

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

530 Colonial Avenue Pelham, NY 10803

The January 11, 2022, 7:30 pm ET meeting was held in person at the Library.

Trustees Present: Catherine Campbell, Judy Shampanier, Jennifer Meyer, Lisa Robb, Matt Kane, Paul Taponga, Rob Gimigliano, Michelle Dvorkin, Keith Keaveny, Amie Hughes

Trustees Absent: None

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

Meeting Called to Order 7:32 pm by CC, President. A quorum was present for conducting business. CC asked the Board members to introduce themselves to Amie Hughes who was attending her first meeting. AH expressed her excitement to learn more about the Library's needs and operations. She is a member of the Programs and the Communications Committees.

Minutes

Action Item: Approval of Dec. 7, 2022 Minutes. Motion to approve Minutes as presented. JS moved to approve, KK seconded, Motion passed unanimously. AH abstained.

Finance Committee – presented by KK

Financial statements of Dec 30, 2022

Operating Report notes:

- The only journal adjustment for the 2022 year-end statement will be provided by the Town and it will record the Town's retirement contribution costs for 2022. The adjustment is made at the auditor's request.
- At year end, the Library is \$400 under the discretionary spending budget.
- KK complimented AT and the staff for finetuning the budget expenses down to a \$400 underspend for the year.
- The report also reflects the reallocation of expenses across 13 budget lines to cover the amounts of overspend in three budget lines: Buildings and Grounds, Computer Hardware/Software, and Postage. These overspends were planned for earlier in the year to offset anticipated underspends in other budget lines.
- Morgan Stanley grant of \$1500 was received and CC thanked Terry Mullen, past President, for his efforts to secure this funding.
- \$7,700 in available operating revenue from the Lam and Mayer restricted accounts was not spent in 2022. The plan is to spend the Lam and Mayer funds in 2023.

Balance Sheet notes:

- The assets are higher than 2021 due to the two large grants received to fund the Master Plan (two \$25K restricted gifts). These funds will be completely expended in 2023.

Action item: Approve financials of December 31, 2022. Motion to approve reports as presented. MK moved to approve, MD seconded. Motion passed unanimously.

Action Item: Approve adjusted budget for January-December 2022. Motion to approve report as presented. JM moved to approve, MD seconded, Motion passed unanimously.

Friends' Liaison Report – presented by JM

- The Friends are busy working on marketing for 2023 Novel Night via social media posts to engage the community. The event's after-party will be held at the NYAC again.
- MK mentioned he has noted the increased social media on the Novel Night theme.
- JS urged members of the Board to consider hosting a dinner. She is happy to discuss this with Board members who have not hosted previously.

Buildings and Grounds – presented by RG and AT

- Efforts are being made to add more laptop work stations to be responsive to patrons' needs.
- Phil DeSimone assisted AT in coordinating a patch repair to the roof. The Town paid for this expense. RG noted that since capital planning is going on, they will continue to patch roof as needed.
- JS noted that the 6 public computer chairs are in poor condition. LR will research and send AT names of used office furniture retailers and CC suggested there is one such business in Norwalk, CT.

Nominating Committee – presented by CC**Discuss Trustee recruiting and onboarding materials.**

- Previously, Trustees had shared written descriptions of their roles with JS for the creation of improved onboarding materials. JS will reach out to TM for a description of his financial role and send to the committee.
- CC announced that LR will chair the nominating committee.
- A posting for a new Board Trustee with accounting/fiscal expertise will be shared locally. KK will work with the new member during this transition year.

Policies Committee – presented by CC

- The Trustee Education Policy was discussed at a prior meeting and is understood by all members.
- A minimum of 2 hours of training are required by NYS for all Board members of public libraries.
- JS and AT will alert the Trustees throughout the year to training opportunities.
- The new policy will be added to the Trustee Handbook.
- AT alerted the Trustees that they have all been registered as members of NYLA and should have received a welcome email with log-in information on January 3. If someone did not get this email, please reach out to AT. The NYLA website and newsletter lists Trustee education opportunities.

Action item: Approve proposed Trustee Education Policy. Moved to approve by JS, seconded by PT. Motion passed unanimously.

Master Plan Committee – presented by JM**Update**

- The consultants have been working and coordinating with AT and the committee as needed.
- 12 community members have been interviewed, confidentially, by the consultants, about the Library and their thoughts about its role in the Pelham community. The 12 were selected due to their roles in community organizations and government/education entities. The responses were aggregated and, overall, were positive.
- One take away was that many of those interviewed did not know much detail about the Library's daily and weekly programs and services. AT noted we can learn from this and try to reach more residents with our communications and general community messaging.
- In Feb and March, the consultants will be meeting with other community groups to discuss the Library and its services to the community and plans for the future.

- The consultants will present to the Board at the March 1 meeting. MD requested we consider a 7pm start time for that Board meeting.

Programming Committee and 2022 Wrap Up – presented by MK and AT

- A summary report for 2022 was created by AT and MK that illustrated Library services and metrics in a new and informative way.
- Growth in patrons served is steady as covid's impact wanes. Growth from 2021 to 2022 was 65%. In 2022, more than 12,000 patrons were served.
- The Program attendance chart showed 2022's 10 largest events. Total attendance for these events was over 10,000 with Story Time accounting for 8,500 attendees. The other nine events had attendance between 119 and 325 patrons.
- AH looks forward to working with the Program Committee to help promote more of the events.

President's Report – presented by CC

- Revised Committee assignments were presented.
- Work has been done on providing new Board members with improved onboarding materials.
- AH will be joining the Communications and Program Committees.
- The Collections Committee will be working on updating the collections policy.
- CC will work with the Nominating Committee to review any resumes of people interested in the open trustee role (fiscal skills are required).

Director's Report – presented by AT

- The staff is preparing for the annual audit with PKF O'Connor Davies Accountants and Advisors.
- The NYS Department of Libraries annual report is also being completed as required. This is due in March and will be reviewed and approved by the Trustees in April.
- Our librarian, Florence Simunyola, visited the Colonial School 1st grade as part of the school's community helpers program.
- The school district's spelling bees are occurring and TOPPL librarians have served as judges at some of the competitions.
- Battle of the Books became virtual after the pandemic. The Pelham Library has not participated in the virtual competitions, but had great teams for the pre-Covid in-person events. It has not yet been determined if the event will be in person this year.
- We are looking to add items to our "Library of Things". The Pelham Library currently lends bocci balls and ping pong equipment for patrons to use at the Village of Pelham's public space on Wolf's Lane.
- Trustees were encouraged to visit the dream board in the lobby, jot down a dream and share it on the board.

Meeting Adjourned: 9:19 pm by CC.

Respectfully Submitted, Lisa Robb, Secretary,

Next Meeting: Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be held on Wednesday, March 1, 2023 starting early at 7 p.m.