

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

530 Colonial Avenue
Pelham, NY 10803
December 3, 2014
7:30 p.m.

Board Members Present:

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

Also Present: Library Director Patricia Perito, Town Liaison Dan McLaughlin and Anne Field, Friends Co-President (for part of the meeting).

Not Present: Carl Pannuti, Everett Potter

Minutes

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

Friends Report

Anne Field, Friends Co-President, reported on the success of Novel Night. The event grossed \$160,000 and with a profit of \$135,600 which was a significant increase in profit over 2012, when the event generated approximately \$84,000. 150 raffle tickets were sold at \$50 each, which provided a better profit than silent auction did in 2012. Most raffle tickets sold on the night of Novel Night, rather than ahead of time. The Giving Tree donations totaled \$2,300. The dinner tickets sales were the majority of the profit. Sharene Jones and Michelle Romanello, the Novel Night Co-Chairs, did a terrific job.

The Friends will now put together information for the next Novel Night team.

Margaret Young congratulated the Friends on a successful Novel Night - perhaps the most successful one ever.

Next fall, the Friends will observe the 20th anniversary of the opening of the library in September. In addition, they will sponsor another Pelham Reads event, most likely in November, which will be a community event based upon an Novel, with the Library playing a central role.

Mary Callahan is stepping down as co-president. Eileen Miller will take over as co-president along with Anne Field.

The communications consultant Cathy Taylor is working with Everett Potter on content for the website. She keeps the carousel and calendar on the website. She also provides updates on the book club, the book mark and the book reviews. She is also reviewing and updating content on the website pages. Her role has expanded since the website was re-launched. Anne reported that she did very good work for Novel Night.

The Friends are concerned about how to continue to fund the communications consultant as it composes a significant part of the Friends budget, and would like to cut back on Cathy's compensation, from \$12K to \$10K annually. Margaret Young acknowledged that the Board and

the Friends had always agreed that the funding of the communications consultant would be reviewed annually. Margaret and Steve indicated that Cathy provides very good value and would prefer that her role not be scaled back. The monthly bookmark column and follow up monthly emails that she produces are very helpful, informative and easy to read. She will also be updating the email databases. Steve Swanson will put together a position description and estimate of hours for the communications consultant role for the Friends.

Finance Committee Report

The financial statement as of November 25, 2014 was reviewed. Cameron Potts indicated that the budget is trending well to be at or under budget for the year with one month left. Income is slightly ahead of budget. The PC and monitor have been purchased and are reflected. Supplies expenses are under for the year and the staff will check to see if anything additional is needed this year. There is \$8,000 left in the collection budget to be spent.

There are plans to spend 3 of the bequests by the end of the year and spend down a few others as well.

A motion to approve the 2014 YTD Financial Statement for 11 months ending November 30 was made. Motion approved.

We have received a list of recommendations from WLS regarding financial practices to comply with state auditors. This will be reviewed with the town controller. Dan McLaughlin, Margaret Young and Cameron Potts will meet with the state and town controllers to discuss this.

The WLS fee will be approximately \$37,000, which is less than the amount budgeted. There is a question on how the program will be implemented. Libraries that are net borrowers within the WLS system, such as Pelham, will need to earmark money received back from the program for library materials. This is planned to be a 2 year program. Patricia Perito may recommend that this money be used on a digital e-book service.

The offset to the WLS budget could be used to offset a decrease in Friends funding of the communications consultant if necessary. The town budget will be approved on December 18 and includes a 3% salary increase that can be used in any manner the Board sees fit.

Building and Grounds Report

Paul Osmolskis reported that one bid has been received and more are expected on the exterior lighting project. Bids for carpeting and moving the stacks are also expected.

The security surveillance system has been re-installed over the last month. A few cameras were found to be not fully functional must be replaced as soon as possible. Dan McLaughlin stated that the Town approved funding to replace any non-functioning cameras last month, and that this should be done as soon as possible. All cameras have been connected to a DVR.

Personnel Committee:

Sandy Angevine noted that a new cleaning contract has been signed and 30 days notice was given to the current cleaning company. The new company, Vanguard, will start in January.

Sandy is working on the librarian substitute schedule to address coverage of personal, vacation and sick days with a base of 2 full-time librarians. Some of the library director hours can be added in. Several substitutes have been used on an ongoing basis. Sandy and Patricia will review the schedule to see if adjustments are needed.

Director's Report

Patricia Perito proposed the slate of 2015 proposed holiday closings. There was discussion concerning the 13 proposed holidays, which is more than prior years due to the specifics of the 2015 calendar year. The personnel manual requires a minimum of 10 holidays. Patricia is proposing that the days before Christmas and New Years Day be holiday closings because they are Thursdays, and the library usually closes at 1 pm on Christmas Eve and New Year's Eve. As the library usually opens at 1 pm on Thursdays, her proposal is to not open the library on those days.

Margaret indicated that if the library was open with programming on a few holidays, she believes that families would use the library. For example, the day after Thanksgiving is a day that many people are home. However, a review of the Westchester public libraries shows that most libraries are not open on holidays. Further, compared to other county libraries, Pelham is open on some holidays that other libraries are not, such as Veteran's Day. The staff would prefer to not work on holidays. Therefore, this will not be considered for 2015.

A motion to approve the slate of holiday closings for 2015 was made. Motion approved.

Patricia attended Junior League of Pelham roundtable discussion recently. The subject was the rejuvenation of downtown Pelham.

Concerning bank fees, Chase bank will start to charge \$12 per account in March if the balance is below a certain amount. The library has 7 accounts at Chase. We will explore other options and check the auditors' report for recommendations on how many accounts are required. Patricia will check with the town controller. Bequest accounts may be combined as long as good records are kept.

Patricia raised the issue of whether the library personnel could participate in the NYS deferred compensation pension plan, which would allow library employees to make contributions on a tax-deferred basis. There is no matching component to the plan - i.e. there would be no cost to the town other than the administrative costs of maintaining the plan. Dan reported that a presentation was previously made to the Town concerning this and he has requested another presentation. He understands that the set up fee is the only cost to the Town. The town controller will set up a meeting to discuss this before the end of the year. Dan will report back to the Board.

Program Committee Report

Laura Woods reported there have been some staffing issues regarding the Junior League story time readers, so nothing has been done to increase the number of weekly story times at this point.

Other Business

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.

The meeting was adjourned at 9:25 p.m.

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