

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

530 Colonial Avenue Pelham, NY 10803

Wednesday, September 14, 2022, 7:30 ET Meeting

The Town of Pelham Public Library Board of Trustees Meeting was held at the Library, 530 Colonial Ave., Pelham, NY.

Trustees Present: Terrence Mullan, Judy Shampanier, Jennifer Meyer, Lisa Robb, Michelle Dvorkin, Catherine Campbell, Keith Keaveney, Rob Gimigliano, Matt Kane, Paul Tapongna

Trustees Absent: none

Others Present: Maura Curtin, Town of Pelham Board Member Library Liaison; Augusta Turner, Library Director

Meeting Call to Order: 7:30 pm by TM, President, a quorum is present for voting. TM welcomes PT to his first meeting and thanked him for already attending numerous meetings for the Master Plan RFP and firm selection process.

- **Approval of June 29, 2022 meeting minutes** with corrections from CC and JS noted and made. JS moved to approve, CC seconded, passed unanimously.

Finance Committee: presented by KK

- Financials of August 31, 2022 – underspends in water and telephone. ToP expenses are now recorded by ToPPL as they are recorded by ToP. The Friends contribution and the final gift of \$25K for the Master Plan were both received. Donations for notary service is exceeding forecast. The Director and three librarians are now notaries. Friends also contributed funds for a staff dinner. Staff thanked them afterwards.
- Discussion of 2023 draft budget – Review for new members: there will be approvals at Board meetings in Oct, Nov, and, final approval in Dec. Long process with many check ins and potential for adjustments. October 12, 2022 is ToP budget meeting for TOPPL presentation. AT, TM, MD and KK will be present. MC will update AT on morning time slot.
- KK notes that the next 2023 budget draft will include the funding and expenses for the Master Plan and will have a net 0 effect on the bottom line. JM will confirm that the Friends are pledging \$80K in 2023. Payroll includes estimated COLA (cost of living adjustment) and is not final.
- Overall net change from last years' request is effectively, 0% (\$724). \$793,268 proposed income is exactly matched in expense. MD and MK asked about budgeting for contingencies for unknowns and for inflation. TM/KK replied these are not usually budgeted for. MC noted

that in the event of a significant unexpected expense, the ToP is a first line of communication and possible financial assistance.

- **Approval of Jan 1 – Aug 31, 2022 Financial statements:** MD moved to approve, MK seconded, passed unanimously.
- **Approval of Draft 2023 TOPPL Operating Budget:** JM moved to approve, MD seconded, passed unanimously.

Nominating Committee: presented by TM

- TM requested the slate be considered as a whole and one vote take place. All present agreed.
- TM noted that the new members in 2021 and 2022 are fantastic additions and that there is one opening on the Board at this time.
- TM announced that CC has agreed to become the new. President of the Board of Trustees of ToPPL; MD agreed to become Vice President; and LR agreed to continue as Secretary.
- TM thanked RG and JS for accepting another 5-year term on the Board.
- CC stated she would do her best to follow Terry's fine example and that she was honored to assume the role.
- CC thanked all the Board for confirming their committee assignments and AT created a worksheet that shows the committees and all members.
- CC stated she is committed, during her tenure, to perform annual review and tracking of the operating plan the Trustees worked so hard on in 2021.
- CC informed trustees that Oct 16, 2022 there will be an informal, social gathering at JS home, co-hosted by CC and MD. Invites will be sent and members may bring their partners/spouses. No ToPPL business will take place.
- CC shared and read a Proclamation from ToP Board and ToPPL Board in honor of TM's many years of dedicated service to the ToPPL. TM expressed gratitude and surprise at the honor.
- CC shared a card and gift from the Trustees to LR, who will be married in Oct 2022. LR expressed gratitude.
- **Appoint Catherine Campbell library board president from October 1, 2022 to September 30, 2024,**
- **Appoint Michelle Dvorkin library board vice president from October 1, 2022 to September 30, 2023,**
- **Appoint Lisa Robb library board secretary from October 1, 2022 to September 30, 2023,**
- **Appoint Rob Gimigliano library board trustee from October 1, 2022 to September 30, 2027,**
- **Appoint Judy Shampanier library board trustee from October 1, 2022 to September 30, 2027:** JM moved to approve, KK seconded, passed unanimously.

Buildings and Grounds: presented by TM

- Due to timing, TM approved this work from an estimate provided by AT. Funds were available in the 2022 budget. The painting and repair of the program room is complete and the room looks refreshed and the new color was admired by the Trustees.
- JM commented that the new sign is generating positive comments. RG was thanked again by the Trustees.

- MK asked about the status of the replacement exterior benches and AT reported they are on order.
- **Approve \$3,380 for the repair and painting of program room:** KK moved to approve, CC seconded, passed unanimously.

Friends' Liaison Report: presented by JM

- Pelham Reads! (Book is YA title *Flora and Ulysses*) The Friends have many plans for the event. There is a Sip and Paint program for adults on 9/28 at the Library; events for children on 10/1 at the Library and additional programs at other locations in Pelham on 10/2. Information is on the ToPPL website and is being shared on social media.

Policies Committee: presented by TM

- Conflict of Interest forms – JS has a full set and thanked the Trustees.
- Sexual harassment forms – JS has 4 forms and needs the remaining to complete the task. The Trustees appreciated the ease of the process offered by ToP. Forms are due by 9/30/2022.

President's Report: presented by TM

- TM is very happy about the new leadership slate and will continue on the Board until 12/31/22.
- TM expressed gratitude for the support he received over the years on the Board. He stated how glad he was that the library is running smoothly and efficiently with the new director AT in her new role for a year.

Director's Report: presented by AT

- The summer reading program was very successful and was well promoted by schools before summer recess. A total of 383 children ages babies to 15 yrs old signed up for the program. More than 340 prizes were awarded. All prizes were purchased from local businesses. In total 193 children reported reading 109,529 minutes (1,825 hours) over the summer
- KDay (kindergarten students get first library card) was a huge success, 350 attended the event and over 50% of all entering K students now have library cards.
- Pelham Education Foundation partnered with ToPPL and placed ToPPL book marks in books the foundation purchased for each incoming kindergarten student in Pelham public schools.
- AT reports outdoor story time continues to attract large numbers of children, families, and caretakers. A recent session had more than 120 in attendance (with 25+ strollers).

Other Business: presented by TM and MC

- TM followed up on discussion of date change for November 2022 meeting. The November meeting date is changed to Nov 8, from Nov 2. AT's emails will note this change.
- MC shared information about the Pelham Seniors and ToP's interest in any programs that ToPPL may be able to share with them. The group meets most Monday's 12-3pm at Daronco Townhouse and has access to a van. Carolyn Veith is the contact for the group.

Grant Committee: presented by JM, PT, CC, LR, AT

- JM presented an overview of how the process was handled over the summer and noted the committee worked very well together. 10 firms were sent RFP and follow up materials. 7 firms toured the library with AT. 6 firms submitted proposals and 3 were invited to interview.
- PT created a scoping matrix that was available to the committee and fee comparisons were done prior to selecting the firms to interview. ToPPL RFP included the request for a financial planner and several firms did not include one. The interviews were thorough and all firms provided professional references.
- PT presented an overview of why the committee is recommending HMA2 (Henry Myerberg 7 staff) and the financial planner Plan A (Evan Kingsley + 4 staff) be selected for the Master Plan. He highlighted great interviews, glowing references, well rounded professional experience, record of prior successes, and small firm attention. The firm will provide several options in the plan and associated cost estimates. The team will hold community charrette planning sessions and conduct interviews about funding capacity of the community.
- CC added that references were provided by the public libraries in Mt Pleasant, NY, Westport, CT, and Middletown, CT (all current clients). The proposal is a flat fee of \$65,000.
- TM congratulated the Committee and reminded the Board that the process started before Covid in 2019 and that this was a great accomplishment. He was pleased that the spending power of the grant has been increased by the two \$25K gifts to support the effort.
- AT voiced her support for the choice and her positive impressions of HMA2 from the beginning of the process.
- MK and JM both commented on the wonderful location that the library enjoys and how important it is that the walkability of Pelham be honored in the choices made for the Master Design.
- CC stated that a small steering committee will be formed and it is hoped the work can begin in 2023. CC will work with LR to submit the grant application to the office of NY State Senator Alessandra Biaggi.
- CC expects three options and renderings and in turn these will be reviewed by the Steering Committee and ToPPL Board and a preferred alternative will be selected and presented for wider review.
- PT noted that once a preferred alternative is chosen, the project enters the next phase of work and a subsequent RFP is developed for design services.
- TM asked what are the risks for ToPPL in this effort?
- PT replied that the projects could be too expensive or might benefit from phasing over time. He also stated we can put the plan on a shelf and wait until we are ready to revisit.
- RG complimented the committee on working with no bias about what options the Master Plan “should” contain.
- **Accept proposal from HMA2 for a TOPPL Master Plan and enter into contract negotiations:** MD moved to approve, TM seconded, passed unanimously.

RG excused himself from the meeting at 9:17pm

Approve motion to enter into Executive Session, with AT present for portion of Executive Session, to discuss matters in reference to the 2023 draft budget, the employment history of ToPPL staff to be discussed: MK moved to approve, LR seconded, passed unanimously.

The Board went into Executive Session at 9:20pm. AT excused herself at 9:35 p.m.

The Board agreed on these actions before the next Board meeting

Board will follow up with ToP about what 2023 COLA will be.

Board will discuss again in exec session and have data available on current staff salaries

The Board ended Executive Session at 10:06pm.

Meeting Adjournment: 10:08 pm by TM

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be held on Monday, October 3, 2022 at 7:30pm at the TOPPL.

Respectfully submitted, Lisa Robb, 9/27/22