

Minutes of the Meeting of Board of Trustees
Town of Pelham Public Library
530 Colonial Avenue
Pelham, New York 10803

The September 13, 2023, 7:30pm meeting was held in-person at the Library.

Trustees Present: Keith Keaveny, Rob Gimigliano, Lisa Robb, Amie Hughes, Michelle Dvorkin, Judy Shampianier, Matt Kane, Nadira Boodhoo, Jennifer Meyer, Paul Tapogna

Trustees Absent: Catherine Campbell

Others Present: Augusta Turner, Library Director; Maura Curtin, Town Liaison

MD called the meeting to order at 7:33pm

Finance Committee

- Financials of August 31, 2023 presented by KK
 - We received the 3Q disbursement from the Friends
 - Other budget items in line with expectations
 - **Action item:** Accept financials as presented: LR moved, PT seconded. Motion passed unanimously.
- Discussion of preliminary budget for 2024.
 - KK presented the first draft of the preliminary budget. The Board will vote on the final version of the preliminary budget at the next meeting, which will then be presented to the Town Council for approval.
- Westchester Library Systems Service Level Agreement presented by AT
 - The Library contracts the majority of our technology and digital content through WLS, which is a common practice for libraries of this size. We have been happy with the service from WLS.
 - **Action Item:** Accept WLS Service Level Agreement (SLA) for 2024: KK moved, AH seconded. Motion pass unanimously.
- Overview of 2022 auditor report from PKF O'Connor Davies presented by KK
 - A budget discrepancy found between two numbers that should match within the document; KK will work with the accounting firm to rectify.
 - KK will report back to the Board at the next meeting.

Minutes

- Action Item: Approve August 9, 2023 meeting minutes as presented by MD: LR moved, PT seconded. Passed unanimously with JS, RG, and AH abstaining.

Personnel Committee

- **Action Item:** Approve Librarian I salary of \$27/hour for Erin Maloney retroactive to August 25, 2023: JS moved, JM seconded. Passed unanimously with NB abstaining.

Friends' Liaison Report

- Friends report delivered by JS, the new Friends liaison
 - Novel Night sold out in less than 20 minutes with a waitlist of over 150 people – excellent demand for Novel Night

Conflict of Interest Disclaimers

- JS reminds the Board to complete their Conflict of Interest paperwork prior to the next meeting

Nominating Committee

- Nominations presented by MD
 - o **Action Item:** Nominate Michelle Dvorkin Library Board Trustee from October 1, 2023 to September 30, 2028: Moved by JM, seconded by JS. Passed unanimously with MD abstaining.
 - o **Action Item:** Nominate Jennifer Meyer Library Board Trustee from October 1, 2023 to September 30, 2028: Moved by JS, seconded by MD. Passed unanimously with JM abstaining.
 - o **Action Item:** Appoint Michelle Dvorkin Library Board Vice-President from October 1, 2023 to September 30, 2024: Moved by JM, seconded by JS. Passed unanimously, with MD abstaining.
 - o **Action Item:** Appoint Matt Kane Library Board Secretary from October 1, 2023 to September 30, 2024: Moved by JS, seconded by PT. Passed unanimously, with MK abstaining.
 - o Reminder to Michelle and Jennifer to sign Town book to renew their term, no later than Sept 30.

Communications Committee

- Communications committee report presented by AH
 - o Trifold marketing samples presented to the Board.
 - o The aim is to target non-traditional library users while also familiarizing existing users with all of the Library's services to its patrons.
 - o The trifold will also satisfy the state mandate requiring the Library to present an annual report to the community.

President's Report

- Presented by MD
 - o Board workshop with Jerry Nichols, to be held Wednesday, September 27 at 7:30-9:30 p.m. will satisfy the state-mandated 2-hour continuing education for library trustees.
 - o There was vigorous debate about pizza toppings for the evening of the training.

Director's Report

- Presented by AT
 - o A very good summer for the Library, we are on target for our annual statistics
 - o Summer reading program was very successful, with an increase in minutes read per capita from 2022
 - o Battle of the Books well underway
 - o Program highlights
 - Immigration and the Lower East Side
 - Videoscapes Audio Theater coming up in October
 - o K-Day plans
 - Goody bags for attendees and a petting zoo

Adjournment at 8:47pm by MD

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be held on Wednesday, October 4, 2023 at 7:30pm

Respectfully submitted: Matt Kane, Secretary