

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

530 Colonial Avenue Pelham, NY 10803

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The December 7, 2022, 7:30 pm ET meeting was held in person at the Library.

**Trustees Present:** Catherine Campbell, Judy Shampianier, Jennifer Meyer, Lisa Robb, Matt Kane, Paul Taponga, Rob Gimigliano, Michelle Dvorkin, Keith Keaveny, Terry Mullen

**Trustees Absent:** None

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

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**Meeting Called to Order:** 7:33 pm by CC, President, quorum present for conducting business.

## Minutes

- **Approval of Oct. 3, 2022 minutes:** Motion to approve Minutes as presented. JS moved to approve, MK seconded, Motion passed unanimously. CC, RG abstained.
- **Approval of Nov. 8, 2022 minutes:** Motion to approve Minutes as presented. JS moved to approve, MK seconded, Motion passed unanimously. TM, MD, KK abstained.

## Finance Committee – presented by KK

- **Financial statements** of Nov. 30, 2022  
Operating Report notes:
  - Expenses and Revenue are as expected at this time of the year. The Friends of TOPPL contribution was received.
  - Payroll expense at year end is estimated to be \$393K. This is \$50K lower than the approved budget. AT noted year end payroll may be a bit greater than this estimate because there is a partial payroll up through 12/31/22.
  - Collections expenses are at budget.Balance Sheet notes:
  - Net income is higher than in 2021 due to restricted grants for the Master Plan. These funds will be expended in 2023.2023 Budget Notes:
  - MC noted the 2023 TOPPL budget was approved on 12/4/22.
  - The COLA of 8.7% and related costs pushed the Library budget expenses up by \$2K. TOPPL had to cut \$2K in expenses to balance and small reductions were made across 4 costs centers.
  - MD noted that the TOPPL draft 2023 budget was balanced when submitted. The timing of the TOP's final calculations for payroll caused the \$2K increase in expenses.

**Action Item:**

- For January 2023, as per the auditor's request, adjustments will be made to year end 2022 reports to balance out all expenses to approved 2022 budget. AT and KK will complete this work and present it in January 2023.
- **Approval of Financial statements as presented:** PT moved to approve, MD seconded . Motion passed unanimously.
- **Accept the final 2023 TOPPL budget as approved by the TOP:** MD moved to approve, TM seconded . Motion passed unanimously.

**Friends' Liaison Report** – presented by JM

- The Friends' Annual Appeal was mailed to TOP households. Several Trustees noted they had not received the appeal. JM will alert the Friends to this. The Annual Appeal is sent on the years Novel Night is not held; it usually generates about \$20,000.
- The Friends are creating a new CRM database and will record all gifts and Novel Night information to date.
- The Novel Night Committee is at work on the Sept 30, 2023 event.
- JS and JM encouraged Board members to consider hosting a dinner.

**Buildings and Grounds** – presented by RG and AT

AT reported that a new hot water heater was installed and paid for by TOP.

- The exterior painting was completed and looks great.
- The replacement benches have been installed and the donor plaques will be reinstalled after being cleaned by Phil DeSimone at TOP.
- Phil is a great help to the Library and this work is greatly appreciated.

**Nominating Committee** – presented by CC

- Amie Hughes has agreed to serve on the Board starting with the January 2023 meeting. Her resume was circulated. She has met with AT and the Nominating Committee and is excited to join the Board. She is a marketing and communications professional and has three children.
- **Appoint Amie Hughes to the TOPPL as a Trustee from January 2023 to September 30, 2026:** MK moved to approve, JM seconded. Motion passed unanimously.
- CC, AT, JS, MD met to discuss recruiting and onboarding materials. MD explained that an updated onboarding process will help new Trustees become familiar with Board functions. Trustees are reminded to provide to JS short descriptions of their role on the Board by the January 11 meeting. These descriptions will be useful in Board recruitment and onboarding.

**Policy Committee** – presented by CC

- As required, new TOPPL policies are reviewed and discussed at a scheduled trustee meeting and voted on for adoption at the following meeting.
- Discussion of proposed Trustee Training Policy. Per the new NYS law for continuing education for all trustees of public libraries, TOPPL Trustees must complete 2 hours of training each year beginning Jan. 1, 2023.
- Discussion from AT, CC, JM, JS, TM, LR on accessing resources available to Trustees to fulfill the continuing ed requirement – resources are provided via WLS and other

entities. AT will make sure all TOPPL Trustees are sent information on accessing the resources and/or joining available listserves related to Library trustee roles.

- JS offered to routinely remind trustees of the 2-hour annual continuing education requirement. CC thanked her.

#### **Personnel Committee** –presented by MD

- All staff participate in an annual work assessment process. AT needs to be reviewed by the Trustees. MD has created a short form accessible to the Trustees in a link she will email this week.
- Each Trustee should complete the assessment by 12/23/22. MD will answer questions the Trustees have about the form and will review and compile an assessment to present to and review with AT.
- MD let Trustees know, some questions may not be appropriate to answer because it is not related to the role and work they perform for TOPPL with AT.

#### **Master Plan Committee** – presented by CC

- CC shared news from State Senator Alessandra Biaggi's office that the \$50,000 SAM grant was not fundable as per the NYS Dept of Finance's reading of the statute.
- The application was rejected because it was for design services. Only construction services are fundable.
- TOPPL looks forward to submitting a new SAM grant in the future.
- TOPPL will welcome and work with the new State Senator for the 34th district, Nathalia Fernandez. CC and AT will invite her and her staff for a tour in early 2023.
- KK, AT, CC confirmed that the TOPPL has restricted and unrestricted funds equal to the additional \$15,000 required to fund the \$65,000 Master Plan. An unbudgeted, restricted gift for capital planning will help reduce the amount of unrestricted cash required to \$10,400.
- The Master Plan committee has made progress meeting with the HMA2 and Plan A. The contract was signed and the team will meet with them again in early January.
- Between mid-December and early January, the consultants will meet with 10 members of the community for confidential conversations about the Library, its role in the Pelham community, and its Master Plan and process.
- Representatives from local government, the school system, nonprofit organizations, and the business community have been contacted for these private meetings.
- The consultant team will be attending and presenting at a TOPPL trustee meeting in early 2023.

#### **President's Report** – presented by CC

- CC thanked TM for his service to the TOPPL. TM stated his thanks for the support he received in his role.
- All Trustees applauded and echoed CC's thanks and gratitude for his service throughout the covid pandemic and in the process to select a new Library Director.

#### **Director's Report** – presented by AT

- AT distributed an org chart that included photos of the staff, along with their titles.
- JS provided a strong testimonial about the wonderful experience her mother had participating in the TOPPL online program on Jewish Delicatessens. AT provided

details about the program attended by 195 people. The crowd exceeded the ZOOM account the TOPPL had.

- AT discussed the growing pains of expanding programs. A recent book event allowed for piloting the opening up of the main room to accommodate a large seated crowd. The program was well received, but it was time consuming to prepare the room.
- The Noon Year's Eve program that attracted over 200 people on Dec 31, 2019 is back for 2022 on 12/31 from 10:30am to Noon. The staff are excited to offer this popular program again.

#### **New/Old Business**

- None

**Meeting Adjourned:** 8:57pm by CC.

**Respectfully Submitted,** Lisa Robb, Secretary, 12/28/22

**Next Meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees is **Wednesday, January 11, 2023 at 7:30 p.m.** at the Town of Pelham Public Library.

#### **ACTION ITEMS**

- Trustees to provide Board description to JS
- Trustees to complete MD questionnaire re Library Director