**MEETING OF THE BOARD OF TRUSTEES**

**OF THE TOWN OF PELHAM PUBLIC LIBRARY**

530 Colonial Avenue

Pelham, NY 10803

March 14, 2018 at 7:30 p.m.

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

Board Member Absent: Terrence Mullan

**Also in attendance:** Town Liaison Dan McLaughlin, Library Director Patricia Perito and Adult Services Librarian Augusta Turner

There were no members of the Friends of the Library present for an update. Jennifer DeLeonardo mentioned that the Friends of the Library has asked that the Trustees consider hosting Novel Night dinners.

**Minutes**

Catherine Campbell had an edit to the January 10, 2018 meeting minutes regarding the conflict of interest disclosure form on page 3, under Policy Committee. The words “disclosure form” should replace the word “policy”. There was also a discussion regarding which key employees should sign. It was agreed that Adult Librarian Augusta Turner, Youth Service’s Librarian Oswald Coto Chang and Director Patricia Perito as the only library staff that need to sign the conflict of Interest form.

Sandy Angevine asked for a motion to approve the minutes as amended. Emily Gest made the motion and Keith Keaveny seconded and the minutes were passed unanimously.

**Finance Committee Report**

Samm Hinton went over the financials. The Library has received payments from the Friends. For 2018, computer hardware and software are already at 61% of budget though the line item is still on target for the year.

The membership fees line item is at 66% percent of budget because most annual fees (mostly professional association dues) are paid the beginning of the year. Tricia Perito mentioned that the Library staff has participated in several different trainings, many offered by WLS, including a free sexual harassment workshop.

The programs budget includes for the museum pass program, which is paid upfront at the beginning of the year.

Samm Hinton brought up that the Library is moving from cash to accrual basis. Samm advises we have someone like the Library’s auditor, Chris Montgomery, supervise this transition so the Library’s bookkeeper is comfortable in time for the planned transition.

Sandy Angevine noted that we may want to consider putting a project plan together to help with this transition.

Catherine Campbell made a motion to approve the financials and Jennifer DeLeonardo seconded. The financials were approved unanimously.

**Annual Report and Action Item**

Tricia Perito reviewed the draft of the annual report and inquired if there were any questions on any sections. This report is sent to Albany annually.

Catherine Campbell asked about the decrease in line item 2.17 (Audio-Downloadable units). Tricia Perito said that the definition of electronic resources has been changed, which is reflected in the numbers reported this year. The notes section that Tricia Perito has compiled made note of this change in electronic holdings and will be submitted with report.

Tricia Perito also mentioned that in some of the cases, the numbers are a best estimate, and not exact.

Sandy noted that we may want begin to document things that we know will be repeated on next year’s annual report, so that when it comes time to generate, it will be easier. Tricia Perito said the most time-consuming part is the financial portion. Sandy asked if that is something we could document over the course of the year in order to make that process easier. Keith said that he may be able to help with this process, and he can work with Tricia Perito to map the financials to the information needed for the annual report.

Tricia Perito said getting through the financial section of the report takes a week or two unless it balances quickly, so the hope is that this new process can illuminate the need to reassemble the financials to fit the report. Tricia Perito will work with Keith to help develop this for next year.

Jennifer DeLeonardo noted the language in the comment about the Con Edison work impacting people coming to the library should be stronger to show that the work impeded patrons from accessing the library. Augusta also mentioned that it was extremely cold during that time period, and people who live in walking distance may have not come during that time.

Dan McLaughlin asked why the door counter was significantly higher on 10/27. Tricia Perito explained that discrepancies can occur when people stand or park a stroller at the door counter. Augusta noted that 10/27 was K-Day. The door counter numbers reflect entrances and exits and the numbers in the annual report are generated by cutting the daily door counter traffic in half. Tricia Perito also mentioned that there are a variety of ways different WLS libraries count door traffic.

Tricia Perito also noted that some of the questions in the report are about minimum library standards.

Sandy Angevine noted that for next year’s Trustee meeting, we may want to plan in advance to review the annual report in a meeting earlier in the year.

Emily Gest made a motion to approve the report as amended, Catherine Campbell seconded and the annual report was approved unanimously.

**Buildings and Grounds Committee**

Rob Gimigliano stated that a door vendor for the new sliding door had been selected after doing due diligence. There were a few details that Tricia Perito finalized. The vendor kept the bid the same as initially given in August 2016. The doors color available without additional upcharge are anodized aluminum (silver) and bronze (almost black). The total for the sliding doors is quoted at $7,764.00. The price to match the teal paint color on the doors is an $1780 upcharge—or to change the any other color. The upcharge for the color change will be $8,967. The difference is $1,203, which was not included in the grant funding. It was also noted that the doors will be sliding doors rather than swinging

Rob Gimigliano asked if not changing the color is an option to bring this back to the planned cost. Catherine Campbell asked if the door has glass, and how much. Rob Gimigliano responded that the door has lighting within and is very commercial looking. Emily Gest asked where the extra funds would come from to make up for the color upcharge. Sandy Angevine asked if there was any money in any of the gift accounts. Currently, $25,900 of gift monies are unrestricted and could be used to paint the door.

Sandy Angevine asked that Tricia Perito come back with a timeline for the installation, and that we could discuss next meeting, noting that the board is not scheduled to meet again until May.

Jennifer DeLeonardo asked that Tricia Perito circulate a photo of the door so that the Trustees could make an educated vote.

Emily Gest moved that we table this decision to a later date. Rob Gimigliano mentioned that a delay in vote may affect the work, and asked if this needed to be voted on is session. Catherine Campbell said funding of this size does indeed require a board vote. Sandy asked if Tricia Perito could apply for an extension for the grant. Tricia Perito said she cannot apply for an extension of the grant until the final report is due, at the end of June. Tricia Perito said we had wanted to begin installation in May to have it completed by June. Sandy asked if we could start the work by June. Tricia Perito said that the work could start then, but the price of the door could possibly increase the longer the work is delayed.

Sandy Angevine asked that Tricia Perito come back and confirm to Terry the price, and a timing recommendation. Karen Fellner’s recommendation is that we paint the door to reflect the design of the current Library building. Tricia Perito also noted that the entryway gets filthy with the traffic from the Hutchinson Parkway, so she suggests that the door not be a light color. Rob Gimigliano noted that the door is designed to be ADA compliant and that makes the selection limited.

Karen Fellner shared a photo of the door on a cell phone for the Trustees to view. Rob Gimigliano suggested that the buildings and grounds committee create a mock visual the door and circulate that to the Trustees for review ahead of a vote.

**2018 Grant**

Rob Gimigliano said the committee viewed the five-year plan and have identified three items of varying dollar amount for possible grant applications.

The first is a lobby renovation for flooring and signage. Former Library Trustee Carl Pannuti’s previous estimate included $150,000 but Rob Gimigliano suggested that the scope could be around $30,000.

Another item could be improvements to the lighting in the children’s section for about $1,200.

And finally, another potential project could be a refresh of the bathrooms, to make them more cosmetically attractive, which would be around $8,000.

Rob Gimigliano asked what the criteria should be for prioritizing for grant applications. Tricia Perito said it depends on the grant. The Library construction grants are usually used to improve Library service for patrons. Rob Gimigliano asked health and safety issues fall into that criteria, using an example of the back staircase.

Sandy Angevine asked which project might work for the 2018 grant, and Catherine Campbell reminded the Trustees that half of the cost of the project would need to be paid for by the Town. Keith Keaveny asked Dan McLaughlin if any of these projects seemed like a large amount to bring the town. Dan said that there should be a presentation to the Town, but the amounts did not seem out of reach.

Laura Woods asked how the proposal would be made to the Town. Tricia Perito said that the Trustees would need to meet again and approve the proposal with bids and drawings and pass the proposal to Dan McLaughlin to give to the Town also for a vote. Dan also noted that the meetings were open and the committee could also attend if they so desired.

Dan McLaughlin noted that the proposal would have to be made by August. Sandy Angevine asked that we have a proposal by mid-April.

**Legislative Grant**

Dan McLaughlin said he spoke to Senator Klein who may also have funding available for the Library. However, Dan McLaughlin did note that the Town will still have to loan the money and be reimbursed for the grant at a later date. Both Dan McLaughlin and Peter DiPaolo feel that we should take advantage of applying for the grant, but have asked Terry Mullan to research how other libraries have handled large grant application and explore alternative funding options since the Town will not be comfortable matching a large amount up-front.

**ACTION ITEM: Establishment of Grant Improvement Committee**

Sandy Angevine noted that Terry Mullan has asked that there be a motion to create a Grant Improvement Committee. The purpose of this committee is to execute the following tasks:

·         Research the State Grant Process

·         Educate the Board on the process and on-going progress

·         Identify ownership of key functions and assign individual task responsibility (including adding sub-committees and sub-committee members)

·         Explore all funding opportunities available to municipal libraries (<http://www.nysl.nysed.gov/libdev/libs/pldtools/guide/fundopps.pdf>)

·         Coordinate with Town of Pelham

·         Identify and hire 3rd party key personnel (architects, counsel, etc.)

·         Completion of grant application

The committee will include the Buildings and Grounds Committee members, Terrence Mullan, Catherine Campbell, Jennifer DeLeonardo, Emily Gest, and Keith Keaveny.

Dan McLaughlin noted that he Town board has not yet done a bond for the Library, and suggests that the Board investigate other avenues of funding and recognize that there is a gap between when the Town provides money and when the money is reimbursed.

Dan McLaughlin also noted that there is interest in exploring the following: expanding the Children’s Section, adding a second floor and also renovating the basement.

Augusta Turner asked what the timing is for this grant application, because there may be interest from a private donor to help with the cost of a project.

Keith Keaveny asked if we need a fund for research and development for this project, and Dan McLaughlin said that we would. Tricia Perito noted that the Library can look into funding that via gift money.

Samm Hinton asked Augusta Turner how much detail the Library would need to get the private donor to commit to funding. Augusta said that the Library would need a project plan and confirmation that the Library would be able to complete the project.

Rob Gimigliano asked if the basement was usable space, and it was noted that this is not clear at this time. Karen Fellner recalled that when she met with Pelham Manor Village Administrator John Pierpont, he noted that the basement could not be used for any purpose because it is a flood zone and should not be finished. Augusta Turner noted that when the building was finished in 1995 that there were other workarounds, it may still be worth investigating to see if there are options to improve the basement. Jennifer DeLeonardo also noted that if we have reports from experts, we may be able to move forward.

Keith Keaveny asked if anyone had been in the basement lately. Rob Gimigliano noted that he was down there in the last few weeks and there was water down there.

Sandy Angevine asked for a motion to create an ad hoc committee called the grant improvement committee. Margaret Breuninger. made a motion to create the committee and Jennifer DeLeonardo seconded and the motion was approved unanimously.

**Programs and Outreach Committee**

Emily Gest gave an update about the Program and Outreach committees February 19 meeting. This includes identifying key areas of messaging, target audiences, and a number of tactics where we can begin to communicate these messages to these audiences. This includes activating the Trustees to speak with local community groups in order to give an update on all of the things the Library offers.

The committee is going to compile a list of organizations and bring it to the board to see who would be willing to be ambassadors to these groups.

The committee also discussed digital needs and how we can leverage social assets to target different communities, including beginning an Instagram channel.

The committee is looking into cost of a mailer and will come back to the next Trustee meeting with a projected cost to do a mailer.

**Director’s Report**

Tricia Perito noted that on the annual report there is a line item about Trustees presenting library information to groups.

Of note in Tricia Perito’s report:

Augusta received two grants for the sewing program, as opposed to one previously reported.

The new Library app is live on the Android platform.

Scarsdale Library is moving to temporary quarters due to their construction in April and may affect the circulation of the Pelham Library since their whole collection will not be available.

The Library will be doing a solarize Pelham event and an Elder Law Presentation. There is also extensive Mud Week programming in the works.

Tricia Perito attended a strategic planning workshop with Plan A consulting firm which gave her insights on how to develop a new strategic plan. The Pelham Library’s mandated Operating Plan expires in November.

Tricia Perito presented the WLS findings on fine-free circulation. WLS would like all the libraries in the system to eliminate fines for juvenile items. Tricia Perito noted that the total 2017 bills for Pelham were $4,405, about 38% of the Library’s total fines.

How it will work: Juvenile items will not have daily fines and overdue books will escalate to lost. Sandy Angevine asked when a book goes from overdue to lost. Tricia Perito noted that currently, at 60 days past due date, the item is escalated to lost and at 70 days goes to collection. Jennifer DeLeonardo asked if there was an automatic electronic way to renew checkouts, and Tricia Perito said that there is and that could be applicable here as long as there not a hold on a book.

Dan McLaughlin asked what Rob Gimiglian problem is this solving and inquired about what the benefits are to this method. Tricia Perito noted that this created efficiencies: cuts down on administrative tasks, improved loss prevention and creates goodwill with the community.

Dan McLaughlin asked what the weakness are, and mentioned that it reduces discipline and could deter people from bringing books back. Keith asked what the rate of return is for books and Tricia Perito noted that materials returned has been in excess of $20,000.

Sandy Angevine asked how many libraries in Westchester have gone fine-free. Tricia Perito noted that circulation of actual books is on a decline (outside of e-books, which has increased). At this point in time, no libraries in Westchester have done fine free. Catherine Campbell asked what the experience has been like collecting fines in Pelham. Tricia Perito noted that our staff often negotiates fines. Augusta noted that the vast majority of people do pay their fines without issue.

Samm Hinton noted that in the budget we take in $18-20K per year in lost books and fines. Of last year’s fines, $4505.75 last year was juvenile materials.

Sandy Angevine said that we may want to look at how other libraries act on going fine-free and then decide if going fine-free is right for the Pelham Library.

Tricia Perito would like to do fine amnesty at key times, but has not been able to do so recently. Emily Gest asked if we had so many outstanding materials that we needed to provide an amnesty service. Keith Keaveny said there is over $10,000 currently over $30. Sandy Angevine asked to revisit the conversation at another meeting.

Tricia Perito also said that the charge on out of town holds has not been successful.

Emily Gest moved that we eliminate the 25-cent hold fee, Jennifer DeLeonardo seconded and the motion approved unanimously.

The meeting was adjourned at 9:31 pm.

**Next meeting:** The next scheduled meeting of the Board of Trustees will be May 2, 2018.