

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

530 Colonial Avenue

Pelham, NY 10803

May 3, 2017, at 7:30 p.m.

Board Members Present:

Margaret Young, Laura Woods, Sandy Angevine, Everett Potter, Samantha Monroe Hinton, Carl Pannuti, Terrence Mullan, Karen Fellner, Jennifer DeLeonardo.

Board Members Absent: Margaret Breuninger, Catherine Campbell.

Also Present: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Deputy Town Supervisor Dan McLaughlin.

Minutes

The minutes of the April 5, 2017 meeting were approved with some modifications, including correcting the spelling of Everett Potter's name and revising the Security Update section.

Friends of the Library Report

There was no representative from the Friends of the Pelham Public Library in attendance. Tricia reported that the Friends had not met since the Library Board's April meeting.

Finance Committee Report

- Financial Report for the period ending April 30, 2017

Samm reported that the financials were as expected. There have been no exceptional expenditures since last month.

The first half of the budgeted 2017 Friends contribution, of \$35,000, was received in April; the first contribution from the Town (in excess of salaries) is expected in May. The receipt of this contribution should result in positive net income.

Margaret Y. inquired about the Klein Foundation donation. Tricia explained that the \$2,000 donation was new, unexpected, and unrestricted, and no report on its usage is required. Tricia suggested that the monies might be used towards the door counter, for some of the costs involved in changing driveway traffic flow, or to add more story times. Dan suggested that once the funds were allocated and used, Tricia let the foundation know what the donation was used for so that the foundation might be positively inclined to donate again in the future.

Margaret Y. also inquired about the legal expenses entry on page 2, and Tricia explained that the amount represented bills paid in January with respect to legal fees incurred in 2016. She said that the bills were with Catherine for reconciliation and that she would confirm that all bills were paid.

Karen made a motion to approve the financials, Carl seconded, and the motion passed unanimously.

Buildings & Grounds

- Remaining Expenditures for 2014 NYS Library Construction Grant: Trash Can and Sign Order

Carl reported that the trash can is scheduled to be installed on May 4. It will be placed on the Wolfs Lane side of the building.

Tricia reported that there had been no progress on ordering the signs, but that she would follow up on this in the next week. Carl will check in with Tricia next week to help with this if necessary. The remaining grant money must be spent by June 30.

- Driveway Update – Painting, Script for Staff

Carl reviewed the plan from the last meeting. The change from two-way to one-way traffic flow in the Library's driveway will be implemented on July 1 so as to build in a transition period before the new school year.

Carl confirmed that it is the Library's responsibility to paint lines/arrows and provide appropriate signage, based on discussions with John Pierpont. Carl asked Dan if the Town had a preference for a contractor for the work. Dan said the work should be coordinated with Ralph but thought that it was probably Detco. Carl will follow up with Ralph and/or Dan.

There was a discussion about how to inform the public of the traffic flow change. Tricia will arrange for notices of the change to be:

- Posted on the Library website;
- Included in the Bookmark, preferably in the back-to-school issue;
- Posted on signs on each of the exit doors; and
- Displayed on the check-out desk.

In addition, Dan will coordinate so that that constables are stationed in the Library driveway for the first couple of weeks of school to assist with the new traffic flow. Staff will be provided with a script and refer more detailed inquiries about the change to Tricia. Sandy will put together a draft of the script.

Karen will confirm that John Pierpont has informed the Village of Pelham Manor Board that the change will be instituted on July 1.

Tricia will look into whether any leftover 2014 NYS Library Construction Grant could be used toward the costs for the arrow painting and signs. Otherwise, the money could be sourced from the recent Klein Foundation donation.

- Interior Repairs

Tricia will set up repair date with Detco. This is for repair work in connection with the repaired skylight leak.

- Estimate for Staff Stair Replacement

There is no update since last month.

- Estimate for the Door Counter

Tricia has not made progress on this, but committed to having options ready to present to the Board for the July meeting, if not sooner via email.

Terry asked whether patrons are being counted accurately in the interim without the door counter software operational. Tricia said yes, but said that for the past couple of months since she realized the issue, the count has been manual rather than derived from the existing software. She characterized the numbers as better than an educated guess.

- Documentation Needed for 2016 NYS Library Construction Grant

Tricia reported that she expected to hear in early May whether the State has formally approved the grant.

- Possibility of Grant Request in September

There was a discussion of whether to apply for a NYS construction grant this year. The application would be due at the end of August. Prior discussions focused on seeking funds for a lobby renovation.

Dan asked about the status of the stroller parking discussion. Karen reviewed her discussion with John Pierpont, who had expressed that the structure would need to be permanent and would require a variance due to the Library already exceeding its lot coverage allowance. Augusta said that the caregivers who bring strollers to the Library feel that stroller parking in a lower lot would not be practical, since it would be difficult to bring children and gear up the stairs. Margaret Y. asked Carl and Karen whether it would be possible to extend the landing at the top of the entrance ramp on the Carol Place side of the building to accommodate stroller parking. Karen said that she would discuss with John Pierpont the possibility of adding a cantilevered structure there.

Margaret Y. also asked Tricia whether she was still interested in the possibility of adding a coffee station to the Library. Tricia responded that she was, and that since the Library might only need one restroom, there was the possibility of retaining one unisex bathroom and converting the other space for a coffee station. Some expressed concerns that this might be too high-maintenance for the staff, encourage undesired consumption of food inside of the Library, and create waits for the restroom. Tricia also suggested the possibility of adding digital signage that would advertise programs and events. The board concluded that a coffee station would be difficult to design, staff, and monitor.

Tricia, Carl, and Karen will discuss the various possibilities and bring proposals to the July meeting.

Equipment Inventory Review

Terry reviewed the replacement schedule that he and Margaret B. put together for Library equipment. The worksheet identifies each piece of equipment along with identifying serial numbers, user, acquisition date, anticipated replacement date, and other information. In addition, there is now the ability to organize equipment (and plot the related costs) by anticipated replacement year. There are still some gaps in the information that need to be filled in, but this tool will help the Board to better plan, stagger, and budget for equipment replacement and track disposal of obsolete items. While the actuals may not be perfectly aligned with the forecast replacement dates in all cases, the system will still allow for much better budgeting and planning. Equipment replacement costs are expected to be almost \$4,000 in 2018, and \$7,100 in 2019.

Policy Committee

- Library Bill of Rights

Jennifer presented the proposed Library Bill of Rights, which incorporates and serves as a commitment to the ALA Library Bill of Rights. Jennifer explained that many libraries had formally endorsed the ALA Library Bill of Rights, and that the proposal was part of the policy's committee overall review and enhancement of Library policies.

Terry asked what consequences of adopting the policy were and what procedures, if any would need to change. Margaret Y. also expressed that perhaps there might need to be some training in connection with the adoption. Tricia and Augusta expressed that the ALA Library Bill of Rights was an integral part of librarians' professional training and that the Library was already informally putting the concepts into practice, but that staff could be informed of the adoption and trained as necessary. Jennifer responded that some of the procedures would be contained in a series of policies the policy committee was in the process of refining for consideration by the Board.

Everett made a motion to adopt the ALA Library Bill of Rights, Laura seconded, and the motion passed unanimously.

Programs

In response to concerns voiced at last month's meeting about the decline in program attendance in 2016, Laura reviewed monthly program charts comparing program attendance for 2015, 2016, and 2017 (YTD). The main reason for the decline in program attendance in 2016 was the popular Pelham Reads programming that was held in 2015 but not repeated in 2016, and the decrease in the number of school visits in 2016 due to scheduling problems. Attendance at other programs appears to be stable or increasing.

Margaret Y. suggested that the data indicate that the Library needs to add more programs. Children's programming in particular frequently draws large crowds (for instance, story times and special programs such as the Greenburgh Nature Center visit), which suggests that the Library may not be meeting the community's demand for children's programming. Margaret asked that Tricia and Augusta consider ways to increase children's programming and come back to the Board with some concrete proposals for consideration. She noted that there was gift money available that could be used for this purpose.

President's Report

Margaret Y. informed the Board that the July meeting would be the last for both her and Everett, as they are both stepping down. Both have served on the board for over seven years. Terry has agreed to serve as President pending election, and the Board would seek to fill two positions, one with someone with a communications/public relations/marketing background and the other with someone with a finance background. These vacancies would be publicized to the community.

Director's Report

The director's report was submitted and reviewed by Tricia. She reported the following:

- The WLS Virtual Desktop rollout had occurred in two shifts in April. Some bugs were being worked out.

- The WLS Board had approved the Tor browser, which would enhance user privacy when using the Library's internet.
- Pelham resident and WLS Board President Cathy Draper had planned to attend the Board's July 12 meeting. Rob Caluori, WLS Head of Technology, has also volunteered to attend the July meeting to talk about the Tor browser, privacy, and law enforcement requests. Augusta suggested that the Cathy Draper visit be postponed until the new trustees join the Board in September. Jennifer agreed that Rob's visit might be well-timed in July given the anticipated consideration of draft privacy and law enforcement request policies. Tricia said she would coordinate with Rob and give some thought to the topics he should cover at the meeting.
- Tricia noted that Terry Kirchner, the Executive Director of WLS, was seeking feedback on proposed changes to the existing NYS Minimum Standards for Public Libraries ahead of the next meeting on May 16. Notably, the proposals would require that bylaws and policies be reviewed every three years. Margaret Y. suggested Tricia ask for more clarity on the broadband initiative, i.e. what adding wiring infrastructure to support future broadband initiatives would mean and whether this would require the Library to spend money. Jennifer suggested that the policy review be every five years rather than three, or that the three-year review requirement be restricted to a set of core policies.
- Tricia noted some of the upcoming programs, including more coloring events, an author talk by Gerry Marzorati, a former Library trustee, and the Bash the Trash event to kick off the summer reading program. She also noted that Homework Help will be discontinued in the fall due to lack of attendance and interest.
- Tricia handed out copies of the Celebrating Westchester Libraries publication that included an article about Library page Jilsana Bakry and another about a North Salem resident's childhood experience with the Pelham library.

The Board Meeting adjourned at 9:31 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, July 12, 2017.