

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

530 Colonial Avenue

Pelham, NY 10803

December 4, 2013

7:30 p.m.

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**Board Members Present:**

Margaret Young, Steve Swanson, Sandy Angevine, Steve Molineaux, Carl Pannuti, Paul Osmolskis, Everett Potter, Cameron Potts and Laura Woods.

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

**Not present:** Suzanne Auclair and Robert Parisi.

**Minutes**

The minutes of the November 6, 2013, meeting were approved.

**Friends Report**

Sue Simpson gave a summary of the October "Pelham Reads" events. At the "Frankenfest" kick-off events on October 5, there were 10 children and eight parents at the monster storytime; 30 "tweens" and a few parents attended the monster comic workshop. Approximately 50 attended the horror movie makeup demonstration, and approximately 40 attended the "Frankenstein" dramatic reading.

There were more than 200 "likes" on the "Pelham Reads" Facebook page, and a front-page photo essay ran in The Pelham Weekly.

The Friends concluded that if they do a non-Novel Night year event again, it should not be four weeks long. They would also aim for a different time; October is a very busy month. Perhaps a week in March would be better.

The Friends had a state grant of about \$1,500, a condition of which was that they could not fund-raise as part of the event. They would not do that again. If a program happens in 2015, they would try to do one fund-raising event.

Sue noted that five people are leaving the Friends Board at the end of the year and are being replaced by new board members.

They are considering paring events during the Novel Night year to reduce demands on the Friends; Novel Night is very time-consuming.

Library Board President Margaret Young said she was delighted by the attendance at the Library events, considering it was the first time.

### **Finance Committee Report**

Cameron Potts noted in the financial statements that fines are running low this year. On the expense side, computer hardware and software is at only 6.3 percent. The new door-counter equipment has not been purchased but should be by the end of the year because it's in the budget. Also, we could get quotes for a new DVR and perhaps purchase that this year.

The other line that is low is professional development, at only 65 percent. Library Director Patricia Perito said she had expenses to submit and the WLA meeting would also absorb some of that line item.

Regarding the restricted funds, the balance is down from the beginning of the year, but we continue to work on ways to spend those funds.

The Board approved the financial statements through November.

Regarding the 2014 budget, a revised budget was submitted today to the Town. The board approved the revised, final budget.

Cameron also noted that the 2012 audit has been completed. Margaret asked why the 2012 audit was just being presented now. Tricia said it had been received in September and she had had some questions for the accountant, Chris Montgomery. Margaret said that even so it should not take three months to send the audit to the board. Town Liaison Dan McLaughlin said Chris Montgomery had been doing the Town audits for many years but agreed that it was late this year.

Steve Molineaux raised a question about how the money from fines is collected and handled. The Board discussed how that money should be accounted for. Dan recommended that Chris Montgomery do an audit and perhaps suggest changes in the procedures for writing checks and reconciling the accounts so that the same person is not doing both. Steve Molineaux will work with Tricia to come up with a proposal for the work to be done by the accountant.

### **Building and Grounds Report**

Carl Pannuti said the contractors have about one day's work left to do on the flat-roof project. He is very happy with the work that the contractor has done and with Paul Osmolskis' design for the work. Paul said that now the HVAC equipment is sitting on something solid.

Paul said he thinks the circulation desk lighting is the next thing to be redone. The task lighting at the circulation desk needs to be augmented. He believes a fluorescent light above the desk would take care of the problem. This would be in a bar that would be supported by arms on either side of the lower, "transaction area" of the circulation desk. He believes the light could be purchased for about \$3,000, and he could install the light.

#### **Communications Committee Report**

Everett Potter gave an update about the status of the Library's Website. He reviewed the design and implementation of the Website by Tim Woods, who is retained on a monthly maintenance contract.

He noted some issues with the Website: lack of images (with the children's book review, for instance); the back-end code shows up with calendar listings; and there are problems with the organization of some areas.

Also, communications consultant Cathy Taylor has said it is very difficult for her to update content on the site.

In addition, some of the content is very stale (the "Library News" lead item is the Fall 2011 Author Series).

Margaret asked Everett to provide some numbers for redesigning the site in Wordpress and for a new maintenance contractor. Among the questions to be answered are: Can we get somebody else for what we pay Tim? If we stay with Drupal, the current software package, how much would it cost to fix and update the site? How much would it cost to move to Wordpress?

#### **Personnel Committee Report**

Sandy Angevine said the new cleaning contractor is coming on Friday (12/6) for orientation and is scheduled to start the week of Dec. 23rd.

Margaret made a motion at 9:17 p.m. to move into executive session to discuss the employment history of a particular person. At 9:23 p.m., the executive session ended.

#### **Director's Report**

Tricia said the Director's Report contained information about how the Library goes about replacing a civil-service librarian.

Some teens approached Children's Librarian Lilly Hecker about a February coffeehouse as a Teen Advisory Board program.

An adult-programming series about managing one's career will be held in early 2014. Steve Swanson said the series would make a good topic for the January Bookmark column.

Tricia proposed changing the procedure for people to use the Library's public-access computers to require that people have library cards to get a guest pass.

The meeting was adjourned at 9:49 p.m.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, January 8, 2014, at 7:30 p.m.