

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

530 Colonial Avenue Pelham, NY 10803

Meeting on Monday, October 3, 2022, 7:30 ET

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 (7:58pm), Jennifer Meyer, Lisa Robb (7:37pm), Michelle Dvorkin, Keith Keaveny, Matt Kane, Paul Taponga

Trustees Absent: Catherine Campbell, Rob Gimigliano

Others Present: Augusta Turner, Library Director

Meeting Call to Order: 7:32 pm by TM, a quorum is present for voting.

- Approval of September 14, 2022 meeting minutes with all corrections noted and made. JM moved to approve, PT seconded, passed unanimously.

Finance Committee presented by KK

- Financials of September 30, 2022 –State aid was received; collection spend will be realized by year end; program room painting and first half of the cost of the benches were realized. KK noted that the Net Income on the Income Statement had the wrong sign. It should match the correct positive net income number on the Balance Sheet. AT will ask bookkeeper to make the change.
- **Approval of Jan 1 – Sept 30, 2022 Financial statements:** MK moved to approve, MD seconded, passed unanimously
- Draft #2 2023 Budget – Draft #2 includes Master Plan income and spend of \$65K and other payroll related items that have been finalized. These items are identified as restricted and unrestricted revenue lines. KK noted the restricted fund bank account has \$99K. MD noted that a new presentation for the master plan item would make draft budget easier to review. TM agreed. KK will make the change.

- **Approval of Draft 2023 TOPPL Operating Budget:** JM moved to approve, MK seconded, passed unanimously
- Westchester Library System Information Service Level Agreement (SLA) presented by AT. AT explained to new members what services and collections the agreement covers for ToPPL. The agreement is for \$39,509.31 and includes the same services as last year's agreement. In addition to the SLA, there are additional costs to WLS for digital content, the Capira app and bar code labels. AT asked JS to review the SLA contract. JS asked for WLS to issue a letter of understanding clarifying section 1.5.4. WLS agreed to issue the letter in satisfaction of the request from TOPPL.
- **Accept annual Service Level Agreement with WLS:** JS moved to approve, PT seconded, passed unanimously.

Master Plan Committee presented by JM

- Update – The committee is taking next steps to meet with consultants in October or November and to review a draft contract for the Master Plan. AT and PT will provide the committee examples of similar contracts, if available to them. LR submitted the grant application to Senator Biaggi's office and thanked AT for her work providing data and supplemental materials for the application.

Friends' Liaison Report presented by JM (recorded by MD)

- The Pelham Reads! event was a great success as was the Sip and Paint. AT commented on the high energy and productivity of the current Friends board and its volunteers. The Friends are seeking donations and usually send out a year end appeal.

Policies Committee presented by JS

- Anti-sexual harassment forms were received by JS and were given to LR, Secretary, to be kept on file.

President's Report was not presented, CC not in attendance.

Director's Report presented by AT

- The Library is partnering with Pelham Free Unified School District, PFUSD, and will welcome a student enrolled in a PFUSD supported employment training program. The student, and his job coach, will work at the library 2 days per week, per semester.
- Library is hosting two evening, weeknight, author events this winter for a mystery novel by Richard Zahradnik and a photography book by Ed Hotchkiss.
- Starting in November, the Junior League of Pelham will sponsor a monthly, weekday story time and related arts & crafts project for children ages 4 and up. Last year they sponsored an outdoor, weekend story time.

- AT and MD presented on the employee performance evaluation process, and on related training that AT and Irene Kobziar received from MD. Before the training, MD and AT reviewed and revised the evaluation form used in prior years. IK and AT supervise the library employees and will conduct the evaluations over the next few months.

Other Business

- JS noted that the Board get together at her home has been moved from Oct 15, 2022 to Oct 30, 2022. A new evite will be sent to all invited guests.
- Status of appeal by patron presented by TM and AT. In April 2022 a patron was banned from the Library property for one year (through April 3, 2023). The patron did not file an appeal during the appeal period. This September the patron asked the Library to remove the ban in advance of April 2023. CC, TM, MD met to review the matter, although the appeal process time period had expired. They agreed to maintain the ban until its expiration in April 2023. AT confirmed the patron is able to use other WLS Libraries and that the patron will receive written notice about the status of the property ban.

Adjournment at 8:35pm by TM
Respectfully Submitted, Lisa Robb

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be held on Tuesday, November 8, 2022.