

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

530 Colonial Avenue

Pelham, NY 10803

September 11, 2013

7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Suzanne Auclair, Sandy Angevine, Jack Kaufmann, Paul Osmolskis, Carl Pannuti, Robert Parisi, Everett Potter, and Cameron Potts.

Also Present: Library Director Patricia Perito

Minutes

The minutes of the July 10, 2013 meeting were approved.

Finance Committee Report

Cameron Potts reported that regarding payments of State Aid, 70% will be paid in December, remaining 30% next March/April 2014, thus budget will be under for this calendar year. This is a change from prior years.

The Communications Consultant, Cathy Taylor, will be paid for 10 or 11 months this year because she started in February, so the Professional Services line item will be under budget for the year.

Margaret Young noted that net ordinary income is down \$16,000 year to date, due to timing issues regarding receipt of Town Funds for lighting grant and other issues. Also noted was the expenditure to replace chairs.

Margaret questioned whether the Library would spend any Memorial Funds this year. Patricia Perito indicated that she would look into this for next year, and noted that some fund amounts have been spent this year.

The Board approved the financial statements through August.

Cameron stated that the budget process will take place in October and that he will contact the Town regarding input for budgeted increases in payroll and benefits. Finance Committee will meet to draft budget for review and approval at next meeting, and then bring this to the Town. Sandy Angevine noted that there has been more overtime recently and that this will continue into 2014 due to turnover; this should be accounted for in the budget for 2014.

Margaret thanked Cameron for taking over the budgeting process from Anne Calder.

President's Report

Jack Kaufmann will be leaving after October's meeting. We are looking for someone to fill Jack's position and Anne Calder's position. It would be helpful for the new trustees to have a financial background and a legal background.

Margaret is meeting with a candidate this week who has a financial background.

Long Term Operating Plan:

1. Program Section: Reviewed by Cameron Potts. Discussion of use of social media such as Facebook page and MOP page to publicize Library events. Discussion of programming, attendance, popularity vs. cost. Noted that attendance down 4% from 2011 to 2012. Adult visits down 28%, mostly due to not offering the Creative Aging program in 2012. Children visits up. The Programming Budget decreased 13% from 2011 to 2012. Margaret Young guessed that the bulk of summer reading and storytime programs are largely attended by Pelham residents. Discussion concerning how to encourage young adult use of the library, how to market programs more broadly, and what other libraries are doing that we might want to consider. Discussion of another author series next year as Pelham Reads in October will be primary program this fall.

2. Communications Section: Reviewed by Steve Swanson. This is a new section being added to the plan due to importance of communicating library programs, resources and activities, as well as use of library as a community center. Goal is to raise awareness of library as a well-run and efficient use of taxpayer dollars. Discussion of use of traditional and new methods of communications, such as newsletters, website, newspaper and other publications, social media, printed materials. Discussion of reviewing/expanding media list.

3. Technology Section: Reviewed by Everett Potter. Discussion of expanded definition of technology, including equipment, website and other digital assets including WLS assets and open WIFI access. Discussion of power outlets and possibility of increasing locations in the library, retrofitting tables with power.

4. Policies Section: Reviewed by Suzanne Auclair. Policy section was updated and there will be a comprehensive review of all Library policies to determine whether any need to be updated.

The Board approved these four sections, and is on track to approve the completed LT Operating Plan at the November meeting.

Nominating Committee. Margaret Young thanked Jack Kaufmann and Steve Swanson for their service as VP and Secretary during the prior year. Steve Swanson was nominated for one year term as VP; Suzanne Auclair was nominated for a one year term as Secretary. The Board approved these nominations.

Building and Grounds Report

Carl Pannuti solicited 4 bids for the flat roof project, which entails moving the HVAC unit to remediate improper installation. Discussion of how this project will be paid, possibly by splitting cost with the Town.

The Board determined that the Library would not submit a capital-improvement grant application this year because the roof would not be eligible; the roof HVAC installation was paid for by a grant in 2006 and the granting process assumes that funded projects have a useful life of at least 10 years.

The Board approved a motion to approve a proposal for work to resupport the HVAC units on the flat roof, up to \$15,000, cost either to be paid by the Library or shared between the Town and the Library. This work should be done in September/October as it is the right season to do it. Margaret Young will follow up with Dan McLaughlin, Town Liaison.

The board had also discussed the idea of submitting a capital improvement grant request for exterior lighting and fence replacement. The board decided not to submit a grant request for the fence and lighting primarily for reasons of cost. The Town has proceeded with repairs to the fence and the driveway/sidewalk repair.

The current hot water heater is very old (1992) and needs to be replaced. Carl Pannuti is soliciting bids.

The next projects will be to create access to the roof via a hatch to facilitate maintenance and repairs, and the repair of the wall mounted external lighting fixtures near the ramps.

Library Director's Report:

Patricia Perito recommended that the Board discuss grant application early in 2014 so it can be finalized in July 2014, so that we avoid any last minute rush before the annual August deadline.

We have received the final payments under the lighting and roof grants. The payment of \$50K from DASNY for the roof will be transferred to the Town, to reimburse the Town for their costs.

We have ordered audiobooks through a new bundle, One-Click Digital, and e-books are being added to that platform, so the Library will be able to purchase them for use by Pelham Library patrons. This platform is maintained by WLS. One-Click will have more publishers than OverDrive, the current platform. WLS is considering migrating from Overdrive to One-Click Digital. Bob Parisi will work with Patricia to discuss audio and ebook collections and the appropriate platforms.

We hope to have Ipads accessible by Kindergarten Library card day.

Oz Coto-Chang is available as a substitute librarian. Elair Thompson was hired as a temp cleaner through October 10. We are searching for additional substitute Librarians and Library clerks who are available during weekday hours.

Cleaning RFPs: 6 sent out, 2 replies received. They will be reviewed shortly.

The summer reading program was successful, 245 children registered, 2,146 books were read/listened to. 23 programs were held with 1,459 in attendance.

Discussion of upcoming fall programs for children, teens and adults.

Other Business:

Stevenson Swanson noted that September Bookmark will address the Frankenstein book, background, etc., which will be the subject of the Pelham Reads! Program this October.

Grants from the Humanities Council and the Junior League will cover Pelham Reads! Frankenstein.

Question of whether the Village of Pelham Manor should be approached concerning whether a banner can be hung outside the building to promote Pelham Reads! Frankenstein. Margaret Young will follow up with Sue Simpson, Friends Co-President.

A motion to meet in Executive Session to discuss the employment history of a particular person was made and approved by the Board.

The Executive Session was adjourned.

Meeting ADJOURNED at 9:45 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, October 2, 2013, at 7:30 p.m.