

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

530 Colonial Avenue
Pelham, NY 10803
October 8, 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, Anne Field, Friends Co-President for part of the meeting.

Not Present: Paul Osmolskis, Robert Parisi, Everett Potter,

Minutes

The minutes of the September 10, 2014 meeting were approved.

Friends Report

Anne Field reported that 670 seats are filled for Novel Night for 30 dinners, which is the most seats which have been filled since 2006. Raffle tickets continue to sell, \$50 for a ticket to win a 5 day trip to Paris and London. Next year is the 20th anniversary of the opening of the Library. The Friends will consider how to celebrate this anniversary as well as whether to continue the Pelham Reads program.

Finance Committee Report

The financial statement as of October 2, 2014 was reviewed. Cameron Potts reported that expenses are in line for this point in the year, at approximately 66%. Expenses are currently under budget for computer hardware expenses, but will allow for replacement of a pc and a monitor this year. Equipment expenses are currently under budget but the vacuum repair will be covered by this item. The second request for funding to the Town was just submitted. One water bill has just come in and there will be another to be paid before the end of the year. The supplies expenses include payments for library cards and bookmarks. Building maintenance and repairs includes cleaning services, and we are a few bills behind due to issues with the cleaning service.

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

Dan McLaughlin reported that the Library was asked to meet with the State Controller's office for an audit of Library accounting. There is an online reporting module for libraries. Patricia Perito reported that the Library had previously been told that this reporting is no longer required as the Library budget is combined with the Town budget and is a "blended library". The State Controller's office wants to review the situation. The Town Board recommended at its last meeting that Dan McLaughlin, Chris Montgomery, Margaret Young, Patricia Perito, Laura Vasami (the Town Accountant), and Cameron Potts should meet to decide how this should be reported going forward. This discussion will also cover the issue of how bequests are reported.

The Finance & Budget Committee has prepared a preliminary budget for 2015. The budget proposal shows total income increasing only .1% over last year.

- Income: Fines are budgeted to increase \$1,000 based on the trending of 2014 actuals and income from the new WIFI printing service. The Town allocation is therefore .1% less than last year.
- Expenses:
 - Computer hardware is up 100% due to the need to replace some hardware, and includes \$400 to license software for the new museum pass program.
 - The library collection allocation is down \$5,200 due to bequests.
 - Salaries increase a total of 1.8%. This is composed of a 3% in base salaries, in line with guidance from Town of 2-3%, except the pages who will receive a greater increase to bring them to the new minimum wage, offset by savings due to the termination of a librarian in 2014 (on the payroll for 1 month).
 - Payroll taxes and benefits will increase 4%, primarily due to an increase in medical insurance of 5% (according to Town guidance) offset by savings generated by the new adult librarian taking the permitted cash payment in lieu of medical benefits. Payroll and taxes and benefits represent 76% of the budget.
 - Professional services allocation will decrease due to lower payments expected for webpage and hosting.
 - The programming allocation will increase due to the addition of the museum pass program.
 - The payment to WLS will not be final until their budget is prepared in November. The current estimated increase for this, pending their budget, is 3%.

The only potential changes to the draft budget are the WLS budget amount and the Town payroll amount (as we wait to hear what the final percentage increase will be).

The budget will be presented to the Town on October 21.

At the next meeting we will review the Budget Narrative prepared by Steve Molineaux.

A motion was made to approve the proposed budget in the amount of \$655,134 (income and expenses are even). Motion approved.

Building and Grounds Report

Carl Pannuti reported on the construction grant submitted in August, which would cover exterior painting and repairs, lights, signage and stair repair. Carl and Paul Osmolskis inspected the building and noted that carpentry repair is needed in areas before the exterior is painted. The painting estimate is approximately \$16,000 and there will be an additional amount of approximately \$7,000 in carpentry and repairs. Carl and Paul will prepare a proposal for walkway lighting to present to the Village for approval. They have an estimate to replace the signage.

The carpeting is original to the library and needs to be replaced. They will obtain estimates for this. The security system and cameras need to be replaced. Carl and Paul will meet with another vendor who provided the security system for Rye Library to get an estimate. The HVAC ducts need to be cleaned as they have never been cleaned previously.

Work has begun on the roof, replacing and adding more snow guards, required by last year's extreme winter. This work will cost approximately \$8,000 and is being paid for by the Town.

Dan noted that we gave the Town Board a figure of \$44,000 for the construction grant application, vs. the grant application submitted to the State of \$48,000. Patricia explained that the higher amount was based on a higher estimate for carpentry work. The WLS has recommended to the State that we get the full 50% of the request. We now will wait to hear from the state.

Program Committee Report

Laura Woods and Kathy Egan from the library staff visited two other libraries to review their administration of the museum pass program as well as software packages used for reserving museum passes. The Larchmont and New Rochelle libraries use the same upgraded software package that confirms the residency of the museum pass requestor. The software is hosted offsite at a server. The software also generates usage reports. Only one library handles this inhouse rather than via software due to complexity of its program. The museum pass programs are well utilized by the patrons of these libraries.

Communications Report

Steve Swanson reported that the new library website is up and running. Cathy Taylor, Communications Consultant, is pleased with ease of use of the website. She will be responsible for content update.

The email newsletter was sent on a Sunday morning last week and had a strong open rate. We are experimenting with the best timing to send these emails. The open rate is high on the email newsletter in general.

The Bookmark has been focused on Novel Night to generate interest and support for the event.

Nominating Committee

Margaret Young proposed Catherine Campbell, an attorney, who has lived in Pelham for 17-18 years, as a new trustee. She has experience in corporate law, arbitration and antitrust issues. She was the president of the Bartow Pell Mansion board for many years and worked on its 501(c)(3) filings. A Motion was made to nominate Catherine Campbell to fill the 5 year term vacated by Bob Parisi. Motion approved.

Personnel Committee:

We will be replacing the current cleaning company due to dissatisfaction with the service. We are required to give 30 days to the current cleaners. We will obtain bids from 2 new cleaning companies. As part of the bidding process we will stress that we need the company and personnel to be responsive.

Myles Robert, who previously lived in Pelham, has been highly recommended as a potential substitute librarian.

A motion was made to appoint Myles Robert as a substitute librarian. Motion approved.

Director's Report

The Junior League of Pelham is giving the Library a \$1,500 gift. The Library staff chose to buy 2 USB charging stations. One will go into the patron area and one in the staff room.

Replacement cost of the Nooks, if lost or damaged by a patron, is \$200. Patricia thinks that this discourages patrons from using them. She recommends that replacement cost be reduced to \$50 and book drop risk fee to \$25, as the machine model is outdated. The Board agreed with this recommendation.

Wireless printing is a new WLS program. It is being piloted in the New Rochelle library and Pelham is on the list for implementation. This will generate additional revenue for the library.

Bilingual storytime will resume shortly. The turnout is approximately 10 children and it attracts older children up to 3rd/4th grade on a Saturday morning. The Battle of the Books has 8 children participating and the contest will take place on October 18. The Homework Help program will resume on October 21 and will be publicized.

Storytime attendance is still typically 45-50 children and caregivers; the attendance maximum of 40 is often not enforced. Kindergarten registration attracted approximately 125 attendees and 48 kindergarteners received new library cards.

There has been a good turnout at the adult book club averaging approximately 14 attendees.

Recently, there was an incident in the library where a patron was behaving indecently in the library. He was expelled, and the next time he enters he will be banned from the library. In the future, the police will be called if this type of incident takes place.

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, November 5, 2014, at 7:30 p.m.