

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

530 Colonial Avenue

Pelham, NY 10803

November 2, 2011

7:30 p.m.

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**Board Members Present:**

John Lent, Jack Kaufmann, Steve Swanson, Jane Azia, Theresa Brasile, Peter Monaco, Paul Osmolskis and Everett Potter.

**Not present:** Anne Calder, Jenny Del Re and Margaret Young.

**Also Present:** Library Director Patricia Perito.

**Minutes**

The minutes of the October 5th meeting were approved.

**Financial Report**

The board approved the financial reports.

Board President John Lent reported on the presentation of the proposed library budget for 2012 to the Town Board on October 18th. Anne Calder, library director Tricia Perito and he made the presentation to the Town Board of the proposed budget, showing no increase over 2011. As in recent years, the board expressed its appreciation for the thorough, clear presentation.

**Buildings and Grounds Committee Report**

Peter Monaco reported that the new lighting fixtures for the main reading room have been ordered, and Tricia reported that a check has been cut for the fixtures. Peter noted that after the fixtures are installed, the final painting of the library ceiling and removal of the old fixtures will not be done until the roof project is completed, as these are now considered integrated projects.

Regarding the proposed roofing project, John reported that the Town Supervisor had asked the library to write to Assemblywoman Amy Paulin and State Senator Jeff Klein to request state grant funding under the CAP program to offset some of the Town's portion of the project cost. The letters have been prepared and will be sent.

**Communications Committee Report**

Steve Swanson reported that the regular contributors to the Bookmarks column in the Pelham Weekly (Everett Potter, Sue Simpson, Laura Hupprich and himself) had agreed on topics and a timetable for the next four months.

Everett Potter reported that the Website redesign group met with designer Tim Wood to review a number of potential site designs and arrived at a consensus choice that combined features from two designs.

Everett said the next step is to have another meeting with Tim to plan how the work of generating content for the site will proceed. Tim is to get back to Tricia with a production schedule.

John said that the Friends are interested in holding a fundraising event at the library in association with the launch of the Website.

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

Regarding the e-reader pilot program, Tricia reported that Rob Caluori, WLS' information technology specialist, is investigating whether Nook devices can be purchased from Barnes & Noble at a group discount. Tricia said two meetings will be held with staff to go over policies and procedures for the e-readers.

She would like to have a fine schedule of \$5 a day for overdue e-readers with a \$25 maximum in late fees and a substantial charge for not returning an e-reader. The board discussed how to collect fees for late and unreturned e-readers, including the possibility of using credit cards.

The sense of the board was that more research was necessary to determine what other libraries are doing in the case of late or unreturned e-readers and in the case of damaged e-readers.

#### **Director's Report**

Tricia reported that performance appraisals have been completed except for her own, to be done by the Personnel Committee.

Following up on the discussion of fines at last month's meeting, Tricia reported on a comparison of our current schedule with a recommended fine schedule from the Public Libraries Directors Association, but discussion was postponed until the December board meeting to give Margaret Young a chance to participate in discussions.

Finally, Tricia said that she attended the annual Junior League community roundtable on how community non-profit organizations can foster engagement. She hopes to collaborate with the Pelham Art Center on a creative-aging grant.

The meeting was adjourned at 8:55 p.m.

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