

**MEETING OF THE BOARD OF TRUSTEES
OF THE TOWN OF PELHAM PUBLIC LIBRARY
530 Colonial Ave.
Pelham NY 10803**

Dec. 8, 2021

Board Members Present: Terrence Mullan, Judy Shampanier, Catherine Campbell, Keith Keaveny, Michelle Dvorkin, Lisa Robb, and Emily Gest.

Board Members Absent: Karen Fellner, Rob Gimigliano, and Jennifer Meyer.

Also in attendance: Library Director Augusta Turner.

The Meeting called to order at 7:38 p.m.

TM welcomed AT as her first meeting as Library Director.

Approval of the Nov. 3 Minutes

A few minor edits were suggested, fixing typos, etc. JS moved to approve minutes as amended. KK seconded. Motion passed unanimously.

FINANCE COMMITTEE

- November financials:
 - Paid one-half of cable upgrade.
 - Town will send an allocation in December.
 - AT noted that we are still awaiting the final portion of the state reimbursement for the bathroom renovation grant.
 - LR Moved to approve balance sheet; CS seconded. Motion passed.
- 2022 Budget
 - TM reminded the group that the budget was presented to the Town in Oct. and the Town worked with Keith on budget revisions.
 - TM noted that there was a merit adjustment.
 - KK said the program budget increased by \$5K; supplies patron and promo increased by \$1050.
 - AT asked if some allocations could be adjusted:
 - \$500 for computer maintenance
 - \$1000 for equipment
 - Seven line item changes led to an increase in the proposed budget from \$787,903 to \$793,268. The \$5,365 expense increase is more than offset by a \$10,000 budgeted revenue increase. This final proposed budget is a \$39,477 increase from 202. The Dec. 8 draft of the budget will be considered final.
 - The Town allocation to the Library for \$696,954 was approved by the Town earlier in the week.

- KK moved to pass the 2022 budget for \$793,268; CS seconded. Motion passed unanimously.
- 2021 Budget
 - Buildings, maintenance and program line items need to be adjusted based on guidance from auditors. The following reductions will be made:
 - Reduce Equipment by \$500 to \$1,005
 - Reduce Telephone by \$1,325 to \$2,268
 - Reduce Professional Development by \$850 to \$150
 - Reduce Supplies: Office and Library by \$1,000 to \$4,000
 - Reduce Supplies: Patron and Promo by \$500 to \$1,950
 - Reduce Computer Maintenance by \$500 to \$461
 - Reduce Collection by \$6,325 to \$52,825
 - \$10K will be reallocated to building and maintenance to cover cable upgrade.
 - \$1K will be added to programs
 - Reduced Lam gift for children's books by \$3200. The money will be spent in a future year.
 - Mayer gift for professional development will be reduced by \$2500. The money will be spent in a future year.
 - MD moved to reallocate aforementioned line items to reflect the actual spend in 2021. JS seconded. Motion passed unanimously.

BUILDINGS AND GROUNDS

- AT said cable rewiring was on budget. An additional \$453.12 was spent for one expected expense for wireless.
- AT noted that in 2022, we will have to deal with the skylights which are beginning to leak. Phil will research the history of the skylights to see when installed and what repairs have been made.

NO FRIENDS REPORT

NO NOMINATING COMMITTEE REPORT

PERSONNEL COMMITTEE

- MD met with Tasha about her interest in the role. Tasha has been working PT and has been a historian but realized she likes books and people. She will be a general librarian. JS Moved to appoint Natasha Gross as Librarian I @\$53K/year retroactive to Dec. 6.; LR seconded. Motion passed unanimously.
- Florence Simunyola has been working as a substitute librarian and has enjoyed working with children for story hour. JS moved to hire Florence as a PT Librarian @\$27/hour retroactive to Dec. 7 2021. CS seconded. Motion passed unanimously.
- AT said she would like to find a youth services librarian.
- CS asked how many other positions we have to fill. AT said there are two other positions to fill next year. Those positions would be Librarian 1 or 2.

PRESIDENT'S REPORT

- Board position still needs to be filled for digital communications. TM said he will recirculate the role description.
- TM noted that the Board would like to have lunch with the staff before a late day.

DIRECTOR'S REPORT

- Outdoor Story time is still very popular. It has continued to be held outdoors since this age group is not vaccinated.
- They have done 1 indoor program on Medicare. 14 people attended but some patrons thought it was crowded.
- Ice sculpture event coming along — seeking entertainment, perhaps marching band or the AcaPelicans. AT is looking for a food truck to sell hot beverages.
- There will be a January book talk with high school students.
- She is also thinking about a story walk in Wolf's Lane Walk that could include story boards along the park or a scavenger hunt.
- Pelham author Jordan Salama will do an online author talk about his book "Every Day the River Changes" that was positively reviewed by Kirkus. The Library has several copies of the book available to be checked out.
- Tasha has just been certified to be a notary. The Library will now have two notaries.
- The Library will close an hour earlier on 12/14 so the staff can attend the Town Employee Holiday Party.

OTHER BUSINESS

- The Board reviewed the meeting dates for 2022.
 - CS moved to approve meeting dates in 2022 on Jan 12, March 2, April 6, May 4, June 29, Sept. 14, Oct. 3, Nov 2 and Dec. 7. There will not be meetings held in February, July or August.
 - JS seconded. Motion passed unanimously.
- KK reported back on his analysis of how other towns support their respective libraries and found that Pelham ranks very high on the list.

The Meeting was adjourned at 8:44 p.m.

Respectfully submitted,

Emily Gest
Secretary