

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

530 Colonial Avenue
Pelham, NY 10803
November 6, 2013
7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Suzanne Auclair, Sandy Angevine, Steve Molineaux, Paul Osmolskis, Cameron Potts and Laura Woods.

Also Present: Library Director Patricia Perito

Not Present: Carl Pannuti, Robert Parisi, Everett Potter, Friends Co-President Sue Simpson, Town Liaison Dan McLaughlin

Minutes

The minutes of the October 2, 2013 meeting were approved.

Personnel Report: presented by Sandy Angevine

Sandy Angevine discussed the cleaning proposals. The RFP resulted in three proposals. After review, Sandy recommended that Capital Contractors be retained. This is the same company that provides cleaning services for the Pelham Picture House, which gave a good reference. Capital Contractors will start 2 weeks before the end of the year. The two part-time cleaner positions will be eliminated as of year end. In 2014, the cleaning expense will be moved into the Building Maintenance budget. In addition, \$500 will be added to the 2014 Building Maintenance budget for changing of light bulbs, as the contractors will not perform that service. The current part-time employee will be advised by Sandy and Patricia Perito after Thanksgiving that the position is being eliminated. The temporary part-time cleaner will be notified as well.

A Motion to approve contract of Capital Contractors in the amount of \$11,340/year, subject to confirmation of references, was made and approved by the Board.

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.

Financial Committee Report: presented by Cameron Potts

The Board reviewed the financial statements. Expenses year to date are at 82% of the annual budget. A plan to purchase new door counter software was discussed. Cost estimates are in the range of \$150 - \$900, to be expensed in the computer hardware/software line item. The professional development budget is under by \$800. Sewer taxes are slightly higher this year so the budget will be adjusted for 2014. Fines are down significantly this year. We have not yet received the state aid funds. All funds concerning the roof project have been received and paid. Some of the memorial donation funds have been spent. Some of these funds are restricted to certain types of books. Overall the balance sheet has improved since last month.

A motion to approve the financial report was made and approved by the Board.

The budget was submitted to and discussed with the Town on October 15th. Cameron Potts provided an overview of that meeting to the board. After the budget was presented, we realized it did not include the state-mandated increase in minimum wage in 2014; the budget needs to be rerun to incorporate that change, which affects three positions.

President's Report: presented by Margaret Young

The Board reviewed of the Board meeting dates for 2014. A motion to approve the Board meeting dates for 2014 was made by the Board and approved.

Margaret Young renominated Sandy Angevine for a new 5 year term which will expire on September 30, 2018. A motion to approve was made and approved by the Board.

Margaret welcomed new board members Laura Woods and Steve Molineaux, and there was a brief discussion of committee assignments.

Long Term Operating Plan

The Board conducted a final Review of the Long Term Operating Plan for 2013 - 2018. Motion to approve the Long Term Operating Plan, subject to minor improvements in language by Steve Swanson, was made and approved by the Board.

Buildings and Grounds Committee Report: presented by Paul Osmolskis

A five year buildings and grounds plan was discussed with the Town during the budget meeting on October 15th. This involved a discussion of the Library's needs that are not covered in the annual budget.

The immediate project is the flat roof project and the work will start next week; this involves taking the HVAC equipment off the roof, installing new supports for that equipment, and then the equipment is returned to the roof.

Regular exterior painting maintenance is now a priority due to decay of the exterior trim. The exterior rear steps need repair. The carpeting is the original which was installed when the building was converted to the Library in 1995 and is now very worn. In the near term the Library will repair some carpet edges and seams, but eventually the carpeting would need to be completely replaced. That project will be fairly disruptive.

There was a general discussion concerning which projects could be grouped for a grant proposal for the grant cycle next August.

Director's Report: presented by Patricia Perito

A Library patron has volunteered to update the garden and will maintain it throughout the year.

A Cub Scout leader has offered his troop to take responsibility for the flag pole. The troop will handle half staff status and will raise and lower the flag as necessary to comply. The flag remains raised all of the time because it is illuminated.

A new hot water tank was installed and paid for by the Town. The janitorial closet was retiled using existing tile.

Four iPads were donated by the Junior League. Two are located in the Children's room, and are in protective cases and are locked to the tables. Literacy apps have been installed on the iPads. The other two may be circulated for use in library, but are not for outside circulation.

Oswaldo Coto-Chang has been placed on substitute Librarian list. Elair Thompson is a temporary seasonal cleaner. Two new substitute Librarians are Victoria Addo-Prempeh and Susan Kramer. Motion to approve these personnel appointments to the Library staff in accordance with the Director's report was made and approved by the Board.

Patricia Perito will be offering one-on-one computer training rather than class-based training. Peggy Nicholson, the sponsor of the Nicholson poetry contest, has notified Patricia that she will no longer be supporting the contest. The Board discussed future possibilities for this contest.

Patricia discussed attendance at Library programming events.

The Board discussed the proposed 2014 Library Closings. The Library must be open a minimum of 40 hours per week, based upon the population. A motion to approve the 2014 proposed closings was made and approved by the Board.

Meeting ADJOURNED at 9:25 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, December 4, 2013, at 7:30 p.m.