

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

530 Colonial Avenue

Pelham, NY 10803

October 3, 2012

7:30 p.m.

Board Members Present:

Margaret Young, Jack Kaufmann, Steve Swanson, Sandy Angevine, Jane Azia, Anne Calder, Peter Monaco, Paul Osmolskis, Robert Parisi and Everett Potter.

Also Present: Library Director Patricia Perito, Friends of the Library Co-President Sue Simpson.

Not present: Jenny Del Re

President's Introductory Remarks

After welcoming Robert Parisi to the board, Margaret Young began her first meeting as board president by saying that, as John Lent did when he became president, she wanted to review some basic principles.

We as a board should be as transparent as possible. We should have consistent documentation of all Board deliberations and decisions. We should establish a solid fact base for making decisions.

There should be no surprises: she asked that trustees bring items for board meetings to the attention of Patricia and her as early as possible and try not to have subjects brought up at the last minute so the meetings can run as efficiently as possible.

Regarding committees, she would like all committees to think about annual and longer-term goals and create action plans to achieve those goals. She would like committees to report regularly to the full board on committee activities. Additionally, committees should understand and review the policies related to a committee's focus and support the director.

Minutes

As the board reviewed the minutes of the September 12 meeting, Peter Monaco noted that the contractor for the roof project had received a permit for the work.

The minutes of the September 12, 2012, meeting were approved.

Financial Reports

In reviewing the current financial statements, Library Director Patricia Perito said she expected donations to be somewhat down this year.

Margaret asked about fines, which are running somewhat behind budget. Tricia said that fines tend to trend up at the end of the year as a result of higher book circulation at the end of the summer. Also, as more circulation moves toward electronic materials, she noted that there are no overdue fines with e-books because the titles are automatically withdrawn from borrowers' e-readers on their return date.

The board discussed the possibility that if fines come in low, collections expenditures could be cut.

In response to Margaret's question about how the Town processes Library expenses that are covered by the Town, Tricia said the Library submits vouchers to the Town, and the Town then approves (or disapproves) the expense. Jack Kaufmann said that such expenses do not appear on the library's budget, as per the Town's longstanding preference. And, after a delegation of board members met with Town Supervisor Peter DiPaola, that continues to be the preference.

The board discussed whether there might be a way to give the Friends an accounting of what they're paying for, above the annual \$60,000 commitment to the Library.

The board approved the current financial reports.

The proposed budget for 2013 was then discussed. Margaret said that she had spoken to Town board member Dan McLaughlin, the Town's library liaison, who said that in addition to the state-mandated two percent property tax cap, the Town was facing a potential additional pressure on its resources in a tax assessment appeal related to commercial property in Pelham Manor. Margaret said she had told Dan that we would probably ask for a two percent salary increase for library employees.

Anne Calder said a four-year trend analysis of the library budget showed striking increases in payroll costs and WLS technology fees, in response to which we have cut the things we have control over. She noted that 85 percent of the budget is payroll and WLS technology fees, so there is not a lot of room to maneuver.

For 2013, the Town has said that 20.9 percent of salaries must be contributed to the New York State retirement system.

Two budget alternatives are to keep staffing levels the same or to drop a part-time position and hire a communications consultant, recognizing

the increased amount of communications work that has resulted from the Website upgrade, the monthly e-newsletter and the ongoing monthly Bookmark column.

The salary of the part-time position last year was \$21,000. The person in that position has resigned, and the position is currently open.

The board discussed what a communications consultant would cost and what that would mean for staffing. Tricia said the greatest staff need is on Saturdays, with Fridays second. She could look for a librarian-trainee who needs the experience and hours to work during those times. If the board budgets \$12,000 a year for a communications consultant, that would leave \$9,000 for a part-time librarian trainee.

Regarding the question of salary increases, Margaret said she thought we should go ahead and ask for two percent.

A motion was moved and seconded to approve the \$624,220 budget for 2013 as stated with the following amendments: adding a communications consultant at \$1,000 a month and a Saturday librarian position, the total cost of which is not to exceed the \$21,000 salary of the previous part-time position; providing for a two percent cost of living increase for library employees; and rebudgeting medical costs based on a 10 percent increase per guidance from the Town.

The Board approved the proposed budget.

The budget workshop with the Town is scheduled for Oct. 16.

Building and Grounds Committee

Patricia reported that the library closed early on Friday, September 28 because of flooding on Carol Place and Wolfs Lane following a severe thunderstorm.

Peter Monaco provided an update on the roof replacement project. The work is underway and so far, the contractor has found that the sheeting underneath the roof is generally sound, contrary to expectations. However, the wood siding on the south side of building needs to be replaced; the expected cost is \$4,600 (the siding will be replaced with cedar siding and painted). Paul Osmolskis said Ralph Migliulo from the Town saw the condition of the existing siding and agreed it had to be replaced.

Also, the contractor said the copper flashing around the chimney needed to be replaced, but Paul noted that the chimney isn't functional. So the chimney has been removed to below the roofline and the hole roofed over. The library attic needs to be ventilated as part of this project. More estimates have to be obtained for this work.

Tricia provided an update on the cost of the roofing project: the roof itself is budgeted for \$97,000; the one insulation bid received so far was \$10,000; the total submitted to the state on the grant application was \$107,000. Of the state portion (50 percent, or \$53,500), the library has received \$48,150 so far).

Jack asked Tricia if she had contacted Pelham Manor to ask for police assistance to dissuade parents from using the library parking lot after school for pick-up. Jack said the mayor and two trustees support the library's position to curb this practice, but Tricia has to contact the village to ask for their assistance.

However, Margaret said the issue could be sensitive; it is worth trying to end this practice, but it might not be possible.

Director's Report

Lilly has met with the Junior League provisional class to discuss ideas about projects.

The next round of Creative Aging grant applications is coming up; they are due prior to Thanksgiving.

Lilly will be starting a book discussion group at Colonial School the week of October 8.

The board reviewed a list of maintenance and service contracts that Patricia had prepared. One contract, for fire extinguisher service, was discontinued because the service is now provided by the Town contractor.

The major contract is with the Westchester Library System for technology services.

Friends Report

Friends co-president Sue Simpson said that more than 80 children signed up for library cards on K-Day. The group is working on an idea for a holiday event, featuring children's librarian Lilly Hecker, perhaps.

She said the Friends are trying to go after corporate donations for Novel Night, after noticing that ConEd gave \$3,000 to the Picture House.

The bidding devices to be used for the silent auction on Novel Night have a "fund a need" button, and she would like to discuss with library about what that need should be. Several board members agreed with her that funding new technology at the library was a logical choice.

Bob Parisi raised a question about why library cards were not given out on K-Day. Patricia said given how busy the day is, it takes time for library staff to process the applications. Board members requested that cards be given out on the day of the sign-up to help reinforce the

positive message of the event for five-year-olds, who want to see immediate results from their visit to the library.

The meeting was adjourned at 9:29 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, November 7, 2012, at 7:30 p.m.