

**MEETING OF THE BOARD OF TRUSTEES  
OF THE TOWN OF PELHAM PUBLIC LIBRARY**

530 Colonial Avenue  
Pelham, NY 10803  
January 10, 2018, at 7:30 p.m.

**Board Members Present:** Terrence Mullan, Sandy Angevine, Margaret Breuninger, Keith Keaveny, Jennifer DeLeonardo, Emily Gest, Laura Woods, Catherine Campbell, Karen Fellner, Rob Gimigliano

Board Members Absent: Samm Hinton

**Also in attendance:** Town Liaison Dan McLaughlin, Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Friends of the Pelham Public Library Member Eileen Miller (attended through the Friends report).

**Friends of the Library Report**

Because 2017 was not a Novel Night year, the friends did an annual appeal and received nearly \$17,000 in donations. 2017 was the first year they had a live database, and moving forward this will help keep record of donors and help with future campaigns.

The co-chairs of 2018 Novel Night are Melissa Deighton and Debbie Winstead. They are already looking for hosts, and are hoping word of mouth will help to make this year's as successful as in years past. Judy Shampianer will be leading the search for dinner hosts is. The date for Novel Night is November 17, 2018.

The current database includes Novel Night attendees from 2014, 2016, and those who donated in annual appeals in 2015 and 2017.

**Minutes**

The minutes of the December 6, 2017 meeting were approved with the addition of Emily Gest being listed as absent. Emily motioned to approve the minutes, Catherine seconded and the minutes were approved unanimously.

**Finance Committee Report**

Keith went over the highlights from the year-end financials.

-At year-end the Library operated under budget with the projected \$7,200 loss which was accounted for by donations and bequests.

Emily moved to approve the year-end financials; Catherine seconded the motion and the motion to approve the year-end financials was approved unanimously.

**Budget**

Below are the highlights from the finance committee's meeting regarding the Library's 2018 operating budget.

- The increase of \$4,000.00 in personnel expenses will be made up from programs. The difference in programs will be made up from gifts.
- Office supplies was reduced by \$50.00 to cover increase in patron supplies and miscellaneous expenses.
- Operating expenses will remain the same as what was proposed in the 2018 projected budget.
- Overall there is a projected \$10,011.00 deficit, which will be accounted for in gift donations. As in previous years, \$2,000.00 from the Mayer gift will be used to fund Communications. In addition, The Lam gift will fund some Juvenile book purchases. This leaves ~\$2,860.00 more than the 2017 budget. The library received a \$6,000 donation in memory of Karin and Ted Mayer, some of which will be used for Programs to offset the increase.

Terry asked Dan when the Town finishes its budget process, which Dan noted is normally in December. Terry noted that there could be year-end variables that can impact the proposed Library operating budget, such as the WLS fees. Terry inquired if it would be better to have the Library budget process finalized at the same time as the Town. Tricia noted that while we have most of the projected budget numbers by the December Trustee meeting, though there are some things that may change before year end, for example, WLS fees.

Dan noted that the Town board was impressed by the budget presentation.

Jennifer made a motion to approve to 2018 operating budget and Emily seconded the motion. The motion for the 2018 Pelham Public Library Operating Budget was approved unanimously.

### **Buildings and Grounds**

Karen gave the buildings and grounds committee report. The committee reported that the back ramp work has been evaluated against the contract, and Rob reported that the work is in line with what was needed.

Terry asked for a timeline on the automatic doors. There is one vendor that other libraries use, but Tricia would like to get a comparative figure. Terry asked what the initial bid was and it is ~\$9,544.00. Carpentry and framing would be a separate cost. Terry asked for a timeline for this work to be completed, and Tricia would like this work to be done by the end of June.

Terry asked for an update on a 2018 WLS grant proposal. The next steps will be to choose a project. Tricia recommended reviewing and updating the 5-year plan as a first step. Rob inquired how projects are prioritized when selected for grant proposals. For example, do general repairs and health and safety take priority or are aesthetic projects more important? Tricia noted that all grants are intended to improve the library for the public and noted that all applicants for WLS grants were approved in 2017. It was also noted that the Town funds 50% of all approved WLS grant projects, so that should be a consideration in the application as well.

Terry asked that the buildings and grounds committee meet in the next few weeks and have the following ready for the March Trustee meeting:

- A complete set of bids for the doors, and a proposed start date for that work.
- A list of three projects to propose as a priority for a 2018 grant at different dollar thresholds

Regarding the Amy Paulin grant, Terry suggested there be an exploratory committee to discuss an application. It was discussed that there should be members from the Board and the Town as part of initial discussions, and then brought to broader groups in the community.

Terry mentioned that Tricia had presented to the Library finance committee how other libraries have gone fine-free. Tricia will present this at the March meeting.

### **Policy Committee**

Catherine explained that there is currently a conflict of interest policy that complies with the laws of the state of New York. The New York Not-For-Profit Corporation Law requires a separate conflict of interest and disclosure policy.

Catherine reviewed the new Conflict of Interest and Disclosure policy for the Board of Trustees and key employees of the library. The new policy requires Trustees and key employees to disclose any potential conflicts of interest and turn them into the Secretary who will give them to the President of the board to keep in confidential files.

It was noted that a key employee should be defined as someone with influence over library affairs.

Margaret made a motion to approve the Conflict of Interest and Disclosure Policy, Keith seconded and the policy was approved unanimously. Margaret will send a clean copy to trustees and the disclosure form for Trustees is renewed annually in October.

### **Director's Report**

The Con Ed work on Wolf's Lane and Carol Place continues. Tricia noted that it has been quieter at the Library due to the work. Terry asked Tricia for a report so that we can see the impact on Library foot traffic.

Jennifer asked if the Library ended up waiving many fines due to the weather and the work. This was done on a case-by-case basis, but fines were waived for those who could not access the library due to weather or Con Ed work.

Tricia put together the year over year programming stats and it shows that the Library has had an increase in programming sessions and programming attendance across the board. Pelham Reads programs are included in the initial numbers, and do reflect the increase.

Augusta applied and received a \$1,300 grant for Sew & So, a program that progressively teaches adults how to sew in varying projects. The program will take place over four Mondays in April.

There will be a new WEBS seminar series held during the day.

**Personnel Committee**

Sandy mentioned that the Library Personnel Manual could use an update and asked Dan if the Library book should match the Town's. Dan noted that the two books should align. Sandy will request a copy to review and make sure that the two align with each other.

The meeting was adjourned at 9:04 pm.

**Next meeting:** The next meeting of the Board of Trustees will be March 7, 2018.