

## Meeting of the Board of Trustees of the Town of Pelham Public Library

530 Colonial Avenue Pelham, NY 10803

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Wednesday, April 6, 2022 Meeting

**Trustees Present:** Terrance Mullan, Judy Shampanier, Jennifer Meyer, Lisa Robb, Michelle Dvorkin, Catherine Campbell, Keith Keaveney

**Trustees Absent:** Karen Fellner, Rob Gimigliano, Emily Gest

**Others Present:** Augusta Turner, Library Director; Gail Vidales, Bookkeeper

**Meeting Call to order:** 7:42pm by TM, President.

**Approval of 12/8/21 minutes:** JS moved to approve, MD seconded, passed unanimously.

**Approval of 3/2/22 minutes:** Correction noted: spelling of M Curtin last name. CS moved to approve, MD seconded, passed unanimously. KK abstained.

**Finance Committee:** KK presented reports as of 3/31/22

- Business as usual and no notable variances for the 1<sup>st</sup> quarter of 2022 to report.
- The Friends provided \$1,000 donation for a library staff dinner. TM and AT expressed thanks to The Friends.
- KK noted that library financials do not account for retirement program costs; this is tracked by the Town and calculated at the close of the fiscal year (12/31).
- MD suggested considering presenting quarterly reports with variances to budget projections and actuals to better gauge Library fiscal performance and needs.
- 2022 budget allocation #1 from the Town is reduced by \$3,474. This is the exact amount of the Town's 2021 library allocation that was unspent at 12/31/21 (end of fiscal year 2021). This adjustment is reflected on the 3/31/22 balance sheet report.

**Friends' Liaison Report:** JM presented

- The scheduled meeting of The Friends was postponed, and JM will report back after next Friends meeting.

**Buildings and Grounds:** AT presented in absence of RG

- RG visited the Library to tour and review items with AT prior to April Trustee meeting.
- Project to be included in the construction grant application is funding for new skylights which are past their useable lifetime. A door counter is not eligible for funding.
- TM asked Trustees to reach out to AT to share any ideas for capital funding.
- JM suggested that the Five Year Plan, approved last year, be consulted because it has a listing of capital items the Library needs.

- AT proposed replacing the Library's three exterior signs with new vinyl signs, updated with new logo. Cost is approximately \$750 and funds are available. The Trustees agreed with the proposal and the work will be initiated this spring.
- The outdoor, wooden public benches (two in front of the Library entry and one near the Children's Room) are aging and a damaged one was recently repaired.

**Nominating Committee:** TM presented

Emily Gest has relocated to TN and is no longer the Board Secretary.

**Approval of Appointment Lisa Robb, to fill the vacant, unexpired Secretary position, Oct. 1, 2021-Sep. 30, 2022:** MD moved to approve, CC seconded, passed unanimously. LR abstained.

TM presented Matt Kane's impressive resume, an overview of their meetings, and Matt's great interest in joining the Board. Matt has worked successfully for 10+ years in marketing and communications data and analytics. AT noted Matt had already helped library staff create an engaging infographic to communicate data about the Library's work in the 2021 Report to the Community.

**Approval of Appointment of Matt Kane, to fill the vacant, unexpired Trustee position, Oct. 1, 2021 – Sept. 30, 2026:** JS moved to approve, KK seconded, passed unanimously.

**Policies Committee:** TM presented

TM led discussion about a new proposed policy for recording Trustee meeting absences as excused or unexcused absences. At present, there is no demarcation made for meeting absences. From time to time, the business of the Library is slowed down because of unexcused absences from meetings.

TM communicated that if a Trustee who previously committed to attending a meeting, and then due to unforeseen circumstances cannot attend, that trustee must immediately communicate their change of meeting attendance plans to the President or Director.

CC confirmed that the By Laws do not categorize absences as excused and unexcused. She suggested, if a new policy is approved the policy should be added to the By-Laws.

JS and MD suggested that all the Trustees be made aware of any new policy prior to the May meeting.

LR stated that any new policy will be outlined in the April meeting minutes and she would send MD a draft of the policy from the April minutes.

**Approval of a policy on Trustee absences from regularly scheduled meetings:**

All Trustees of the Board are expected to attend all meetings. Should a Trustee be unable to attend a meeting they are required to notify the President or Director as soon as possible, but no later than 24 hours prior to the meeting. If a Trustee does not communicate their meeting absence in this time frame, it will be recorded as an unexcused absence.

JS moved to approve, JM seconded, passed unanimously.

**Director's Report:** AT presented.

In person attendance (door count) is increasing, in Feb 2022 it was 2,799 and in March 2022 it was 3,479. A March outdoor story hour was attended by 85 people. For reference in February 2020 door count was 6,509 and in March 2020 it was 2,601 (the Library closed in the middle of March at the onset of the COVID pandemic).

Librarian Florence Simunyola presented read aloud story times at a JLP event. It was very popular and marketed Story Hour very effectively.

The Library will have an activity and resource table at *Spring Into Pelham* event at Gazebo Park.

A patron was sent a letter banning them from entering the Library premises after unacceptable behavior occurred. The Library's bylaws outline the Appeal Process, if the patron wishes to engage in an appeal.

Trustees are invited to attend the Library staff dinner when it is scheduled.

**Other Business:**

Town of Pelham Annual Report for Public and Association Libraries - 2021

AT led discussion about the Annual Report to NYS. She complimented GV on her hard and excellent work assisting in the creation of the long and detailed report.

CC asked questions about sections 2.7, 2.20, 3.1, 3.2, 3.21, 3.24, 4.12, and 4.18. AT and GV responded to all queries to the satisfaction of CS and the other Trustees present.

**Approval of 2021 Annual Report to NYS:** JS moved to approve, JM seconded, passed unanimously.

2020-2021 Report to the Community

AT led discussion. The report, as published, satisfies the state's requirement. The Library did not file a report in 2020.

Ruth Konigsberg, communications consultant to the Library, did a great job with designing the report.

**Approval of 2021 Report to the Community:** CC moved to approve, JS seconded, passed unanimously.

**Meeting Adjournment Time:** 9:06pm by TM.

Respectfully Submitted, Lisa Robb, Secretary

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Next Scheduled Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, May 4, 2022 at 7:30 p.m. at the Town of Pelham Public Library.