

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

The April 12, 2023 meeting was held in person at the Library.

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

Trustees Absent: Jennifer Meyer, Rob Gimigliano

Others Present: Maura Curtin, Town of Pelham Council Member and Library Liaison; Augusta Turner, Library Director and Gail Vidales, Library Bookkeeper (8:06 pm joined)

CC called the meeting to order at 7:32pm

March 2023 Meeting Minutes presented by CC

- **Action Item:** Approval of March 10, 2023 meeting minutes.
Motion to approve minutes as presented. JS moved to approve, MK seconded, Motion passed unanimously.

LR will send AT corrected March minutes (MK and JS provided small corrections and additions).

Finance Committee presented by KK

- Reports show expected results for this time of year.
 - A \$380 error by TD Bank has been refunded.
 - A \$15,000 Master Plan progress payment was made in March. To date, \$40,000 has been paid towards the \$65,000 contract.
 - A \$2,000 donation was received and restricted for support of the Master Plan program. This revenue had not been forecast/budgeted.
 - In April the Town allocation will come in and net income/cash will increase.
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- **Action item:** Motion to approve financial reports as presented. MD moved to approve, PT seconded. Motion passed unanimously.

At the March 2023 meeting the Board discussed updating the financial policy to increase the threshold for a single signature on Library checks in order to minimize delay in waiting for a second signature. MD suggested that an additional control measure be added to the monthly

check auditing process conducted by an independent third party. KK reported this control was implemented successfully after the March Trustee meeting.

KK will send JS proposed new language reflecting the \$2,000 threshold and additional required control. JS said the Trustees will vote to approve the language of the revised policy at a future meeting.

- **Action Item:** Increase the maximum amount allowed for single-signature checks from \$500 to \$2,000. In addition, after each audit the auditor will notify the chair of the Finance Committee that the review has been completed satisfactorily. MK moved to approve, JS seconded. Motion passed unanimously.

Friends' Liaison Report

- JS shared that hosts and co-hosts are needed.
- AT noted that The Friends are presenting a workshop for prospective Novel Night hosts on April 24 at the Library.

Nominating Committee presented by CC

- Nadira Boodhoo agreed to join the Board assuming the role of Finance Officer currently held by KK. KK will remain as chair of the Finance Committee.
 - NB met or had phone calls with CC, KK, AT and LR. Everyone enjoyed meeting her and she is very excited to join the Board. NB and her family are avid users of the Library. She has a strong background in fiscal management and planning.
 - KK will train NB for the Finance Officer role. CC and AT will work with NB to schedule her swearing in at the May 1 Town Council meeting and provide her with Board materials.
- **Action Item:** Approve the nomination of Nadira Boodhoo as a Trustee of the Library Board to be presented to the Town Council for appointment. JS moved to approve, KK seconded. Motion passed unanimously.

Buildings and Grounds Committee presented by AT (RG absent)

- The AV system and TV in the Program Room is outdated making it difficult to conduct Zoom meetings and AV presentations.
 - AT met with Sharp Business Systems, an approved vendor to the Pelham Union Free School District.
 - The bid for a new 65" smart TV, sound bar and installation is \$1,580.
 - KK and AT found savings in the budget for this unbudgeted expense.
 - RG reviewed the proposal earlier and thought the cost was reasonable.
- **Action Item:** Approve Sharp Business Systems bid for \$1,580 to provide and install new AV/TV equipment in the Program Room. LR moved to approve, JS seconded. Motion passed unanimously.

Master Plan presented by CC

- Meetings with HMA2 continue with the Master Plan Committee. Renderings to be included in the report and shared with the community are being finalized.
- The committee is planning for a June final report to be shared with the Trustees.
- AT reported that the feasibility interviews with Plan A and community members took place as planned. Invitations were sent to 12 households. Nine accepted and met with the consultant on Zoom.
- AT reported that the meeting with the Junior League of Pelham and the consultants went very well. About 10 people attended the meeting and were enthusiastic about the renderings, especially the large single entry, dedicated area for YA, and numerous small meeting rooms. Two attendees were very interested in working on fundraising for the project.
- AT will thank Aileen for helping organize the JLP event KK will also ask his wife, Jana Keaveny, a JLP Board member, to share the Trustees' gratitude.

President's Report presented by CC

Nothing to report beyond what has been shared in committee presentations.

2022 New York State Annual Report for Public Libraries presented by AT

- AT thanked GV who joined the meeting and assisted with the data collection and reporting efforts required for the annual report.
 - Although very time consuming, the work went smoothly due to the new systems in place since AT began her work as Director.
 - CC thanked AT, GV, and the staff on behalf of the Trustees and expressed how much was learned from reading the report.
 - MK drafted a short list of questions and comments about the report. The Board had a lengthy discussion about various aspects of the report. The final report will be available to the public later this year after it is sent to the Department of Library Development in Albany for approval.
- **Action Item:** Accept the 2022 New York State Annual Report for Public Libraries. MK moved to approve, JS seconded. Motion passed unanimously.

Director's Report presented by AT

- Pelham Manor Fire Chief Greco conducting a fire safety training class for the staff. Fire Department personnel created an Emergency Action Plan for the Library.
- Chief Greco recommended that the Library install panic bars on two doors. Phil DeSimone who oversees facilities for the Town, will arrange the installation. The cost will be covered by the Town.
- The door lock and lever sets for the two main public bathrooms need to be replaced. PD will work with AT to have the locks replaced.
- The Library is also scheduling a staff training for active shooter situations.

- The first warm weather story time in many months was attended by 125 children, parents and caregivers.
- The Library is participating in EcoPel's Earth Day celebration in Gazebo Park on April 22.
- A local family is generously donating funding to purchase more than 40 children, YA and adult books dealing with ecology, sustainability, gardening, plants and wildlife.
- MD asked AT and the Trustees to brainstorm/research other low impact services such as offering notary services that can generate more revenue for the Library.
- AH shared that some libraries provide passport services. AT reported that the Pelham Library considered offering this service but decided it was not feasible. The passport application procedure is labor intensive requiring about 30 minutes of staff time per applicant. Staff members must attend an all-day training session each year with the Department of State. Also, the Library does not have a semi-private space consistently available to conduct the interviews.
- AT shared reports by local news outlets that the long-term bookkeeper for the Mamaroneck Library resigned and there is an investigation regarding her involvement in library cash shortfalls of up to \$1.4 million. An immediate infusion of cash is required to maintain the Mamaroneck Library's continued operation.
- Tasha Gross, one of our Librarians prepared another quiz, this one for Earth Day. Several trustees complimented AT and the staff for the quizzes.
- The Library currently has two fantastic exhibits on display in the main room depicting Ukrainian folktales. The displays were coordinated by Irene Kobziar, Support Services Supervisor. IK's friends built the displays and brought them to the Library from their home in Pennsylvania. The public has been extremely appreciative of the displays which will remain at the Library until the middle of the month.

Other Business

None to report.

Adjournment by CC at 9:02pm

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be held on Wednesday, May 3, 2023 at 7:45pm.