

Town of Pelham Public Library
530 Colonial Avenue
Pelham, New York 10803

November 8, 2022 Board Meeting Minutes **DRAFT**

The Town of Pelham Public Library Board of Trustees Meeting was held at the Library, 530 Colonial Avenue, Pelham, NY.

Trustees Present: Catherine Campbell, Judy Shampianier, Jennifer Meyer, Lisa Robb, Matt Kane, Paul Taponga, Rob Gimigliano

Trustees Absent: Terrence Mullan, Michelle Dvorkin, Keith Keaveny

Others Present: Augusta Turner, Library Director, Maura Curtain, Town Liaison

Meeting Called to Order at 7:38pm by CC.

CC was welcomed in leading her first Board meeting as the new President. She expressed her excitement about the new role and her confidence in the strong Library board and staff supporting the work of the Library.

Approval of Oct 3, 2022 meeting minutes was tabled to December 2022 meeting due to lack of quorum of those members attending the Oct meeting.

Finance Committee -- presented by LR via notes from KK

Revenue:

- We received the second allocation from the Town for 2022. For 2022, this line is \$3k under budget due to reduction in earlier allocation related to 2021 underspend.
- We received the final Friends payment for 2022. AT thanks Friends when these payments come in.
- Mayer Family Foundation gift was received and deposited in restricted account.

Expense:

- \$14k in building repairs were paid by the Town including a payment of \$7,500 for the driveway repair
- Building and grounds spend vs budget at beginning of year: YTD spend is higher than budgeted but savings from other line items will be reallocated to buildings and grounds at the end of the year

Balance sheet:

- Library equity is significantly higher than year end 2021 (\$90k higher). The Library's accounting is on a cash basis and it received three large payments this month that more than offset cash outflows from its accounts. Also, earlier in 2022, the Library received \$50k for the master plan.

Motion to: Accept financials as of October 31, 2022 as presented. MK moved, JM seconded. Motion passed unanimously.

- Report on Library's budget presentation to Town Board on Oct 12, 2022, attended by Library representatives - AT, KK, MD, TM. TM and KK presented draft budget and were able to answer all questions and make comments to support full understanding of the budget. The Town congratulated the Library for submitting a draft which was close to the approved 2021 budget. TM thanked the Town for their support in the budget process.
- MC reported the Town tentatively approved 2023 Cost of Living Adjustment increase of over 8% for Town employees' wages (this includes the Library's employees). The Library's wages line in the budget request was originally calculated with a 4% COLA. KK will recalculate.

Friends' Liaison Report - presented by JM

- Friends Board meeting is next week and she will attend and have more to report at the Dec 7, 2022 meeting.
- The Novel Night event is scheduled for Saturday, September 30, 2023.
- JM encouraged Board members to consider hosting/co-hosting a Novel Night dinner. She is happy to speak to anyone who is interested in learning more.

Buildings and Grounds Committee – presented by RG

- RG toured the Library with AT on Oct 28 and reported all repairs are going well.
- The Town's responsiveness to the drain repair was appreciated.
- The cold weather season approaching created urgency to complete the exterior painting.

Motion to: Approve \$4,150 contract with Ossie Home Improvement for painting of portions of Library exterior. LR moved. JS seconded. Motion passed unanimously.

- AT reported the new exterior benches arrived and will be installed soon.

Master Plan Committee – presented by CC

- At a Nov 3, 2022 meeting at Library, the Master Plan Committee negotiated a \$65K contract with HMA2 (with Plan A Advisors subconsultant) to complete a Master Plan for the Library. The contract requires a \$5K payment upon contract signing.
- The timeline for the work is estimated to be January – June 2023 and AT will be the liaison to HMA2.

- Besides issuing the final plan, other services provided to the Library will include planning, scheduling, and conducting weekly and bi weekly meetings with the Planning Group (AT, CC, RG, PT, JM, LR); supplying required engineering services; preparing drawings and renderings for review; 3 presentations to the Board; up to 3 charrettes (planning workshops) for groups of people; and up to 10 initial interviews with community members .
- At the Nov 3 meeting, PT delivered to HMA2 a full set of drawings, done by hand, of the 1995 project. He said he had reviewed the plans and it is possible the set can be converted to a digital format for new base drawings this project requires.

Motion to: Approve Board entering into Master Plan contract with HMA2; after reviewing the contract and answering certain questions about the contract, JM moved, RG seconded, Motion passed unanimously.

President's Report – presented by CC

- CC thanked JS and MD, on behalf of all the Board, for hosting an informal Board cocktail party on Oct 30, 2022. JS's delicious special beverage and RG's expert pie making skills were remarked on.
- CC discussed her goal of addressing the Library's Operating Plan through Board committee meetings in Jan & Feb. 2023

Director's Report – presented by AT

- There is the annual seasonal drop off in outdoor programs due to cold weather.
- All zoom programs for adults are sponsored by the Library or in partnership with other libraries in order to defray costs.
- LR asked about attendance at the online programs. AT said that it varies widely
- The machine sewing classes for children are very popular. AT noted that a materials fee is not charged and donations are not requested as is standard practice with all Library programs. The sewing machines are stored at the Library and are owned by the instructor.

Other Business

2023 Library Holiday Closure schedule

- AT presented the draft schedule for review and discussion, in which Library would be closed to the public 9 days, in observance of federal holidays.
- The library would be open to the public on Oct 9, 2023, Columbus Day.

Motion to: Approve holiday closings for 2023. MK moved. JS seconded. After discussion, motion passed unanimously. [2023 Library closing schedule attached]

2023 Board meeting schedule

- CC presented a draft schedule proposing 9- 10 meetings, and announced meetings will continue to be held on Wednesdays at 7:30pm at the Library. CC said that alternative weeknights were considered but not viable.

Motion to: Approve Board meeting dates for 2023. PT moved. MK seconded. After discussion, motion was revised to state 10 Board meetings to be scheduled for 2023 (no February or August meetings). Motion passed unanimously.

CC adjourned the meeting at 8:44pm.

Respectfully submitted,
Lisa Robb, Secretary

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be held on Wednesday, December 7, 2022 at 7:30pm