

MEETING OF THE BOARD OF TRUSTEES OF THE  
TOWN OF PELHAM PUBLIC LIBRARY  
530 Colonial Avenue  
Pelham, NY 10803  
October 5, 2011  
7:30 p.m.

-----

**Board Members Present:**

John Lent, Jack Kaufmann, Theresa Brasile, Anne Calder, Jenny Del Re, Everett Potter, Paul Osmolskis Jane Azia and Margaret Young.

**Not present:** Peter Monaco, Steve Swanson and Friends co-president Sue Simpson

**Also Present:** Library Director Patricia Perito, Town Liaison Dan McLaughlin.

**Minutes**

The minutes of the September 14th meeting were approved.

**Finance Committee Report**

Financials of October 4, 2011- were reviewed. John asked for information on Fines which are 4% under budget. Tricia was not able to compare this as a trend to other Libraries and thinks patrons are being more careful to return books on time, but she has seen fines go up during the month of November. Anne and Margaret raised that our current Fine structure seems very low. Tricia stated that WLS has put together a guideline schedule which would lower our rates if we were to follow them. She also stated that lower fines increase circulation. WLS is working on the ability for people to pay fines online. Our fines compared to other libraries seem average, however our maximum fines are higher. The program monies are all committed for the year even though shows at 58% of budget to date. The Lighting funds will stay in equity on the balance sheet, and Dan will confirm if the Town will also put funds toward the lighting.

Motion to accept the Financials of October 4<sup>th</sup> were approved.

2012 Budget- John noted that Anne does a lot of work each year to prepare the budget and Tricia provides input as well. Anne reviewed the proposed 2012 budget, by first sharing the comparisons of the 2009, 2010, 2011 budgets and showing where the budget has held flat, increased and decreased. In 2011 a 2% increase was given to all staff, this year with a flat budget there is a minimal .75% increase. The Town has communicated an \$11,000 increase to the cost of Pensions, which results in the need to reduce costs elsewhere in the budget. Dan also explained that the Town is looking to have a public meeting on November 2nd to see if the 2% budget cap can be eliminated. The Board discussed what potential cuts could offset the \$11,000 increase to the Pension costs. The Finance committee will review the budget further and determine where reductions could be made and send to the Board via email. The budget is due to be submitted to the Town on October 12<sup>th</sup> and then presented in person on October 18<sup>th</sup>.

**Building & Grounds Committee**

Project Updates- Paul proposes we install the new lighting fixtures and leave the existing fixtures until the the new roof is installed as we do not want to paint and then have possible leakage damaging the paint with the old roof still in place. We would remove the old fixtures and paint when the new roof installation is complete.

B & G Priorities- The Buildings and Grounds Committee updated the Capital Projects plan to include further updates on the Roof and Lighting plans with no new projects being placed on the list. Paul mentioned that the Lighting and Roof have become integrated projects.

#### **Communications Committee**

Website update- a meeting will be scheduled for Tuesday October 11<sup>th</sup> for the Communications Committee to review the draft web prototype that has been submitted. Everett offered to prepare the agenda for the meeting, and expects during the meeting we can review the website , understand the functionality, what decisions we need to make and agree to a timeline.

#### **Collections & Services Committee**

Proposal - Digital Services Pilot - Theresa presented the EMedia proposal and discussed the 3 components: EReaders, Overdrive Advantage and Freegal. Discussion was held on each type of media, and more information on the subscription fee for Overdrive is needed to determine if it's a one time buy in amount or annual. John suggested the Collections Committee discuss how best to proceed and invest this year using the current Collection budget.

#### **Friend's Report**

The Friends are planning on alternate fundraising (in the year that Novel night is not held). They are also interested in a communications campaign to support the rollout of the new website.

#### **Other Business**

Tricia- staff is still working on performance appraisals to be complete no later than October 15<sup>th</sup>.

The meeting was adjourned at 9:02 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be November 2nd, 2011, at 7:30 p.m.