

**Minutes of the Meeting of Board of Trustees
Town of Pelham Public Library
530 Colonial Avenue
Pelham, New York 10803**

The March 1, 2023 was held in person at the Library.

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

Trustees Absent: None

Others Present: Henry Myerberg, HMA2 architects; Maura Curtin, Town of Pelham Council Member and Library Liaison; Augusta Turner, Library Director

CC called the meeting to order at 7pm.

CC welcomed the Board and HM, principal at HMA2 Architects, to the meeting. HM presented a slide deck of information regarding the Master Plan for the Library.

Master Plan introduction by JM

- The consultants were selected in the late fall of 2022.
- Beginning in December HMA2 and Plan A consultants conducted 12 confidential interviews with community leaders.
- Plan A then conducted separate roundtable discussions with Library staff and the Friends of the Town of Pelham Public Library. A roundtable with the Junior League of Pelham is scheduled for late March
- Later this month, Plan A Advisors will conduct up to 10 feasibility interviews with local residents.

JM welcomed HM who made a presentation regarding the Master Plan for the Library.

All Board members made comments, discussed, and/or asked HM questions about the

- site zoning and allowable lot coverage
- existing setbacks
- flood proofing the basement
- solar energy & heat pumps
- a single entry for all patrons
- a two story addition along Carol Place
- preservation of existing trees and the front lawn
- accommodating ADA and strollers
- family and public bathrooms
- librarian and staff work and break spaces

- larger and self-contained areas for Adult, Young Adult, and Children
- private small meeting/study rooms
- a large program space in the main room

HM noted that more discussion with the Master Plan Committee, cost estimates, and other work needs to be completed before a final report can be presented to the Board in May or June.

CC thanked HM and the Master Plan Committee for their hard work.

January Meeting Minutes presented by CC

- Action Item: Approval of January 11, 2023 meeting minutes.
Motion to approve Minutes as presented. MK moved to approve, JS seconded, Motion passed unanimously.

Finance Committee presented by KK

- The payment for the Friends was received as expected.
- Funds paid from restricted accounts for the Master Plan total \$25,000 to date.
- TD bank will refund \$380.04 to the Library due to a bank error.
- The first half of the 2023 WLS technology fee has been paid.
- As expected, due to cash flow at this point in the year, there is a negative balance in ordinary income.
- AT noted that a small restricted gift was donated for the Master Plan.
- CC asked if any other unbudgeted gifts had come in since Jan 1. AT responded no new, unbudgeted gifts came in since Jan 1, 2023.
- Action item: Motion to approve financial reports as presented. MD moved to approve, JM seconded. Motion passed unanimously.

Board discussed an action item to increase the check threshold for a single signature on Library checks, in order to minimize delay in waiting for a second signature.

- AT and Gail Valdes researched the process, which has remained the same since 1999.
- AT suggested \$2000 and KK agreed after review.
- MD commented that the process needs an additional control due to the small size of the staff and what can be 8 weeks' delay in Finance Officer review of the financials.
- MD suggests that Denise Connell, the auditor who reviews all check records, send the chair of the Finance Committee a short email each time she reviews checks (monthly). This ensures an appropriate level of internal controls for the check issuing and bank reconciliation process.
- KK and AT will review this with Denise and report back in April.
- The action item to increase the check limit requiring one signature from \$500 to \$2000 will be reviewed again at a later meeting.

AT asked for Board review and approval of hiring Yuri Kobziar as an independent contractor on an as-needed basis to perform minor building and maintenance projects

- Because Yuri is married to Irene Kobziar, Pelham Library Support Services Supervisor, the Board needs to approve the hiring under the Conflicts of Interest policy.
- IK will not supervise or approve payments for YK.
- At the direction of the Director, YK will perform buildings and maintenance projects not covered by contracts currently in place.

The Board expressed appreciation that YK had previously assisted the Library with building improvement items.

- Action Item: Approve hiring Yuri Kobziar on an as-needed basis, under the direction of the Director at a rate of \$35/hour; and to pay him for hours worked and billed in February 2023. Motion to approve as presented. JS moved to approve, KK seconded. Motion passed unanimously.

Friends' Liaison Report presented by JM

- The Friends are working hard organizing Novel Night.

Nominating Committee presented by CC

- JS and LR are also members of this committee.
- The Board is seeking a new member for its current open spot. The new Board member will assume the role of Finance Officer. KK will continue as chair of the Finance Committee. KK, AT, and Gail Valdes will train the new member.
- CC thanked AT for posting the open position in the newsletter and across a wide range of social media and news outlets serving Pelham.
- LR had telephone conversations with two potential Board members.
- CC, KK, and AT will meet one prospective candidate at the Library later in March.
- AT also meets with prospective Board members and assists with onboarding all new Trustees.

Communications and Programming Committees presented by AH

AH, MK and AT met to brainstorm about new programs to engage more adult and teen patrons. They also discussed ways to improve and expand marketing of Library programs and services.

- Suggestions for workshops included: careers in trade fields, financial planning for all ages and a defensive driving course.
- MK and AH both spoke about the ideas and continuing to work with AT on increasing awareness about Library activities.
- MC suggested raising awareness via partnerships with other Town sponsored programs and organizations. For example, the Girl Scouts are sponsored a "Day of Wellness" on March 11 with events being conducted at various venues throughout Pelham and Pelham Manor. The Library is hosting a basic first aid class and a workshop teaching 5th-8th graders safety protocols to use when staying home alone.

- AT noted that the e-newsletter is well received and our use of social media is robust, but the Library needs to develop additional marketing tools to reach residents who do not regularly use social media.
- AH and AT presented the idea of developing a trifold brochure listing reoccurring programs, resources and services offered by the Library. These brochures would be displayed by local merchants and would take up minimal counter space. Ideally this will enable the Library to reach residents who do not subscribe to the Library's e-newsletter. This idea was suggested to AT by local merchants when she attended a Pelham Rotary Club meeting. The Rotarians all agreed that this was preferable to direct mail marketing which is expensive and minimally effective.
- LR suggested the Board make sure a very good designer handles the design of any marketing/information materials.

President's Report presented by CC

CC discussed the Master Plan presentation with the Board.

- MK said he hoped we could afford it and asked for general review of sources.
- CC said that these funds are being researched for feasibility: NY State grant funds via the legislature (elected officials), a public Bond, large gifts from individuals, families, and foundations.
- JM said she was excited to continue the process and start the donor feasibility interviews.

Director's Report presented by AT

- Materials were sent to Trustees about workshops to fulfill continuing education requirements for NYS Library Trustees. JS will continue to remind Board members periodically throughout the year of the CE opportunities.
- AT and GV are in the process of completing the NY State report and are very busy assembling data.
- AT reviewed Library program and circulation statistics for the month and also comparisons to prior years.
- AT reminded the Board to use their personal Library cards to sign up for Kanopy and receive access to free digital media at home.
- MK discussed making sure our website is set up for new protocols for metatags and Google Analytics. He will review with AT and other staff.
- Battle of the Books is back, after a pandemic hiatus, and we will hear more at future meetings.
- MK asked that the Library information on the Town website be updated. AT will contact the Town Clerk.

Other Business

None

Adjournment

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be held on Wednesday, April 12, 2023 at 7:30pm at the Library.