

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

**530 Colonial Ave.
Pelham NY 10803**

Jan. 12, 2022

Board Members Present: Terrence Mullan, Judy Shampanier, Karen Fellner, Rob Gimigliano, Jennifer Meyer, Keith Keaveny, Lisa Robb, and Emily Gest.

Board Members Absent: Michelle Dvorkin and Catherine Campbell.

Also in attendance: Library Director Augusta Turner.

The Meeting called to order at 7:34 p.m.

Approval of the Dec. 8 Minutes

Tabled until March meeting due to a lack of quorum of those who had attended the meeting.

FINANCE COMMITTEE

- December financials:
 - Building & Maintenance over budget \$1900. \$400 from cable upgrade and \$1700 for electrical work to repair and replace broken light fixtures inside and outside the library.
 - Professional Services expenses were due to the communication consultant and claim auditor. He noted that the line item looks over budget because we are cash basis but we paid 13 invoices in 2021.
 - Program over budget was expected because of incurring a 2022 program expense in 2021.
 - WLS line over budget due to estimated costs.
 - LR moved to approve the December budget and the entire 2021 financials. KK seconded. Motion passed unanimously.

BUILDINGS AND GROUNDS

- AT said the skylights need replacing and the Town is researching its records to see how old the skylights are.
- RG said the skylights were well beyond their useful, expected lifespan and noted that any previous repairs were 'band-aids.'
- AT noted that the state construction grant only covers 40-50% of the cost and the remaining amount needs to be covered by the town or the library's own finances.
- AT also noted that we need two new outdoor signs with the library's new logo.

FRIENDS REPORT

- JM said the Friends are recruiting new members and there will be a new treasurer as well.
- They are planning Pelham Reads for October 2022.

- Next novel night could be in Oct. 2023 due to the popularity of hosting it earlier this year.
- Their next contribution is likely to return to the traditional amount of \$80K for 2022.

NOMINATING COMMITTEE REPORT

TM said they are still looking to add an additional board member.

POLICIES COMMITTEE

- JS noted that under the 5-year operating plan numerous Library policies are due to be updated and the committee will be reaching out to the appropriate board members for assistance.
- JS noted that starting in Jan 2023 all library trustees must undergo 2 hours of library education annually. WLS generally creates necessary training, etc.

PRESIDENT'S REPORT

- TM noted a conversation on a town Facebook group about library fines and the library's response noted the library's policy and the flexibility offered to patrons who incur fines. He asked AT to explain the library's policy.
- AT said big libraries in Westchester have gone fine free but smaller libraries like Pelham have not gone fine free. She noted that Mamaroneck and Yonkers are fine free for children's books.
 - Revenue from fines used to be more significant. For example: in 2019, \$14,000 was collected; in 2020, very few fines were collected due to the pandemic; and in 2021, \$7,000 was collected. KK said the fines revenue used to be \$17K when he first started on the board.
 - AT noted that even \$7,000 is a lot of money and we should continue to collect fines, but there are ways to help people avoid fines and for the library to be more user friendly.
 - She noted that the library has not sent overdue fines to a collection agency since 2019 and has terminated our contract with Unique Management Services. The person who commented on the Facebook thread about having a fine sent to a collection agency does not currently have a library card and there is no record in our system of the transaction she referenced.
 - Books and other materials will now automatically renew one time if there are no holds on the book. Patrons should receive an email indicating whether it will renew or not. Upon request, clerks will now manually authorize a third renewal for our patrons if there are no holds on the title and the book is not in high demand.
 - AT suggested implementing two amnesty months: March and Sept.
 - She also said she has made changes to Library card renewal procedures in order to be more accommodating for patrons. Library cards must be renewed every three years. In the past we required patrons to come into

the library to renew their cards, but we will now also take renewals over the phone.

- We would like to offer patrons the option of paying fines and lost book fees with credit cards as a convenience.

,DIRECTOR'S REPORT

- AT noted that despite the cold weather 12 families came for outdoor storytime.
- TM noted that there is a need to upgrade the door counter hardware.
- TM asked AT to explore credit card feasibility.
- AT asked if the board members preferred one or two months for amnesty campaigns and the board recommended one month.

THERE WAS NO OTHER BUSINESS

The Meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Emily Gest
Secretary