

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

530 Colonial Avenue
Pelham, NY 10803
July 9, 2014
7:30 p.m.

Board Members Present:

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

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

Not Present: Paul Osmolskis, Robert Parisi, Everett Potter

Minutes

The minutes of the June 4, 2014 meeting were approved.

Finance Committee Report

The financial statement as of July 3, 2014 was reviewed. Cameron Potts reported that expenses are in line for mid year. The Lamb Estate bequest is not yet reflected but a check will be mailed from the estate trustee to the Library this week and will be reflected in next month's Balance Sheet and put into a separate trust account. A motion to approve the 2014 YTD Financial Statement was made. Motion approved.

The Lam Memorial Donation, which totals almost \$26,000, will be reviewed at the September meeting to determine when and how the funds should be spent. The current thinking is to split the memorial funds to accomplish 2 goals:

- First, to implement a museum pass program beginning in 2015, which would cost approximately \$2,100 per year for 5 years, for a total of \$10,500. The programming budget would increase by \$2,100 per year for the 5 years to fund this program.
- Second, also beginning in the 2015 budget year, spending on children's collection materials would be reduced by \$3,100 per year for 5 years, for a total of \$15,500, replaced by the Lamb Estate funds, and replacing the Town Allocation. Thus the Town Allocation would decrease by \$3,100 per year for 5 years, with the understanding with the Town that, at the end of 5 years, the budgeted amount for spending on the Children's collection may have to be increased and returned to pre-2015 levels.

Building and Grounds Report

Carl Pannuti reported that he has received a proposal in the amount of \$5,825 to repair the flat roof and gutters which were damaged during the winter snowstorms. The existing snow guards will also be repaired. In the fall, Carl will reevaluate whether additional snow rails should be installed. The proposal for this work is \$8,450.

Discussion then turned to the submission of a possible grant for Library capital expenditure projects, due in late August. The grant would package together several exterior renovations, specifically:

- The back steps: Carl Pannuti reported that work continues to secure bids to repair the back steps, which are crumbling.
- Exterior signage - for a new sign at the entrance;
- Exterior lighting - the bollards need to be replaced, and the driveway entrances should be better lit;
- Exterior painting - all wood surfaces need to be repainted and also some light carpentry work is required to replace rotted wood.

Tricia had prepared and distributed a separate grant summary to the board. The grant proposal requires certification that sufficient funds are available to fund the project. This will need to be discussed with the Town. Margaret Young will attend the next Town meeting to discuss it with the Town Trustees. The grant can be spent over a two year period.

Since the grant is due August 20, which is before the next regularly scheduled meeting of the board, a motion was made to authorize the submission of a construction grant proposal for exterior work in the maximum amount of \$45,000 if the Town is able to provide at least 50% of the necessary funding. Motion approved. The lamp post replacements must be submitted to the Pelham Manor Review Board for approval as well.

Program Committee Report

Laura Woods reported on the proposed museum pass program. Many libraries have this in place already. She proposed that initially the program include 9 museums, and provided a handout detailing the specific museums and the cost of each. The exact mix of museums would be reviewed annually to determine whether usage merits re-subscribing to these particular museums. Laura will check to see whether the Zoo and The NY Botanical Garden offer these types of programs as well. Policies will need to be developed with respect to usage, loss of pass or failure to return. Patricia will check with the Larchmont library to see how they administer the program. This program could be integrated into the Library website. Patricia will discuss with the website programmer.

Personnel Committee Report

Sandy Angevine provided an update on the cleaning contract and performance. Patricia Perito 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 some improvement this week after the meeting. She will continue to monitor the performance.

Based on this, the Board will consider whether to issue new RFP. Thirty days' notice is required to end the current contract.

A motion to meet in Executive Session to discuss the employment history of a particular person was made and approved by the Board.

The Executive Session was adjourned.

Communications Report

Steve Swanson reported that the website is ready to go and a training session will be conducted with Patricia and the communications consultant tomorrow.

Director's Report

Patricia Perito reported that the staff has completed defibrillator training. Separately, the WLS may be implementing a pilot project for a new ILS (Intra-Library Loan) system. This may impact the WLS IT fee paid next year and may cause an adjustment in services offered by the WLS.

The daughter of a former library employee, Ted Mayer, informed Tricia that the family would like to make a donation to the library for a project in her father's memory from the family foundation that he started. Margaret Young and Tricia will discuss this further over the next month.

A contract was entered with a new towing company and new towing signs have been posted in the parking lot.

Since the last board meeting, Story time attendance has been limited to 40 people. Sign up starts at 10:15 for the 10:30 Story time. Some people were turned away at the door due to overcapacity and were disappointed. This may support the need for an additional story time.

The Book Club meetings will begin again in September, as usual.

The meeting was adjourned at 9:45 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, September 10, 2014, at 7:30 p.m.