

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

530 Colonial Avenue
Pelham, NY 10803
April 2, 2014
7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Suzanne Auclair, Sandy Angevine, Steve Molineaux, Paul Osmolskis, Carl Pannuti, Cameron Potts and Laura Woods.

Also Present: Library Director Patricia Perito, Town Liaison Dan McLaughlin, Friends Co-President Mary Callahan

Not Present: Robert Parisi and Everett Potter

Minutes

The minutes of the March 5, 2014 meeting were approved.

Friends Report

Margaret introduced Friends Co-President Mary Callahan. The Friends are planning Novel Night and looking for volunteers to host dinners for the event. The Library website will be discussed at their next meeting which is on Thursday of next week. Everett Potter will attend on behalf of the Board of Trustees.

Finance Committee Report

2014 Financials: The financial statement as of March 27, 2014 was reviewed. State budget funds are paid 90% in the fall with last 10% percent paid in the spring. A motion to approve the 2014 YTD Financial Statement was made. Motion approved.

Steve Molineaux reported on the cash flow audit, which was completed with no problems noted. The audit included a review of the processes for cash flow, deposits and handling of funds in the cash drawer, including collection of fines. The audit also included benchmarking with other libraries. No discrepancies were noted. As a result of the audit, new processes were implemented concerning reports, a weekly reconciliation and tightened controls of the cash drawer.

Steve reported on a possible estate settlement bequest. The library was named as a beneficiary in a former Pelham School teacher's brokerage account. Steve will follow up with the lawyer for the estate.

Building and Grounds Report

Carl Pannuti reported that he has obtained two bids for electrical contracting work to use the Junior League Library Partners program grant to install 2 electrical outlets to enable use of the iPads donated by the Junior League last year. Carl will work with the Junior League to finalize.

Carl reported that the fire alarm for the HVAC units on the roof will be rechecked once the snow melts.

Carl is reviewing the security system and met with TYCO to obtain a bid to upgrade/replace the surveillance system. The surveillance server is not working and needs to be replaced. TYCO will review and make a proposal. There is also a need for outside cameras due to concerns with trash being left at the Library and loitering after hours. Dan McLaughlin will check to see whether Pelham Manor police will monitor outside camera surveillance. The Board agreed that outside cameras should be considered.

Program Committee Report

Laura Woods reported that the children's programs continue to be very popular. She is researching museum pass programs and has benchmarked with other libraries. Some passes are free or very low cost and some are more expensive but can be very cost-effective. Other libraries handle the reservations on line. We can consider starting with a few low-cost passes to see how popular they are.

Laura discussed the author series. The author presentation last week was attended by 17 people. Laura is exploring publicizing the author series and other programs such as Pelham Reads through the PTAs at the local schools.

Laura is also connecting with the Senior Advocate office to discuss possible programming for seniors.

Laura is checking with other libraries to see what additional programming is offered.

President's Report

Margaret Young spoke with Peggy Nicholson concerning the unused bequest of \$825. She asked for more information concerning the museum pass program, a broader poetry competition, a Shakespeare connection or food history programming. Margaret will provide additional information to her.

Margaret is not available to attend the May 7 meeting, so the meeting will be moved to June 4.

Margaret thanked Patricia Perito for preparing the Annual Report to the WLS. Margaret discussed the 2013 Annual Report, including a review of the 2008 - 2013 statistics. She noted the shift from print to electronic usage and increased traffic to the Library website. The electronic collection available through WLS has increased and is available for use by Pelham residents.

Also notable was the weeding of the adult fiction collection and the decrease in the number of cardholders due to a cleanup of the data and purge of dormant/expired cardholders.

Pelham Reads drove significant participation in the Library's programming. In addition, Teen Advisory Board, sponsored by the Junior League, brought an increase in the young adults visiting the Library.

The Friends staff tables at the Pelham street fair in June, which drives new cardholders.

A motion was made to approve the 2013 Annual Report to the WLS. Motion approved.

Personnel Committee Report

Sandy Angevine reported that four candidates were interviewed for the Librarian 1 position. Augusta Turner was selected to be the new Librarian 1 and will be appointed by April 7. She will start on April 21. She was a Pelham resident for many years and has been working as a substitute Librarian in the library. She is experienced and had a civil score of 100. Her duties will include leading the book club.

A motion was made to appoint Augusta Turner as the new Librarian 1 at a salary of \$50,000. Motion approved.

Sandy also reported that the new cleaning contract was finalized and signed.

Director's Report

Patricia Perito reported that the Librarian 1 job description was completed. Patricia has reviewed a new e-book platform and collection called 3M Cloud library, which allows interlibrary sharing. Steve Molineaux and Bob Parisi will work with Patricia to consider whether this should be pursued.

Upcoming programs include storytime, homework help, the chess program, Fun Fridays, vacation week programming, adult movie series, the author series, the WEBS Career Counseling program, and the adult book club.

Discussion as to whether storytime should be increased from 2 to 3 per week as they are very well attended.

The meeting was adjourned at 9:40 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, June 4, 2014, at 7:30 p.m.