

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

530 Colonial Avenue
Pelham, NY 10803
January 7, 2015
7:30 p.m.

Board Members Present:

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

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

Minutes

The minutes of the December 3, 2014 meeting were approved.

Friends Report

Eileen Miller, Friends Co-President, reported that the Friends will continue to fund \$10,000 of the Communications consultant expense in 2015, which is below the prior years' funding levels of \$12,000 per year. (The Library will make up the difference out of the Mayer bequest.) In addition, they would like to set up a procedure where the Friends can make requests for assistance from the Communications Consultant. It was agreed that the Friends should email Margaret Young, Steve Swanson and Cathy Taylor with requests. The Mayer bequest will also fund up to \$1,000 for a 20th anniversary event. The Friends will discuss what can be done to commemorate this event. In addition, the Friends are considering additional ways of fundraising to supplement Novel Night. The Anniversary celebration could possibly be used as fundraising event. The question of whether a party with alcohol could be held at the Library was raised as well as using gift money to fund a fundraiser as well as a program that will serve alcohol.

Dan McLaughlin stated that alcohol can be served on Town property as long as there is insurance coverage. A caterer would need to provide insurance.

Pelham Reads will be in November again this year.

There was a discussion about the Henningsen bequests, back in 2007 - 08. The funds that came directly to the library were specifically earmarked for professional development in accordance with the family's wishes, but the funds that went to the Friends do not appear to have been similarly designated. Eileen will research this to see how much was donated and whether it was restricted.

Finance Committee Report

The financial statements as of December 31, 2014 were reviewed. Cameron Potts indicated that the budget was under by 1% for the year due to a

lower than expected water bill, a change in the website consultant, and lower professional services fees.

A motion to approve the 2014 Financial Statement for the year ending December 31, 2014 was made. Motion approved.

The income statement and balance sheet will be revised over the next few months to better track how bequests are spent. The Lam bequest will be spent over next 5 years on children's books, as stipulated in the bequest.

Patricia Perito reported on additional year-end expenses: the HVAC unit was repaired for the program room; light bulbs and ballasts were replaced; ; general handyman work was done; janitorial supplies were ordered; librarian expenses were reimbursed; printing supplies were purchased;; a coffee maker was purchased for public events (supplies, patron & promo); a camera and a microwave were purchased (equipment); and backflow devices were tested.

The 2015 budget has been updated slightly, with no changes in the total figures but some revisions within the lines. The Friends contribution has been reduced by \$2,000 to \$70,000, to reflect the reduced contribution for communications consultant. \$57,000 has been allocated to be spent on the Library collection, including the children's book expenditures funded by Lam Bequest. The payroll increase for all staff has been lowered to 2% (from 3%) which allows an increase in part time librarian hours from 6 to 10 per week. The Town had previously assented to these changes. WLS has implemented a 2 year pilot project to encourage libraries to increase collections to reduce reliance on inter library loan, resulting in a reduced fee payable to them, but with the expectation that we will spend the 'savings' on our collection. This will be discussed further at March meeting, and could be used to invest in digital materials.

A motion was made to approve the Final Revised 2015 budget. Motion approved.

Building and Grounds Report

Carl Pannuti reported that he met with 5 lighting contractors and received 2 quotes for the exterior lighting upgrades. All quotes are greater than the \$23,000 that was budgeted, which include installing new bases.

Two quotes were received for carpeting, based upon using carpeting tiles. The quotes include options for moving the stacks and for carpeting around them. A third quote will be sought. There is no update on the request for grant funding for the carpet project.

Personnel Committee Report

Sandy Angevine reported that the new cleaning service has started.

President's Report

Margaret Young reported that she and Patricia met with Katie Mayer just before Christmas concerning how the Mayer Estate gift will be spent. It

will be spent 46% on programming, which will include funding for improved summer reading programs, the YA Battle of the Books, an adult finance class series, WEBS career training, a senior book club to meet in the afternoons, one Lifetime Arts series, and a 20th anniversary celebration. 36% will be spent on replacement furniture and carpeting, and 18% on the communications consultant to fund the shortfall from the reduced Friends' contribution.

The Pelham Weekly will cover this in a short article as the bequest was announced at the last Town Board meeting.

Catherine Campbell reported on the Lam Estate. The first funds received, in the amount of approximately \$26,000, were outside of the Lam Estate and carry no restrictions on how they can be used. The second funds received, in the amount of approximately \$39,000, were governed by the will which states that they be used for books in the elementary-aged children's department. This was contrary to our original understanding, which was that the \$26,000 was to be used for children's materials.

After review of the audit practices, the state controller indicated that the Library needs to have a treasurer since it is a separate entity from the Town. We will find out what other libraries are doing and ask WLS for clarity.

Margaret recommended that the Board not meet in February. At the March meeting, the Board will discuss security cameras, collection spending and digital options, performance reviews, new bank accounts, museum passes, audit and best practices, library policies, financial statement changes, lighting and carpeting.

Director's Report

Patricia Perito reported that the State Office of Historic Preservation has requested additional information concerning the construction grant application and would like photos and documentation on the history of the library building. An architect letter could be provided if necessary and Patricia has requested additional photos to provide.

Patricia recommended offering a substitute librarian position to Carlos Minchillo, and a motion was made to offer him the position at \$23 per hour. Motion approved.

We returned to the topic of the Henningsen donations to discuss whether to use these funds to pay for a librarian's participation in the Public Library Administrator's Certificate Program. Patricia is also reviewing potential conferences for other library staff, including herself to attend.

There are several WLS databases and e-resources that are available for use by library patrons during the year, and the board discussed improving publicity of these resources.

Patricia raised the issue of whether the Library should charge patrons for holds. 40% of all holds (total 27,000 annually?) are requested by non Pelham residents, and many patrons will often decide, after the book has been transferred to Pelham, that they don't want the title after

all. There is considerable cost and time involved, and a minimal hold charge might encourage more purposeful activity. We need to consider whether all holds should be charged or only those for non-residents. Patricia will review policies of other libraries, but we already know that Mt. Vernon and New Rochelle charge for all holds. This may be driving traffic for 'free holds' to Pelham.

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, March 4, 2015, at 7:30 p.m.