

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

530 Colonial Avenue

Pelham, NY 10803

May 1, 2013

7:30 p.m.

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**Board Members Present:**

Margaret Young, Steve Swanson, Sandy Angevine, Suzanne Auclair, Anne Calder, Paul Osmolskis, Carl Pannuti, Cameron Potts and Everett Potter.

**Also Present:** Library Director Patricia Perito, Town Liaison Dan McLaughlin and Friends Co-President Sue Simpson.

**Not present:** Jack Kaufmann and Robert Parisi.

**Minutes**

The minutes of the April 3, 2013, meeting were approved.

**President's Report**

Margaret Young said that J. D. Calder is moving ahead on looking at new chairs for the library.

She met with Cameron Potts and Library Director Patricia Perito to review the library's annual programming statistics; a report will be presented at a later meeting.

In reporting on the annual WLS fundraising luncheon, Margaret said she had good conversations with the library director and former head of the board of trustees of the New Rochelle library; they discussed the transition of that library from a municipal to a school-district format. They felt that overall it had brought them some benefits in presenting the library's work to the community.

Regarding the question of whether we can charge for programming: the programming committee looked at relevant state laws and found that we can not do anything that would restrict public access to materials and services. Margaret does not think we will be charging for any kind of programming any time soon.

This question came up at WLS because Greenburgh wanted to charge non-residents for programming and asked WLS to support them. WLS decided not to support Greenburgh.

Tricia pointed out that you can give priority to residents for programs.

**Friends Report**

Friends co-president Sue Simpson said the Friends are working on a Pelham Reads event, probably in November, in conjunction with the Pelham Arts Center and the Picture House. She disclosed the title that had been selected but the choice has not yet been made public.

Two members of the Friends are working with the graphics department at the high school for a logo for the group, and the Friends are looking to share ideas with the Friends group in Larchmont.

The Friends will once again have a table at the June 23 street fair, and Sue asked board members if they have any ideas about things at the library they should promote that day. They will undoubtedly promote Pelham Reads.

### **Finance Committee Report**

Tricia said the Town has now transferred funds to meet the Library's first voucher of the year; the amount is not reflected in the financial statements.

She received an invoice from Go2 Media (Tim Wood) for Website maintenance in the amount of \$480 for the year so far. There was discussion of Tim's performance and responsiveness as well as whether he had been paid for all of last year.

The final report on the roof project has been submitted to the state in compliance with the terms of the state grant for payment of the remaining 10 percent of the state funding.

Margaret noted that the money market fund had gone down, but Tricia said that was because money was needed before the Library received its Town allocation.

The Board approved the financial reports through April.

### **Building and Grounds Report**

Regarding maintenance on the Library's emergency generator, Paul Osmolskis said an oil change and checking the spark plugs are the main maintenance items for a generator such as ours.

Gabel Equipment Corporation, of Port Chester, gave us a proposal for an annual contract in the amount of \$457, which would include biannual visits (one inspection and one oil change). This is much more reasonable than a bid we received a couple of years ago for about \$700.

Paul said he would be comfortable awarding the contract to them. He believes it is important to have a relationship with a generator company in case of emergencies.

The expense would go on the Building Maintenance & Repairs line of the budget. Town liaison Dan McLaughlin said if the Library could not afford it, the Town would cover it because it is important.

Regarding the lighting grant and interior painting, Paul said Tricia had checked the permissibility of using the remaining state grant funds for painting and had received approval.

We received a bid of \$450 from Pratt to paint Tricia's office, which had significant water damage from roof leakage.

The rest of the leftover funds could be used to install new light fixtures in the librarians' office space and the stairs to basement. Beneath Your Sole submitted a bid of \$1,068 to clean the library windows (this would also be covered by the lighting funds). All interior and exterior windows, glass, hardware and screens would be cleaned, with the work to be done after we reopen following the interior painting.

Carl Pannuti ran through the painting schedule: Pratt will come in on Monday, possibly Sunday; Senerchia will come in Monday to take the old fixtures down. The carpet cleaning is to be done after painting is complete. Pratt says they will be done by Friday.

### **Collections and Services Report**

The collections and services report was deferred because Robert Parisi was not present.

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

Tricia presented the annual library report for approval, as required by the state. Among notable statistics in the report, the number of electronic books doubled to 15,420, all owned by WLS.

Adult programs declined to 27 in 2012 from 51 in 2011. Tricia noted that in 2011, there were two Creative Aging sessions of 5 sessions each, and no Creative Aging programs in 2012, although this explains only part of the decline.

"All Other Program" attendance dropped to 192 from 858 in 2011. There was no summer reading picnic in 2012, but attendance in 2011 was only about 50 people, accounting for only a small part of the decline.

It was noted that the report says the Library has no board-approved long-range plan of service. Tricia said the last five-year plan had probably expired. She will research.

Board members asked if there were any consequences for not having a current plan of service. Tricia will research the question, but noted that over the last several years, other libraries have said in their annual reports that they do not have current plans of service.

She said she would circulate the most recent plan of service to the Board. Board members discussed a variety of options, such as provisionally extending the current plan, rather than approve the report with no plan of service. The Board decided to postpone approving the report until Tricia could communicate with Board members about the status of the existing plan of service, and members agreed to hold a brief meeting to review the situation and approve the report. The meeting will be at 8 p.m. on May 8 at the library.

#### **Other Business**

A motion to meet in executive session to discuss a personnel situation was moved and approved.

The regular meeting was reconvened.

Everett Potter said he and Tricia would meet to review the issues with the regular Website maintenance service to see if something can be done to resolve the problems or change the service.

The meeting was adjourned at 9:44 p.m.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, July 10, 2013, at 7:30 p.m.