

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

530 Colonial Avenue

Pelham, NY 10803

July 11, 2012

7:30 p.m.

Board Members Present:

John Lent, Steve Swanson, Jane Azia, Anne Calder, Peter Monaco, Everett Potter and Margaret Young.

Also Present: Library Director Patricia Perito.

Not present: Jack Kaufmann, Jenny Del Re and Paul Osmolskis.

Minutes

The minutes of the May 2, 2012, meeting were approved.

Financial Reports

Library director Patricia Perito said revenue from fines was down somewhat. The Friends of the Library just gave the Library our second installment of \$20,000, which will be reflected on the next statement.

Sewer taxes are paid in full. Water expenses are unusually low right now because of the way that billing occurs during the year.

Regarding remaining expenditures on the state lighting grant, she said that painting remains to be done, as well as site preparation (wrapping books and computers before painting) and cleaning up afterward.

Of the project's total cost of \$25,694, the state is funding 50 percent (\$12,847), of which the Library has received 90 percent. As for the remaining 50 percent, the Town has committed \$5,000 and the remainder will come from our fund balance.

Under the terms of the state grant, the work must be completed by June 2013.

Regarding the roofing project, Tricia said we have received \$48,150 from the state already.

The board approved the financial reports.

Nominating Committee

Noting that we have a board opening to fill the term of Teresa Brasile, Board President John Lent distributed the resume of Sandy Angevine. John reported that he had spoken to four candidates who had been brought to

his attention by various people. He recommends Sandy to fill the position.

Sandy and her husband are longtime Pelhamites who have one son in high school. Currently a senior vice president at ADP, she has a very solid business background and is committed to being active on the board. John believes she could help on finance, communications and personnel matters. She has long experience in managing teams of people, and he believes she could step in on personnel matters, an area that Teresa handled.

The board approved the nomination, which will be presented to the Town Board.

Building and Grounds Committee

Peter Monaco reported on the specifications for the roof project (prepared by Paul Osmolskis) and the bids received for the job. The five bids ranged from \$110,000 to \$79,980.

Canopy (the low bidder) did not reflect the specifications and did not specify that it would pay prevailing wages, which is a requirement for this project. It was also not available until September at the earliest, and the goal is to start the project this summer.

Peter noted that V&R Contracting, the next lowest bid at \$84,500, has done work for us (they did the gutters). Peter met separately with Virgil Rende of V&R and a representative of J. Salvatore & Sons (the high bidder). He was impressed with both.

In answer to a question, he explained that the disparity in estimates can stem from how busy a contractor is and also the added requirements of working for a public entity.

Peter would like the bid to be awarded so an order for slate could be placed as soon as possible because the slate will take 4-6 weeks to come in.

He believes V&R can do the work; furthermore, Ralph Magliulo, Clerk of the Works for the Town, knows the company and has confidence in its work.

John noted that the Town has not yet agreed to fund the half of the project not covered by the state grant.

Tricia noted that the state grant included insulating the attic, and we only have one bid for that now (this work was not included in the five roofing bids). That was about \$10,000. Peter thinks the range of the insulation project will be about \$3,000 to \$10,000.

As for the sheathing beneath the existing slate, the anticipation is that the main roof sheathing should be all right, but probably will require replacement over Tricia's office. The specifications call for 100 square feet to be included in the contract. (The total roof is about 5,000 square feet.)

Jane Azia made a motion to accept the bid from V&R Contracting for \$84,500 to replace the library's roof, subject to the Town's committing to pay for the balance of the project, which will include replacing the insulation in the library attic. Anne Calder seconded the motion.

During discussion of the motion, it was noted that the New York State grant is for \$53,500 and under the terms of the grant, the work must start within 180 days of the official awarding of the grant. However, Peter noted that placing the order for the slate qualifies as the start of the project.

The board approved the motion unanimously.

Peter then presented the updated five-year buildings and grounds construction plan because the next state grant application is due sometime in August.

Given the projects already underway, there was discussion of whether the Town would be willing to fund the balance of another project. John said there appears to be a willingness on the part of the Friends to undertake some fundraising to pay for Library projects.

As for potential projects, there was discussion of exterior lighting and the problems with the bollards and parking lot lighting.

However, after discussion, the consensus of the board was that with the interior lighting project and the roof replacement project already in hand, we should not apply for a state construction grant this year.

Communications Committee

Everett Potter reported that two email newsletters have been sent out so far: at the beginning of June and the beginning of July. More than 3,000 were sent in both cases. About 1,000 of the first one were opened and more than 800 of the second one.

He said Margaret Young, Steve Swanson and he were planning to meet to discuss details of the newsletter, such as appearance, content and schedule.

There was discussion of the spring book series, "Buildings, Brothels and Brownshirts," which was promoted in the first newsletter. It was noted that attendance grew dramatically from the first to third appearances.

Margaret said that the similarity with Bartow-Pell's newsletter in terms of color needed to be ironed out.

She also reported that Bartow-Pell director Ellen Bruzelius requested that we coordinate dates about future author series. The board felt that some sort of coordination would prevent us from inadvertently hurting attendance at our events.

John asked whether at this point a library staff member was involved in producing the newsletter. Everett said he was handling the newsletter in these early stages to establish a consistent tone and appearance.

Director's Report

Tricia said substitute librarian Suzanne West had resigned effective July 13.

She has spoken to Barbara Bratone, who is going to be the director of the Pelham Picture House, about doing a community read.

We did not receive the Creative Aging grant in the latest round of grant awards. There will be another round in October. Tricia spoke to a representative of the funding agency, who said it does not necessarily fund a library repeatedly. They were also not enthusiastic about the joint proposal with the Pelham Art Center.

The Pelham Junior League has contacted us about working on a project with their incoming class. Tricia will consult with Margaret and staff about potential projects.

Also, Ken Almstead of Almstead Tree and Landscaping contacted Tricia to volunteer his services to do a landscaping project for the library. The board felt that landscaping would be needed following completion of the roof replacement.

The meeting was adjourned at 9:34 p.m., and the board went into executive session to discuss a personnel matter. The executive session 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 September 12, 2012, at 7:30 p.m.