

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

The May 3, 2023 meeting was held in person at the Library.

Trustees Present: Catherine Campbell, Judy Shampianier, Matt Kane, Rob Gimigliano, Paul Tapogna, Amie Hughes, Jennifer Meyer, Nadira Boodhoo, Michelle Dvorkin (joined 8:06pm),

Trustees Absent: Lisa Robb, Keith Keaveny

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

CC called the meeting to order at 7:53pm

Welcome to Nadira Boodhoo, newest Board trustee

- Introductions by Board members

Finance Committee presented by AT

- Square credit card reader has been a good option for patrons to pay fines
 - We've collected \$774 in fines and only have paid \$24 in fees (about 3.5%)
 - The split between using a card or cash to pay fines is about 50/50
- The notarization program remains popular and brings people into the Library
- Town allocation check is coming in this week
- Payroll is on track for budget
- Office budget is front-loaded due to printer toner purchases
- Sewer tax is also front-loaded due to a one-time payment
- Library paid another \$15K to master plan consultants
- Negative income balance is expected, the library is in a good liquid position
- **Action Item:** Approval of financials as presented. NB moved to approve, JS seconded. Motion passed unanimously.
- The Board discussed hiring Sean Mosher-Smith to design a marketing brochure to be distributed at local businesses and offices. The goal is for the Library to diversify messaging in the community outside of social media and email.
 - The charge to the Library would be \$650 whereas the normal cost for something like this for this vendor would be between \$1200 and \$1500
 - Because Sean is Amie Hughes brother we are getting a friends and family discount.
 - The money is in the budget.

- The Board will need to vote to approve hiring Sean in compliance with the Library's Conflict of Interest Policy.
- **Action Item:** Approve hiring Sean Mosher-Smith to design the library marketing brochure. RG moved to approve. JM seconded. Passed unanimously with AH abstaining.

April 2023 Meeting Minutes presented by CC

- **Action Item:** Approve April 2023 meeting minutes as presented. RG moved to approve, JM seconded. Minutes approved unanimously with RG, JM, and NB abstaining.

Friends Liaison Report presented by JM

- The Friends are still looking for hosts for Novel Night and hosted a special meeting recently for potential hosts.
- There is a social handle on Facebook and Instagram for Novel Night.
- Looking for commercial sponsors as well
 - Different levels of sponsorship for businesses to buy in

Policy Committee Report presented by JS and CC

- Update on financial policy:
 - JS has revised it, but it still needs some work
 - Based on the 2015 unadopted version
 - Aiming to finalize by the end of 2023
- Discussion of hiring Jerry Nichols for trustee continuing education session
 - There is interest from the Board
 - AT has worked with him in the past and has been impressed
 - The session would be virtual with the trustees together in person at the Library
 - The Board will coordinate dates over email and AT will reach out to Jerry with potential availability

Master Plan Update presented by CC

- The committee is tweaking the plan from the consultant
- The Library will receive a final report with a feasibility study for fundraising

Director's Report presented by AT

- Book check outs are down slightly
 - Likely due to spring break in April
 - This has been a seasonal trend
- May 1 there will be improvements to the WLS book search website to make it more user friendly.
 - All formats will now be shown in the results (ebooks, audiobooks, hardcover, etc)
 - Better search (suggestions, etc.) and a nicer look
 - Can customize with our logo and colors and Pelham Library-specific links
- Earth Day festival at Gazebo Park on April 22 was a success

- Good visibility for the Library
- Had a fun kid's activity for recycling information, an Earth Day quiz and we handed out wildflower seeds with Library marketing on them
- Additional programs and acquisitions held in May dovetailed with Earth Day celebration.
 - The Library held an invasive plant detectives program for children. They walked around the Library and identified various plants. They also planted milkweed to attract butterflies.
 - The Meehan family donated funding to purchase 44 books about nature for both the adult and children's collection.
 - A book plate was created by talented Librarian Tasha Gross thanking the Meehan Family. She also created a design for new spine labels that read "Nature"
- The Library will have a booth at the local Pelham Farmer's Market on June 25 and September 10.
- Our staff member Colette developed a community craft table idea for AAPI month which has been very popular with both adults and kids.
 - Dot-style art by Yayoi Kusama

Adjournment at 8:59pm

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be held on Wednesday, June 7, 2023 at 7:30 p.m.

Respectfully Submitted,
Matt Kane