

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

530 Colonial Avenue

Pelham, NY 10803

March 5, 2014

7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Suzanne Auclair, Paul Osmolskis, Robert Parisi, Everett Potter, and Laura Woods.

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

Not Present: Sandy Angevine, Steve Molineaux, Carl Pannuti, Cameron Potts

Minutes

The minutes of the January 8, 2014 meeting were approved.

Finance Committee Report

2013 Financial Statements. A motion to approve the Final 2013 Financial Statement was made. Motion approved.

2014 Financials: Review of January and February financials. One quarter of the annual payment from the Friends as well as the consultant contribution have been received. Payment for one quarter of the yearly WLS fee was made. Several memorial donations funds were spent. Motion to approve the 2014 YTD Financial Statement was made. Motion approved.

The cash flow audit was completed with no problems noted. Some practices were changed/tightened. Steve Molineaux will provide a full report at the next meeting.

President's Report

Margaret Young reported that the Friends have 2 new co-presidents and a new treasurer. They will be reviewing finances this year and have indicated that the priorities are an annual 60 thousand dollar donation to the Library each year and funding for communications consultant.

The Friends will wait until after Novel Night to review funding a lighting upgrade and website redesign. The Library and the Friends will share email addresses which have been collected. These will be used to send the email newsletter a few times per year and also for publicity for Novel Night. The emails will include an opt out

The Communications Committee will meet with Friends Communications Committee to decide a joint communications strategy for Novel Night so the Communications Consultant can follow this strategy.

WLS is sponsoring a Book Luncheon on April 11. Two authors will discuss their books. Margaret will attend to network with other library presidents.

Margaret won't be able to attend the May 7 meeting and proposes to reschedule it for May 21.

Building and Grounds Report

Paul Osmolskis reported that the gutters have been damaged by the snow melting off of the roof. After the snow fully melts, the gutters will be inspected to determine what repairs will be necessary and whether additional snow guards need to be installed on the roof.

The Junior League of Pelham as part of its Library Partners program makes a grant of \$1,500 to the Library every year. This year they are interested in funding the installation of electric outlets in the floors in the juvenile room so that the iPads the Junior League donated last year can be easily charged. Additional outlets in the adult reading room along the wall to enable laptop charging were discussed as an option. A question was raised concerning whether power strips can be used instead, as they were used during the blackout.

Per Carl Panutti, the security alarm on HVAC on the roof will be rechecked once the snow melts.

Patricia Perito is gathering information concerning the surveillance camera server which is not functioning and may need to be replaced. There have been issues with patrons being belligerent and it would be helpful to have surveillance cameras.

Personnel Committee Report

Patricia reported concerning the recruiting process for a new Librarian 1. Patricia has received a list of eligible candidates and sent out an email to all. A few resumes have been received. The process must be completed within 60 days. Patricia will begin scheduling interviews. There are nine eligible candidates with 100 scores, of which five have indicated an interest in the position. Two candidates have experience working in the Pelham Library. A job description for the Librarian 1 role should be created.

WLS is looking for new vendors for a new library catalogue system. We will need to migrate to the new system once it is chosen. It will be implemented in April 2015.

Some e-materials are now available in the main library catalogue.

Dicussion of upcoming winter programs including storytime, homework help, chess and Fun Fridays. Margaret questioned why storytime has decreased from 3 to 2 times per week.

An adult author series is taking place this spring. Two authors will conduct discussions of their newly published books.

The Career Counseling program (WEBS) has been very popular. The Bookmark newspaper column has driven participation.

The 2013 Annual Report to the WLS will be reported at the next meeting.

The meeting was adjourned at 8:45 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, April 2, 2014, at 7:30 p.m.