

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

530 Colonial Avenue

Pelham, NY 10803

December 7, 2011

7:30 p.m.

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**Board Members Present:**

John Lent, Steve Swanson, Jane Azia, Anne Calder, Paul Osmolskis,  
Everett Potter and Margaret Young.

**Not present:** Theresa Brasile, Jenny Del Re, Jack Kaufmann and Peter  
Monaco.

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

**Minutes**

The minutes of the November 2nd meeting were approved.

**Financial Report**

Library director Tricia Perito said revenues from fines were running  
about 5 percent under budget. Spending on collections was also a bit  
low.

Margaret Young asked if any expense category would come in over or under  
budget by a significant amount. Tricia said sewer expenses were running  
a bit above budget. Spending on library collections, buildings,  
maintenance and repairs were all a little low.

But concerning collections, the financial reports reflected expenses  
only through October. Tricia said by the end of the year, we'd be close  
to the budget. There were also expenses for a magic show and for Bill  
Wertheim's leadership of the Creative Aging program still to be paid out  
of the programming budget.

Margaret said she thought the budget was very well managed; board  
president John Lent agreed.

The library's fund balance is about \$68,000, of which about \$10,000 will  
be used to pay for part of the lighting project.

The board approved the financial reports.

**Buildings and Grounds Committee Report**

Tricia reported that the lighting fixtures for the reading room are on  
order. She hopes to get an update soon on their delivery and then set up  
an installation time. Town liaison Dan McLaughlin said the town's  
contribution toward the lighting project is still on target for \$5,000.  
Regarding the roof project, Dan said specifications for a replacement  
roof went out to seven companies. Two declined to submit a bid because  
of the Town's prevailing wage requirement.

The other five ranged from \$84,500 to \$114,000. Tricia said the state would make a final decision on the library's grant application in May. Dan said the Town understands that the roof project needs to be done, given the age and condition of the existing, original roof.

#### **Communications Committee Report**

Everett Potter said that for the last four or five weeks, he and Tricia have been adding content to the new Website, but that the site was not yet ready to go live. He hoped the site would be ready to go live by Christmas, but contractor Tim Wood has fallen behind schedule a few times because of illness.

Tricia showed the board several pages that are under development, which will include features that give listings of books that have been mentioned on TV and radio in the last week, summaries of new books, and children's award winner lists, among many other features.

The board gave the design a very positive review.

#### **Collections & Services Committee**

Regarding the e-reader pilot program, Tricia reported that she had sent an order to WLS for 25 titles on each of six e-readers, for a total of 150 titles. Each of the readers will be loaded with a different genre of titles, including mysteries and romance, two of the most popular categories.

She said there has been a delay in placing the order because WLS is waiting until it has enough orders for a discounted corporate purchase. The board discussed the need to promote the pilot program carefully so people don't assume that they can get any book on any reader. As a pilot program, it is intended to introduce library users who are unfamiliar with e-readers to the concept.

Regarding the proposed fines schedule, Tricia said fines had not been raised in 4-1/2 years. The consortium of Westchester librarians is trying to standardize fines across the county. Margaret Young said that a lot of work had gone into the recommendations and would result in a simpler fine structure.

However, it would result in increases in some fines, most notably from 20 cents a day to 25 cents a day for new adult books. On the other hand, some fines, such as total maximum fines and fines for DVDs, will decrease.

The board approved the new fine schedule, which will become effective on January 1, 2012.

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

Tricia presented the schedules of closings for the holidays and proposed meetings dates. The board added a February meeting for 2012 because of a sense that a lot is going on, with the upcoming e-reader pilot program and launch of the new website.

The board approved the holiday closing schedule and the revised meeting schedule.

Tricia said that because Augusta Turner has received her MLS degree and received her professional certificate, she should be reclassified from Librarian Trainee, substitute, to Librarian I, with an increase in pay from \$19.75 an hour to \$23 an hour.

The board approved the reclassification and pay raise.

#### **Town Report**

Dan invited the board to attend the swearing-in of the new Town Supervisor and Board at noon on Jan. 1. Westchester County Executive Rob Astorino will perform the swearing-in.

#### **Friends Report**

Sue Simpson said that the biennial donation appeal would be mailed in the coming days.

The Friends are searching for somebody to run next year's Novel Night and also hoping to recruit new members, especially people with backgrounds in public relations and marketing.

The Friends are planning to run a pilot program starting, it is hoped, in February, in which teens would volunteer to supervise elementary-grade children at the Library for two hours one Friday night a month, with such activities as tutoring, playing games and watching movies. The program, which has the working title "Fun Friday," would allow teens to earn community-credit hours.

The Friends would absorb the expenses of running the program at the library.

The meeting was adjourned at 9:21 p.m.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees will be January 11, 2012, at 7:30 p.m.