

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

530 Colonial Avenue

Pelham, NY 10803

July 13, 2011

7:30 p.m.

Board Members Present:

John Lent, Steve Swanson, Jane Azia, Theresa Brasile, Jenny Del Re,
Peter Monaco, Paul Osmolskis, Everett Potter and Margaret Young.

Not present: Jack Kaufmann and Anne Calder.

Also Present: Library Director Patricia Perito, Town Liaison Dan
McLaughlin, and Friends co-presidents Sue Simpson and Maryann Pfeiffer.

Minutes

The minutes of the May 4th meeting were approved with one correction.

Financial Report

Library Director Patricia Perito reported that two computers that were included in the budget were recently installed; a scanner remains to be installed. Professional development expenses are running a bit high as a percentage of that line item for the year but are at about the same level as last year. Overall, with the year half over, the library is at about 50 percent on expenses and 50 percent on income.

Tricia also reported that a number of memorial donations have been received in memory of people who have recently passed away.

Board President John Lent asked her to prepare a broad professional-development plan for the board.

The board approved the financial reports.

Buildings and Grounds Committee Report

Peter Monaco reported that the committee believes the library has a good opportunity to obtain a state construction grant to defray up to 50 percent of the cost of replacing the library's slate roof, which is the biggest item on the library's 5-year capital plan.

Based on some preliminary estimates, the cost appears to be about \$100,000. The alternative is to continue periodic maintenance of the current roof, but it is old, leaking and in constant need of repair, he said.

Paul Osmolskis said it's important to be careful about what kind of slate we use because color varies in slate; an all-black slate roof would look too severe, he believes. The cost of a true replacement slate roof might be different than the preliminary estimates.

The deadline for grant applications is Aug. 29th; the library doesn't have to have a final contractor bid, but the committee will work to secure at least one more bid based on revised specifications.

Peter and Tricia also provided an update on the current state grant to improve the reading room lighting. Work has to start by Nov. 14th, but a number of considerations remain to be worked out regarding staging the work, including possibly closing the library for a time.

Communications Committee Report

Steve Swanson reported that a mixed group of board members and Friends volunteers (Laura Hupprich and Sue Simpson of the Friends and Everett Potter and himself) were splitting responsibility for writing a monthly Bookmarks column for the Pelham Weekly, providing a regular library presence in Pelham's most important media outlet. They have topics assigned through September.

Margaret Young reported on the effort to compile a database of e-mail addresses for the eventual launch of a regular library e-mail newsletter. The Friends collected about 300 e-mail addresses at the June street fair on Fifth Avenue, and WLS has about 400 e-mails on file for Pelham library card holders.

At a recent Friends board meeting, some members of the Friends board expressed reservations about providing their e-mail lists to the library out of a concern that the people who had given their e-mail addresses to the Friends did not know their addresses might be passed on to the library.

Margaret and other library board members said that any library newsletter would provide an option for people to unsubscribe if they did not want to receive it.

Sue indicated the Friends would like to resolve the question.

Jane Azia volunteered to do some research into the legal issues around sharing e-mail addresses.

Margaret also said she would like to have a meeting with representatives from the Bartow-Pell Mansion Museum and the Pelham Art Center to learn how they built their e-mail databases and how they manage their newsletters.

Steve reported that the other main Communications initiative, revamping and upgrading the library's Website, had taken a significant step forward when a group of board members (John, Margaret, Everett and himself) and Tricia met with Tim Wood of Go2 Media Design to discuss ideas about the features that a new library Website should have and to look at several Websites to give Tim a sense of how the new Website should look.

Tim is to prepare a proposal and send it to Tricia.

Because the Friends are providing funding for the Website upgrade, John would like somebody from the Friends to join the website committee. Sue said she would ask for volunteers.

Director's Report

Among the items included in the director's report, Tricia noted that the audit is complete.

She also said a job description for the Learning Ambassador was completed, as was a staff workload breakdown, which will be forwarded to the HR committee.

Volunteer Patrick Dempsy is compiling an e-mail marketing list, for eventual use when there is an e-mail newsletter.

Tricia mentioned an e-reader lending program that was discussed at a recent Trustee Training Institute: with a \$2,250 budget, a library could start a simple e-reader lending program, in which 6 e-readers would be available to library cardholders for checkout.

The board discussed the potential pros and cons of this program and the need for an overall approach to digital titles.

Teresa Brazile said the collections committee would report at the September meeting with some overall goals for one or more pilot proposals.

Friends' Report

Sue Simpson reported that the Friends booth at the June street fair was successful, with many people stopping to ask questions and pick up material.

She said she would like to discuss, perhaps at the September meeting of the Friends board, how the group could support the library's efforts regarding e-books and other projects.

The meeting was adjourned at 9:24 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be September 14, 2011, at 7:30 p.m.