

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

530 Colonial Avenue

Pelham, NY 10803

September 14, 2011

7:30 p.m.

Board Members Present:

John Lent, Jack Kaufmann, Steve Swanson, Theresa Brasile, Anne Calder, Jenny Del Re, Peter Monaco, Everett Potter and Margaret Young.

Not present: Jane Azia and Paul Osmolskis.

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

Minutes

The minutes of the July 13th meeting were approved.

Financial Report

Library Director Patricia Perito reported that it was her understanding that state aid for the coming year will probably be in line with this year's level of aid.

The board approved the financial reports.

The board also reviewed the independent auditor's report for 2009 and 2010 by Christopher R. Montgomery, CPA. The report found that the library's financial statements were a fair presentation of the library's financial operations.

Friends' Report

Sue Simpson reported that Michelle Romanello has agreed to serve as the Friends' representative on the committee that is overseeing the redesign of the library's Website.

Sue said the Friends would like to come up with an event to celebrate the launch of the library's new website, possibly in January. The Friends would also like to come up with another fundraising opportunity or event for the years in between Novel Night years.

Buildings and Grounds Committee Report

Regarding the state construction grant for the lighting upgrade in the main reading room, Peter Monaco reported that the lighting fixtures are the same price as when the library applied for the grant last year. The next steps are to order the fixtures and schedule installation.

Peter said that Paul Osmolskis had raised the possibility, in the event the library is able to replace the roof, of delaying completion of the lighting project (that is, repainting the ceiling) until the roof project is done. The state construction grant requires that work on the

lighting project start by Nov. 14th. The library then has one year to complete the project.

Regarding the possible replacement of the roof, Tricia reported that a grant application was submitted for \$53,000. The total estimated cost to repair the roof and replace the attic insulation is \$107,000.

The Westchester Library System board will vote on grant requests at its Sept. 27th meeting.

Regarding Tropical Storm Irene, Peter reported that water came through the north foundation wall, but the sump pumps worked well and discharged the water to the sewer. Although water formed streams on the basement floor, the entire floor was never covered. He added that the experience proved that the work done in the basement in the last few years had been beneficial.

Communications Committee Report

John Lent reported that the communications/website committee had worked with Tim Wood to refine his proposal to redesign the library Website and that the Friends had cut a check for half of the cost to get work started. Tim said he'd have design concepts ready for the committee to review shortly. The estimated total cost is \$5,700, and the project is likely to take an estimated 8 to 10 weeks.

The new website will be a Content Management System (CMS), which will allow an administrator at the library to update the site with new graphics, photos and text.

Tricia said she had asked Ozzy CotoChang to be the main administrator. Teresa Brasile suggested somebody be designated as a backup.

John summarized Jane Azia's research into the law regarding use of e-mail addresses. Nothing in the law applies to the library in how we use e-mail to promote ourselves and reach out to patrons. Nonetheless, she had said, we should adopt best practices, have an opt-out option so people can be taken off the e-mail list and adopt a policy about sharing, selling or renting our e-mail lists.

Jenny del Re did a review of what some libraries and other institutions do regarding privacy: They inform their patrons what information they're collecting, and then they discuss what they primarily use e-mail addresses for. Generally it's for informing patrons about library programs; usually there is an opt-out option, and they disclose whether they will send e-mail to minors. She recommends that although we are not covered by the relevant law, we should disclose that.

Also, regarding security: a disclosure should tell e-mail recipients what kind of security we have and what assurances we can provide that a patron's information is secure.

Everett Potter said we should make sure the system we go with (for an e-mail newsletter) is as good as some of the commercial systems that are available. Constant Contact, for instance, has a fail-safe opt-out.

Jenny said the policy committee would discuss developing a policy for the website and e-mail newsletter.

Program and Outreach Committee

Margaret Young presented a summary of library statistics compiled from the annual reports from 2006 to 2010. Total materials in the collections are now approaching 50,000 items. The biggest growth area is WLS's electronic materials.

Total circulation for 2010 was 116,000 items, an apparent decrease of 12 percent from 2009, but the decline is mainly attributable to the fact that WLS excluded interlibrary loans from the 2010 statistic.

Regarding programming, Margaret found that adult programs declined, but that was because several poorly attended programs were discontinued. Also, participation in the summer reading program was down in 2010 after more rigorous sign-up procedures were put in place.

Collections & Services Committee

Teresa Brasile reported on a proposed digital-services pilot program to see what kind of usage they get. The pilot program would have three components: six electronic readers (with preloaded titles) that could be lent out; an enhanced e-book collection, using the Overdrive service, to reduce waiting time for titles; and a three-month pilot subscription to Freegal, a music service.

The total cost of the three trial programs would be about \$6,000. Tricia feels we could use a mix of bequests and existing budgeted funds to pay for the pilot.

The board will discuss the proposal further at the next meeting.

2012 Budget Guidance

Dan McLaughlin said that the Town meeting to review budgets will be Oct. 18th. In reviewing the outlook for 2012, he noted that New York State has cut grants by half and the town has cut two positions. Also, the two percent property-tax cap will go into effect. The Town supervisor believes budgets for the coming year should be held at the same level as this year.

Nominating Committee

John reported that Jack Kaufmann and Steve Swanson had agreed to continue for another year as vice president and secretary of the board, respectively. They were nominated and elected to one-year terms in those offices.

Regarding an outstanding question, Jack requested that Tricia investigate the state requirements for a treasurer.

Director's Report

In reviewing the Director's Report, Tricia noted that staff evaluations have been started and are in the process of being completed.

She said that as of Aug. 30, the library has a Facebook page.

She also noted that the library's "plan of service" needs updating. The board directed her to update the existing plan of service.

The meeting was adjourned at 9:21 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be October 5, 2011, at 7:30 p.m.