

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

530 Colonial Avenue  
Pelham, NY 10803  
July 10, 2013  
7:30 p.m.

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**Board Members Present:**

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

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

**Not present:** Jack Kaufmann, Paul Osmolskis, Robert Parisi, and Cameron Potts.

**Minutes**

The minutes of the May 1, 2013, meeting were approved following the addition of language regarding the reconvening of the regular meeting after the executive session. The minutes of the May 8 meeting were also approved.

**Finance Committee Report**

In reviewing the financial statements, Library Director Patricia Perito noted that the Library had received a donation of paper.

Anne Calder said she had compared the July 2012 and July 2013 financials, and the Library is tracking very closely this year to where it was last year. Benefits expenses, however, have increased by about \$8,000 from where they were last year.

The Board approved the financial statements through June.

**Building and Grounds Report**

Reviewing the roof project payment schedule, Board President Margaret Young noted that all payment was complete. She said the project had gone very well and expressed thanks to trustees Carl Pannuti and Paul Osmolskis and former trustee Peter Monaco, as well as Tricia.

Margaret said the lighting project had gone just \$82 over budget. The final grant report was submitted to the state by the deadline.

The board discussed whether the Library should submit a capital-improvement grant application this year. August 28 is the deadline to submit a grant proposal.

Regarding the problem with the flat roof where the HVAC unit is located, Tricia said repairing the roof might not be an eligible project because the previous installation in 2006 was funded by a state grant and work done under those grants is supposed to last 10 years.

Town Liaison Dan McLaughlin said the only capital improvement the Town would support would be the roof remediation.

Tricia said she had spoken to Paul, who thought we should submit a grant to replace the outdoor lighting and fence.

Carl said the problem with the flat roof is that the HVAC equipment should be resting on beams. Instead, the equipment is sitting directly

on the roof. The estimated cost to fix the problem is about \$15,000-\$20,000. The most expensive part of the project would be taking the equipment off the roof and then putting it back. That would involve a crane.

The board discussed the idea of submitting a combined grant request for the roof repair and the exterior lighting and fence replacement. Tricia will approach WLS to ask whether it would entertain recommending approval of such a grant.

### **Long-Term Operating Plan**

The Board began the process of updating the five-year operating plan by reviewing three sections of the plan: Finance, Personnel, and Technology.

**Finance:** Anne noted that the current operating plan contains no finance statement. She modeled the proposed statement on the format used in other sections, with a statement on funding, a goal, and a plan that addresses the library's fiduciary responsibility to, among other things, work within the constraints of available funding.

Tricia raised a question about a bullet point that calls for review and approval of expenditures of more than \$500. She noted that the library often makes expenditures over \$500 for collections. Margaret and Anne said that expenditures over \$500 already have to be approved.

Steve Swanson raised the question whether the plan is for the library as a whole, the library staff, or the board. Margaret said it is a roadmap or set of reminders for the board and useful for the staff as well. Language was added to clarify that the plan's bullet points referred to the Board.

The Board approved the Finance section.

**Personnel:** Sandy Angevine said some of the language in the current operating plan was retained in the updated personnel plan, with additions to the goals section about promoting a cooperative, friendly atmosphere and actively engaging volunteers. A reference in the old plan to restoring Sunday hours was deleted based on the consensus that that is not an active or realistic goal.

Various changes were made to update the descriptions of employee roles. A reference to annual reviews was added to the plan section, as was a statement about coverage, i.e. ensuring that a trained professional staff member will be present at all times. A statement was also added about nurturing volunteer participation at the Library.

The Board approved the Personnel section.

**Technology:** Everett Potter said the current technology statement is a general description of the role of technology and an equipment inventory. Tricia said the equipment inventory was not required as part of the operating plan, so the board consensus was that the inventory not be included in the updated plan.

Also, rather than breaking down the number of computers needed for various functions, the board felt a more general statement about the library's goal of having enough computers to carry out necessary functions would be sufficient.

Everett and Tricia will revise the section, which Everett will present at the next meeting.

#### **Personnel Committee**

Sandy presented an update of the library staffing. A part-time cleaner is no longer employed by the Library. Tricia will investigate hiring a new cleaner as a temporary replacement, with the possibility of eventually outsourcing the cleaning work. A request for proposals (RFP) has been completed.

The board commended Oz Coto-Chang on receiving his MLS, and Margaret will send him a card on the board's behalf.

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

Tricia reported that the Junior League of Pelham has donated four iPads to the library for in-library use by children. She is investigating how other libraries use them.

The volunteer who was searching for a site for the Better World Books drop-box has told Tricia she has been unable to find a site. Also, Better World Books is no long partnering with libraries for off-site dropboxes.

Lilly has recruited about 11 volunteers (teenagers) to help with the Summer Reading Game.

Tricia saw an "Active Shooter" presentation sponsored by the Westchester County Police; she raised the possibility of a screening at the Library for interested Library and Town staff.

A promotional video about the Creative Aging Program featuring Pelham Library participants is now posted on YouTube.

Tricia showed the "Frankenstein" bookmarks for Pelham Reads.

#### **Other Business**

This was Anne Calder's final board meeting. Margaret commended her for "revolutionizing" the way the library prepares its budget. Margaret presented Anne with a framed certificate of appreciation. Cameron Potts will be stepping into Anne's position as chairman of finance, but Margaret said another board member with a financial background was needed and asked board members to consider candidates.

The meeting was adjourned at 9:43 p.m.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, September 11, 2013, at 7:30 p.m.