutes**

The minutes of the March 7, 2012, meeting were approved.

**Financial Reports**

Library director Tricia Perito noted that fines are down a bit so far this year, but donations are running 7-8 percent ahead of where they might be at this point. Payroll is about 1 percent over; part-time hours are down about 60 hours from last year at this time.

The board approved the March financial reports.

**Nominating Committee**

Board President John Lent reported that trustee Theresa Brasile has decided to step down because of work and family commitments. John and other board members commended the work she had done while on the board, in particular on personnel issues; she led the effort to revamp the annual review process.

Board members discussed the skills and experience that would be desirable in a replacement trustee. In general, the board felt that a background in human resources and personnel matters would be valuable. John asked board members to contact him with the names of any candidates.

Theresa's term expires in September 2013.

**Program & Outreach Committee**

Margaret Young presented a comparative analysis of library statistics she had prepared using figures from the annual reports for the years 2006 to 2011. In general, she said, the trends were good; the things one would like

to see going up are going up, such as electronic-book (e-book) and printed-book circulation and program attendance.

Total collections increased 17 percent from 2010 to 2011, a particularly large increase driven by the addition of e-books (purchased and available through WLS, not Pelham alone) as well as audio/visual collections, which were up 23 percent.

Children's programs were up 26 percent in 2011 compared to 2010. Margaret noted that a story hour was added in mid-2010. Also, attendance at the summer reading program grew by 339 percent, although attendance in 2010 was abnormally low.

She also drew the board's attention to growth in two key statistics: Library visits grew by 32 percent from 2006 to 2011, and the number of registered resident cardholders increased by 9 percent over that period.

Reflecting the increase in the number of story hours and summer reading program attendance, children's circulation increased by 26 percent from 2010 to 2011.

Town funding increased by \$150,000 in five years; most of that increase has gone to salaries and benefits. This reflects primarily an increase in FTEs from 8 people to 10 people; total employee costs (salaries and benefits) per paid staff member have gone up less than 1 percent a year over the last five years.

Regarding the trend toward non-book circulation, e-books and audio and video materials now total about a third of items circulated. However, e-books are still only a very small part of the total. In 2011, Pelham cardholders borrowed 929 e-books. This is a 16 percent increase over 2010, but still less than 1 percent of total circulation.

To gauge the state of e-book checkouts by Pelham cardholders relative to cardholders in other Westchester communities, Margaret compiled statistics for Overdrive checkouts in 38 communities as a percent of total cardholders in that community for 2009 to 2011. (Overdrive is WLS's main e-book service.)

One notable point is that although Pelham's e-book checkout ratio (as a percentage of total cardholders) is going up (from 10.2 percent in 2009 to 13.8 percent in 2011), the ratios are increasing much faster in many Westchester communities. As a result, Pelham's relative ranking has gone down, from 8th place in 2009 to 30th place in 2011.

Margaret said this comparison raised at least a couple of questions: Do we care that our ranking is lower? If yes, what do we do about it?

Tricia pointed out that a couple of the top-ranking towns have Overdrive Advantage, which allows a library to purchase additional e-books that are available only to local cardholders, reducing wait times for those cardholders.

Considering that the move to e-books is inexorable, John said, the big question is, what does this mean to the future of libraries in general and to our library in particular? If libraries are going to remain physical places, what are their roles? He believes libraries will survive but will have to adapt.

### **Director's Report**

Tricia said the e-reader pilot program is ready to go. The Pelham Weekly, Pelham Patch, Pelham Rising and Pelham Post received a press release about the program. Unfortunately, two of the six readers are defective and will be replaced.

To show board members what patrons will receive when they check out one of the readers, Tricia passed around a plastic box that contained the reader, a USB cable, a laminated card showing all of the titles that had been preloaded on the reader, and a cover for the reader, which bears a plate that says, "In Memory of Polly Gadsden."

Tricia reported that the Creative Aging program has now been designated a National Leadership Demonstration Project, funded by the federal Institute for Museum and Library Services. Grant applications for the next round are due April 30th.

Regarding the New York State construction grant for the lighting project, she said that if the project is not completed by June 30th, we have to submit a progress report to extend it into a third year.

Winners of the James J. Nicholson Political Poetry Prize were announced last week, and a press release went out on that. Tricia said she believed there were 13 adult submissions. John repeated his concerns that as long as the competition is restricted to political poetry, participation will be limited.

Tricia also reported that she attended a number of workshops at the Public Library Association conference in Philadelphia in March.

### **Friends' Report**

Friends co-president Sue Simpson said the Fun Friday program has been a terrific success.

The Friends will have a table at the Town Day event on June 2, as they did last year. They will raffle off an e-reader and will also have a question for people involving e-books.

Regarding this year's Novel Night, she said that "E-magine the Possibilities" is a possible theme. They are considering not doing a silent auction and also having a DJ instead of a live band this year.

### **Other Business**

Following up on the discussion at the last meeting of digital signage in the library, the board requested that Tricia circulate material about possible signs.

Updating another outstanding issue from the last meeting, John said that a small group of trustees (Margaret, Jack Kaufmann, Anne Calder and himself) would meet with town board member Dan McLaughlin and town supervisor Peter DiPaola on April 17th to discuss town/library issues.

Regarding an e-mail newsletter, Steve Swanson reported that he and Margaret had discussed next steps toward producing a newsletter. Everett Potter will meet with Tricia, Tim Wood and other library staff members to go over the details of producing a newsletter using the capabilities of the new Website, and Margaret will talk with Michele Romanello of the Friends about using the Friends database of e-mail addresses. Steve said he and Everett would edit and consult on the content of the first few newsletters to help launch the project.

In a discussion about using the school directories as a source of e-mail addresses, Jane Azia raised a concern about contacting people at their work e-mails. However, it was noted that the e-mail newsletter would have an opt-out feature.

The meeting was adjourned at 9:26 p.m.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees will be May 2, 2012, at 7:30 p.m.