

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

530 Colonial Avenue
Pelham, NY 10803
October 2, 2013
7:30 p.m.

Board Members Present:

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

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

Not Present: Everett Potter

Minutes

The minutes of the September 11, 2013 meeting were approved.

Financial Committee Report

The Board reviewed the financial statements. Discussion concerning expenses for computer software and hardware. The door counter works via a browser, and the software needs to be updated due to a malfunction which causes dates to be incorrect. The estimates to replace the door counter are between \$150 and \$900. Consideration of how to invest in the library collection as \$18,000 of the original full year budget of \$59,000 is still available. Taxes and the Technology fee (WLS) have been paid in full for the year. The financial statements show a \$21,000 loss as we have not yet submitted the second voucher to the Town. The Town allocation through September 25 includes salaries, benefits and only one voucher (year to date) from the Town. The Board approved the financial statements through September 25.

Discussion of the preliminary 2014 Budget: Cameron Potts stated that changes from 2013 are as follows: Fines decreased in 2013 due to increase in ebooks which do not incur fines.

Friends contribution: While the Friends have not officially approved the \$12K expenditure for the communications consultant, their contribution is tentatively budgeted at \$72K. They are voting on the communications consultant contract at their meeting next week.

Town allocation: Budgeted to increase approximately 2.7%.

Expenses:

Building maintenance and repairs increasing, equipment expense increasing to repair vacuum and fix circulation desk equipment rack. Library collection decreasing based on actual experience to date and increasing reliance on digital materials, which are funded through WLS. Miscellaneous expenses increasing which includes mileage and tips as rates have increased.

Payroll:

Salary: Town guidance is 3% increase. Tax rates will remain the same. Medical insurance will increase 8% based on guidance from Town.

Postage budget will increase to match 2013 actual expense. Supplies allocation will decrease due to paper donations received this year.

Taxes for sewer increased by a percentage, and will be reflected in 2014 budget. WLS tech assessment will increase and is reflected in 2014 budget. Phone bill increase to reflect actual 2013 expense.

Total expenses are budgeted to increase 1.9%, and the Town allocation to increase 2.7%. 78% of the projected budget is salary and payroll, with another 7% due to WLS charges, so 85% of the budget is beyond the control of the Library Board of Trustees. The Board is aggressively managing the costs that it does control, and those expenses will decrease 4% from the 2013 budget.

Sources of revenue include fines. The fine structure was set within last 2 years. Wireless printing could be another revenue generating idea.

There is no funded student learning ambassador position. Students volunteer at the library and earn community service credits for school.

Margaret Young indicated the following stress areas for 2014:

1. Our programming budget was cut last year. \$5,200 is a relatively modest programming budget, but the library has managed well on the reduced funds available. Next year we want to sponsor another author series, although this is not a major expense.
2. Patricia Perito would like to be able to fund cleaning the windows every year, which would cost approximately \$1K.

Margaret Young requested board approval of the budget as is, plus authorization to make a few changes concerning the unemployment insurance tax rate, the cost of a professional cleaning service, and the addition of \$1-2,000 back to library collection item before presenting the budget to the Town on October 15.

This was approved by the Board.

Dan McLaughlin indicated that Town would also like to discuss 5 year capital plan for library at the Town budget meeting, coming up on October 15th. The Town is pleased that the library keeps expenses under control. The final budget will be approved at Town Board meeting in December.

Margaret Young thanked Cameron Potts and Patricia Perito for their work on the budget.

President's Report

Margaret Young received 5 inquiries for the two open Library Trustee positions. Two of the individuals couldn't manage the time commitment. Margaret met with 3 candidates. She recommends the following two candidates:

Laura Woods has an MBA, and a background in finance. She previously worked for a brokerage firm and now manages a medical practice.

Steve Molineaux also has an MBA and is a seasoned business executive with a background in finance.

One will work with Cameron Potts on the finance committee and will head the programming committee, and the other will head a new ad-hoc committee to consider the future of the Library in the new digital world.

Board approved a motion to nominate these candidates to the Town Board for election to Board of Trustees of the Library.

Long Term Operating Plan:

1. Collections Section: Report by Robert Parisi. Review of Collection Policy Statement. The Pelham Library is ranked 24th out of 38 libraries in Westchester, with collections spending on par with other similarly sized libraries. Collections spending usually comes in under budget. This policy needs to be reviewed and revised. Further, the Collections Committee will need to consider how the Library's collection is created and augmented, with consideration of the following: Overdrive/OneClick Digital; use of ipads and other devices; how to maximize the collections budget; how should spending be balanced between books and digital content; how can WLS be further leveraged; how can supplier relationships be maximized. Further, there should be a review of important trends, including digital, and the weeding process needs to be formalized.

This will be formalized for inclusion in the Long Term Operating Plan.

2. Five year Buildings and Grounds Maintenance Plan: proposed by Paul Osmolskis and Carl Pannuti:

a. Level 1 projects (most important):

1. Soil erosion in front of property. Proposal to discuss this with village of Pelham Manor concerning erosion due to the water conduit. It is possible that trucks are tracking over the curb, exacerbating this problem.

2. The front and back walkway lighting must be replaced, including a broken light on the ramp to the basement.

3. The building sign needs to be moved and repaired/replaced.

Carl will provide more detailed overview for meeting with Town regarding budget with estimated figures for priorities level 1 and 2.

A question was raised concerning when and how longer term strategic items get addressed: space, collections, laptops/outlets. Paul will come up with potential solutions once the problems are identified.

Paul, Carl and Tricia will finalize this list for discussion with the Town on October 15.

Carl will prepare the capital plan for inclusion in Long Term Operating Plan.

The Board is on track to approve the completed Long Term Operating Plan at the November meeting.

Buildings and Grounds Committee: report by Carl Pannuti.

Flat Roof Project - there are currently 4 bids, lowest is \$21,750 from V&R Roofing. The cost will be split with Town. This will use up the surplus funds accumulated over last few years. Now is right time of year to do this work, before the heating season starts.

Roof Hatch vs. Door: Carl recommends installation of a roof hatch. This will to be discussed further with Town.

Fence and Driveway Repair: The bill for repair of the driveway aprons is \$8,500. Repairs to the fence included powerwashing and staining fence, replacing rotten wood and post caps. The bill for this work was \$2,075 plus supplies; the cost of supplies was approximately \$1,600 and was paid directly by the Town to Pelham Lumber.

The Board approved the V&R contract for the flat roof project in the amount of \$21,750 and payments for fence repairs of \$4,000 and driveway apron repairs of \$8,500.

The Library's share of half of these expenses is approximately \$17,000.

The water heater must be replaced due to age. The Town will pay for this work, which will cost \$1,051. This has been approved by the Town. Work will begin soon.

Friends Report by Sue Simpson:

Sue Simpson presented a check to the Board of Trustees representing the Friends Contribution and a check for the Ipad donation. The Friends will vote on continuing the communication consultant's contract at their next meeting. All feedback has been good. Steve Swanson will provide the Friends with his perspective on the consultant before their vote next Monday.

The Friends would like to pay the consultant directly rather than paying the Library to pay her. Margaret Young would prefer keep this as an item on library budget so that all expenses of running the Library are tracked together.

A solution would be for the Friends to include payment for the consultant with their regular contribution, made 3 times annually.

Pelham Reads: Starts on Saturday, October 5, in conjunction with The Picture House and the Pelham Art Center. Frankenstein-themed events in the Library this Saturday include Monster Story Time; crafts; a comic workshop for tweens; a professional makeup artist who will create a Frankenstein; and a dramatic reading of portions of Frankenstein. On October 26, there will be a film festival at the Picture House.

Other Business:

Margaret Young thanked Jack Kaufmann for his 6 years of Trustee service, and presented him with a Certificate of Appreciation.

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 9:40 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, November 6, 2013, at 7:30 p.m.