

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

530 Colonial Avenue
Pelham, NY 10803
June 4, 2014
7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Suzanne Auclair, Steve Molineaux, Paul Osmolskis, Carl Pannuti, Robert Parisi, Everett Potter, Cameron Potts and Laura Woods.

Also Present: Library Director Patricia Perito, Town Liaison Dan McLaughlin, Friends Member Sharene Jones

Not Present: Sandy Angevine

Minutes

The minutes of the April 2, 2014 meeting were approved.

Finance Committee Report

The financial statement as of May 29, 2014 was reviewed. A motion to approve the 2014 YTD Financial Statement was made. Motion approved.

Steve Molineaux reported on the former Pelham School teacher Lenore Lamb's estate settlement bequest which totaled \$25,734. This is currently held in an investment account and will be transferred to a dedicated Library bank account. The bequest is intended to add to the collection of elementary age books for the children's section of the Library. The Library will use this bequest to fund children's book purchases for several years beginning in 2015. This will free other funds to enhance or expand other services, which may include the development of a museum pass program or other programming to benefit the community, and could also be used to defray capital expenditures. A more specific proposal will be discussed at the next meeting.

Friends Report

Sharene Jones is chairing Novel Night on behalf of the Friends. The Friends will be at the Street Fair on Saturday to publicize Novel Night and the Library in general. A Novel Night website has been created: PelhamNovelNight.com. There is also a Pelham Novel Night Facebook page. The new Library website will have a link to the site. The Friends are still seeking hosts for the Novel Night dinner parties.

Building and Grounds Report

Carl Pannuti reported that he has received proposals to repair the flat roof and gutters which were damaged during the winter snowstorms. The existing snow guards will also be repaired.

Patricia Perito solicited a bid to replace the Library signage which is damaged. Carl will get at least one additional bid.

The exterior lighting in the front of the Library will be replaced with light posts. Four new fixtures will cost approximately \$14,000. Town approval will be required to replace the lamp post.

The back steps need to be replaced soon as they are deteriorating. Carl is soliciting bids and expects to receive two shortly. The project will cost approximately \$3,000.

Exterior painting is needed for the entire building plus repair to wood rot near the Wolfs Lane door requires repair. One bid has been received for \$16,000, two more are expected.

We will make a grant proposal to address the exterior maintenance, painting, lighting and new signage. This will be part of the grant proposal which Patricia Perito will prepare. This is due on August 29.

Program Committee Report

Laura Woods met with Peter Giarrizzo, the new Superintendent of Pelham Schools. He toured the Library, and is willing to publicize some Library events via the school PTA communications, subject to his preapproval.

Laura spoke with Mr. Llewellyn, the head of the English department at Pelham Memorial High School, regarding the summer reading program. He agreed to review and update the summer reading list. He appreciates the Library's interest in coordinating with the English department and is interested in working more closely regarding curriculum.

Laura also plans to connect with the Town's Senior Advocate to discuss possible programming opportunities for senior citizens.

Laura is checking with other libraries to see what additional programming is offered that Pelham may want to consider.]

President's Report

Margaret reported that she spoke with a member of the Pelham Preservation and Garden Society and that the Society will consider funding part of the Library's landscaping needs.

Patricia Perito reported on attendance issues concerning story time and other popular programming. In the past there had been three weekly story times, but due to scheduling issues there are now two per week. The attendance at both weekly story times has been very high and the room can be crowded. Story times are led by Junior League volunteers, with a librarian leading during the summer months and if a Junior League volunteer is not available. Patricia questioned whether we should consider moving back to three story times per week. This would require discussion with the Junior League regarding staffing. There have been times where the Junior League volunteers were unable to come and a Librarian had to cover the story hour at the last minute. Discussion ensued regarding ways to recruit other possible qualified story time leaders, including retired teachers or interns through the relationship that the Town has with Iona College.

Other highly attended programming included a recent nature program, which more than 100 people attended, causing crowding. Patricia polled other libraries and learned that many programs are limited to residents/cardholders. Discussion followed concerning whether we should limit attendance at popular programs and give preference to Pelham residents. At the last two story hours, most attendees were Pelham residents. The Board decided to adopt a sign in sheet to limit

attendance at popular programs including story time to avoid crowding. This will be publicized in the newsletter if advance registration is required for popular programs, and a sign will be posted in the Library concerning the sign in sheet for story time.

Personnel Committee Report

Patricia Perito reported that Oz Coto-Change resigned his library clerk position but will remain as a librarian substitute and will help with the website. Patricia conducted interviews for part time library clerk position, and recommended the appointment of Maureen Annunziata to be the new part time library clerk.

In addition, two other candidates for the library clerk role, Jamice Williams and Yvette Gayles, were also qualified for the position and highly recommended by the libraries where they currently work. Patricia recommended adding them to the clerk substitute roster. Patricia also recommended that Daniel Grizt be added to the substitute roster for library page.

A motion was made to appoint Maureen Annunziata as the new part time library clerk at \$12 per hour, that Jamice Williams and Yvette Gayles be added as substitute library clerks and that Daniel Grizt be added as a substitute page, and to accept the resignation of Oswaldo Coto-Chang. Motion approved.

Regarding the current cleaning contract, Patricia has not been happy with the quality of the cleaning. The personnel who clean and those who manage the relationship (manager, account rep and subcontractor) have changed several times during the past few months. Patricia met with cleaner and account rep, and there was improvement this week after the meeting. She will continue to monitor the performance.

Communications Report

Everett Potter reported that the Friends have agreed to fund the new Library web site. Phil Price was hired to develop the new website, and he has been working on it for three weeks. He has been working very quickly and is very responsive. A new design has been chosen and sent to Patricia, Margaret, Steve and a few Friends board members for review. Everett has given feedback and content from the current site has been uploaded to the new site. It should be up and running within the next three weeks.

The next step will be to allow a month to work out any issues on the new site, then to officially launch and publicize it through the Bookmark, Facebook, etc. The Friends would like to include a link to the Friends' Novel Night website.

Thirty days' notice is required to terminate the current web maintenance contractor.

Director's Report

Patricia reported that a new ILS system being considered by WLS. One more book club meeting will take place before the summer hiatus. Staff training continues. Wireless printing is being implemented and will begin soon. The summer reading program will kick off soon. The new Librarian Augusta Turner has started.

The meeting was adjourned at 9:35 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, July 9, 2014, at 7:30 p.m.