

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

530 Colonial Avenue
Pelham, NY 10803
September 10, 2014
7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Suzanne Auclair, Sandy Angevine, Paul Osmolskis, Robert Parisi, Everett Potter, Cameron Potts and Laura Woods.

Also Present: Library Director Patricia Perito, Friend Novel Night Co-Chair Michelle Romanello for part of the meeting

Not Present: Steve Molineaux, Carl Pannuti, Town Liaison Dan McLaughlin

Minutes

The minutes of the July 9, 2014 meeting were approved.

Friends Report

Michelle Romanello, co-chair of Novel Night for the Friends, gave an update on Novel Night. Raffle tickets are now on sale, \$50 each with a big prize of trip to Paris. The Friends will be at the Pelham Street Fair with invitations and selling raffle tickets. The Novel Night website is up and running. The raffle is in place of the silent auction. McClellan is a sponsor and the Friends are seeking other sponsors as well. There will be many Novel Night dinners on an eclectic group of books. Margaret Young commented that Novel Night is very well organized this year.

Finance Committee Report

The financial statements as of September 4, 2014 were reviewed. Cameron Potts reported that expenses are in line for this point in the year, at approximately 66% of the full year, budgeted amount. The Lam Estate bequest has been received and is now reflected on the Balance Sheet and Financial Statement footnotes.

The Lam Memorial Donation will be used as stipulated for the purchase of children's collection materials, beginning in 2015. With a total gift of almost \$26,000, the amount will be spent over 5 years, with an annual drawdown on the bequest account of \$5,200.

The Budget Committee will meet to prepare a preliminary budget for 2015. This will be reviewed at the October 8 meeting, with a plan to present it to the Town in mid October. The budget will reflect a decrease of \$5,200 in collections spending, reflecting a decreased amount to be funded by the Town, and contributions from the Lam bequest. Also, the budget will reflect an increase of \$2,100 in the programming budget to reflect the cost of the new Museum Pass Program, previously discussed and also to start in 2015. The net reduction in Town funding will be resulting from these two items is \$3,100 per year for the next 5 years.

The Final Auditor's Report for 2013 was received last week. Next year it will be reviewed in draft by the Finance Committee in March/April when the draft becomes available.

A motion to approve the 2014 YTD Financial Statement was made. Motion approved.

A motion was made to approve the Auditor's Report and Financial Statements subject to the correction of 3 typographical errors. Motion approved.

Building and Grounds Report

Patricia Perito reported that the construction grant was submitted on time at the end of August. The WLS grant committee has met and will forward its recommendations to the WLS Board, which meets at the end of September.

Paul Osmolskis reported that the back steps are a priority for repair and will follow up with the contractor to find out the schedule for the repairs. In addition, another contractor will be identified. Additional snow guards should be considered before winter. The exterior lighting proposal needs to be submitted to the Pelham Manor Planning Board.

Program Committee Report

Laura Woods reported that we will be ready to implement the Museum Pass Program in 2015. We can consider software to incorporate a reservation system on the website depending on the cost to obtain a license. It could possibly be used for other programs as well. Otherwise we will need to discuss staffing and would include a description of the program on the website and patrons would come into the library to reserve. The Zoo and Botanical Garden do not offer such a pass program and so cannot be included. Patricia will check with other libraries to see which software package they use and whether it can extend to other programs.

We can plan to go live with this on February 1, which will allow for good publicity after the holidays and for payment of the museums under the new budget after January 1.

Communications Report

Everett Potter reported that the new library website will go live tomorrow and provided a demonstration. Patricia reported that Librarian Augusta Turner and Communications Consultant Cathy Taylor will be responsible for content update. There is a link on the new website to the Friends' Novel Night page and a link to donate to the Friends via Paypal. We will also ask Cathy Taylor to claim the GooglePlus site for the Town of Pelham Public Library.

Nominating Committee

Two trustee terms, held by Margaret Young and Robert Parisi, expire on September 30. The Board elects trustees and the Town appoints them. Robert Parisi has agreed to continue to serve on the Board until a replacement can be found. We would like to find an attorney to fill that role if possible.

Steve Swanson made a motion to nominate Margaret Young and Robert Parisi to be reappointed as trustees for 5 year terms. Motion approved. The next Town Board meeting is on October 6. Margaret and Robert will sign the Town book at that meeting or another time.

The officer terms expire on September 30. The President is a 2 year term and the Vice President and Secretary are 1 year terms.

Steve Swanson made a motion to nominate Margaret Young to a second 2 year term as president. Motion approved.

Margaret Young made a motion to nominate Steve Swanson to second 1 year term as Vice President and Suzanne Auclair to a second 1 year term as Secretary. Motion approved.

Director's Report

The library uses Almstead Tree, under a contract Almstead has with the Town of Pelham, to take care of the trees on the property. Patricia met with Almstead and they will send a proposal to prune trees on the property.

Tricia met with two flooring/carpet companies to get two proposals for recarpeting the Library with carpet tile. This would include the main room, the stacks, the staff room and offices, the program room and the librarian offices. It would not include the children's room which was carpeted in the last 10 years. The computer area needs extra reinforcement, either a mat or vinyl flooring due to heavy use of the chairs. There is a question as to whether the stacks should be removed for recarpeting or should the carpet be cut around them. The collection will need to be protected from dust during this process.

Margaret Young noted that this is one of the next significant items to address on the 5 year plan, and we will need to figure out how to pay for this.

Patricia reported that there will not be a new ILS system. The WLS system will stay the same. The Library staff continues to weed the collection to keep it orderly.

Patricia discussed Flipster, a new digital magazine subscription service which WLS is considering. We could consider using this either as a supplement to or replacement of some of the current magazine subscriptions. There would be no cost to the Library to use the platform, but there will be a license fee for specific titles.

The summer reading program participation was down from prior years. Lily Hecker, the Childrens' librarian, was out for July and part of August, which may have impacted this. Next year we will consider reaching out to preschools in addition to the elementary schools. We will also consider having the kickoff earlier to overlap with the close of school and will take advantage of the Superintendent's offer to publicize library events in the schools.

A local author talk is scheduled for November 3.

The Battle of the Books program is underway. This year's team is called the "Pelham Page Turners."

Story Time: Due to the cap on the number of attendees, Margaret suggests that a third story time be added during the week.

Personnel Committee:

Due to dissatisfaction with the current cleaning company, we will likely switch to a new service and will discuss further at the next meeting. The current cleaning company has not been responsive and the cleaning is sub-par.

President's Report:

Margaret has called the Pelham Preservation & Garden Society to discuss landscaping of the library grounds.

The meeting was adjourned at 9:00 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, October 8, 2014, at 7:30 p.m.