

MEETING OF THE BOARD OF TRUSTEES
OF THE TOWN OF PELHAM PUBLIC LIBRARY
530 Colonial Ave.
Pelham NY 10803
Nov. 3, 2021

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

Board Members Absent: Karen Fellner

Also in attendance: Town Liaison Maura Curtin, Acting Library Director Augusta Turner

The meeting was called to order at 7:40 p.m.

Approval of the Sept. 14 Minutes

JM moved, JS seconded. Motion approved unanimously.

Approval of the Oct. 6 Minutes

A few minor edits were suggested, fixing typos, indentation, etc.

KK moved; LR seconded. JM and EG abstained because they did not attend the Sept. 14 meeting.

Treasurer Report

- KK said we are waiting for the town allocation of \$48,536.50, which came last year in Nov. KK asked AT to initiate that disbursement to Samantha.
- Programs were over budget due to lack of staff. Next meeting we will realign the budget.
- AT added that we should receive the last \$4,500 from the state for the bathroom renovation.
- CC moved, MD seconded. Motion passed unanimously.

2022 Budget update

- TM shared updates on the budget discussions with the town. TM said he was overwhelmed by the volume of physical and digital rebound of circulation numbers in 2021 compared to 2020 and soon approaching 2019 numbers.
- The Friends agreed to resume its normal \$80K disbursement to the Library which is a return to pre-pandemic funding. TM thanked JM for her efforts.
- TM said we have not yet heard back from the Town. MC said the Town is trying to build up a reserve, and is still examining the budget. There will be a budget hearing Dec. 6 where the public will have an opportunity for comment; and the budget will be voted upon Dec. 20.
- We will look to approve the library budget at the Dec meeting.

Buildings and Grounds

Action Item: Approve contract for internet wiring upgrade.

- AT said this will help upgrade internet speed, enable easier repairs, and should not impact patrons. She noted the upgrade needs to be in place by 2022 in order to be ready for WLS tech upgrades/updates next year. The upgrade should take 3-5 days and the estimate is roughly \$11,308.83 and a 50% deposit is expected. This vendor has been used by both New Rochelle Library locations.
- RG said he did not anticipate the scope to change significantly. Rob noted that we received a second bid and a third vendor did not respond to our outreach.
- TM suggested we add a 15% buffer to the expense in case there are unexpected expenses.
- JS moved to allocate up to a total amount of \$13K. KK seconded. Motion passed unanimously.

Friends' Liaison Report

- JM said she has not yet received stats for Novel Night and thanked the Friends for resuming their \$80K allocation. She noted that Debbie Winstead is stepping off as president in December and there will be co-presidents -- Fred Gallo and Lauren Keenan -- beginning Jan 1.
- TM discussed with MC creating a thank you banner for the Friends.
- KK will obtain WLS statistics to compare the percentage of Friends' giving in comparison to peer libraries in the County.

Personnel Committee Report

- MD said "The List" had been called for the Director search. Three responded and were interviewed by MD, who shared her feedback with TM and CC.
- AT also asked for 'a list' to fill the Youth Services Librarian position which she was told would take several weeks to receive.

Policies Committee Report

- CC reminded everyone to fill out their conflicts of interests declarations.

Acting Director's Report

- This Saturday will be the first storytime with ages 4-6 led by the Pelham Junior League.
- They are still doing outdoor storytime and recently 80 individuals attended even though the weather is getting colder. The plan is to stay outside as long as possible and doing jumping jacks and other activities to stay warm.
- This coming Monday will be the first attempt for a small, indoor program about demystifying Medicare. Program has been held at many libraries and is known to be helpful.
- The Library will be a meeting place for high school students/staff in the event of an emergency. AT will ask for a relocation kit.

- We are waiting to hear from Arts Westchester about a grant for an ice sculpture. AT is seeking another grant for a program to help people identify false information.

Other Business

- **Action Item: Adopt library closing dates for 2022.**

The following 10 holiday closures and two early closing due to holidays were adopted by the board:

- January 1
- January 17
- February 21
- May 30
- June 20
- July 4
- September 5
- October 10 ** floating holiday for staff, library will remain open to the public
- November 24
- December 24 early closing at 1 p.m.
- December 26
- December 31 early closing at 1 p.m

JS moved to accept the dates. CC seconded. Motion approved unanimously.

- **Action Item: Adopt Board of Trustees meeting dates for 2022.**

- The Board reviewed and tentatively selected meeting dates for 2022. The Board will vote on the final dates at the December meeting.

Executive Session

At 8:42 p.m., MD moved to go into Executive Discussion to discuss a personnel matter. CC seconded. Motion approved unanimously. AT and MC were excused from the meeting.

Exiting Executive Session

EG moved to exit executive session. CC seconded. Motion approved unanimously.

Resumption of Other Business

The Board moved back into public session at 9:13 p.m.

MD moved to hire AT as Library Director, JM seconded. Motion approved unanimously.

JS moved to hire AT at \$90K. KK seconded. Motion approved unanimously.

Meeting was adjourned at 9:15 p.m.

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, December 8 at 7:30 p.m.

###