

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

530 Colonial Avenue  
Pelham, NY 10803  
March 4, 2015  
7:30 p.m.

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**Board Members Present:**

Margaret Young, 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 Anne Field, Friends Co-President (for part of the meeting).

**Not Present:** Steve Swanson

**Minutes**

The minutes of the January 7, 2015 meeting were approved.

**Friends Report**

Anne Field, Friends Co-President, reported that the Friends will combine the celebration of the 20<sup>th</sup> anniversary of the Library with the bi-ennial Pelham Reads. Among other events, the Friends will host a party at the Library at which alcohol will be served by an insured caterer. The book selection for Pelham Reads will be or Pelham Reads will , to commemorate its 150th anniversary.

The Friends are considering using the free non-profit version of Salesforce database software. If they proceed, the contract will be reviewed by a nonprofit lawyer to make sure there is no conflict of interest as Michele Romanello, former Friends board member, works for Salesforce. The Friends also need to update their bylaws in order to comply with updated NY non-profit law. Margaret Young made the point that before engaging any outside help, the first step should be to build a robust database with all Novel Night information (attendees, hosts, contact information, donor levels, etc.) for as many years as possible.

**Finance Committee Report**

Cameron Potts reported that the balance sheet and income statements are being revamped and the financial statements for February and March will be reviewed for approval next month.

The museum pass program software has been purchased, and the annual trustee memberships in the Library Trustees Association of New York have been paid. The Lam Bequest and Mayer Estate donations have been incorporated into the Operating Expense line items in the budget where they will be applied. Non-budgeted income and expenses will be captured on the second page. The third page will include a summary of the bequests, which will include both budgeted and unbudgeted spend during the year.

Steve Molineaux reported on the fee issue concerning the Library's bank account issue, as our current bank, JPMorgan Chase is instituting significant account management fees. Bank of America has indicated that it will waive maintenance fees if the aggregate of all accounts is greater than \$15,000. TD Bank has the same policy. At Chase the Library's accounts are considered to commercial account, which will have maintenance fees of several hundred dollars per year. Steve will follow up with Chase to see whether it is an option to switch to a noncommercial account with no maintenance fees, and also will finalize what the costs are to move the accounts to TD or B of A. Steve is also considering whether we should put most of the money into money market accounts to earn interest.

### **Building and Grounds Report**

Paul Osmolskis reported on the exterior lighting upgrade project. The proposals received are not consistent with the lighting specifications. Paul will speak directly with the distributors to understand the proper specifications for the lighting and possibly reduce the cost. In addition, a proper foundation is required for the lights.

The four new security cameras have all been installed and the system is now fully operational.

Tricia reported on the carpeting project - she asked Cornell Carpets whether it will bid, but is not sure whether it will do so. There are currently 2 bids, one from Gordon Carpets and the other from Fenway, which carpeted New Rochelle library. We will need a third bid as the project total will be greater than \$15,000. We should have an answer about the grant request in May.

### **Policy Committee Report**

Catherine Campbell reported that she has made changes to update the Code of Conduct.

A motion was made to approve the revised Code of Conduct policy. Motion approved.

The new Child Safety & Unattended Child Policy was reviewed.

A motion made to approve the Child safety & Unattended Child Policy. Motion approved. Patricia Perito will inform the police department that the policy has been adopted and will send a copy to them.

Catherine will review and update the Conflicts of Interest policy and Code of Ethics for the next board meeting.

We are planning a thorough review of all the current policies in place. A new Financial policy will be drafted for review as discussed more fully in the President's Report, below.

### **Collections Policy**

The savings from the WLS program (in the form of a reduced fee payable to WLS with the incremental funds to be spent on the library's own collection) will be used to enhance the Library's digital offerings. Catherine Campbell met with Augusta Turner, our adult librarian, to review the current arrangement for digital offerings, and discuss Augusta's recommendation for moving forward. Pelham patrons currently can access digital content only from the WLS system (with the exception of One Click Digital, which is the only system we purchase on our own). Augusta recommended augmenting the Overdrive database, which is managed by WLS, with digital copies of e-books and audiobooks for exclusive use by Pelham patrons through the Overdrive Advantage program. she recommended focusing on purchasing the most popular titles, in order to reduce the number of holds and the amount of time patrons have to wait to read a bestselling title. Books can also be licensed for a specific number of uses, which could be a useful way to manage demand for popular titles. We will move forward with this and then review usage in 2 - 3 months.

### **President's Report**

Margaret Young reported that NYS Office of the Comptroller has published a list of best practices for libraries, and we have received this list from the Mid Hudson Library Association. A meeting was held in late February to discuss ways to incorporate these best practices into our library. Practices discussed included an audit claims process, cash handling process, a petty cash fund policy and an investment fund policy. Suzanne Auclair will review these best practices and will draft a Financial Policy to include these best practices.

Margaret is focusing on the audit claims process issue. Claims must have proper documentation and approval. We will need to implement a process to audit claims before they are paid. We have essentially two choices: either the entire board goes through every claim, or a claims auditor should be hired as a consultant. This will be sent out for bid. Dan McLaughlin has indicated that the Town would pay for the claims auditor.

Margaret Young reported that the money donated to the Friends' several years ago for professional development purposes has been used for other purposes, due to a misunderstanding regarding the purpose of the funds. Margaret indicated that the Friends would agree to split of the cost of the staff development programs with the library. The library could use the general Lam bequest funds to pay for this. Dan McLaughlin indicated that these expenses could not be funded by the Town allocation.

### **Director's Report**

Patricia Perito reported on a new technology (RFID) being considered by WLS, to be used for data tracking of items.

WLS is upgrading the wireless network, which will be put into effect in the second half of the year.

The museum pass program is operational. Four passes were borrowed in February. The passes have now all been received from the museums.

Patricia discussed the issue of charging for holds, which was raised at the last meeting. Both neighboring libraries charge for holds, so many residents from neighboring communities reserve holds in Pelham as there is no hold fee. This results in a charge to our Library. As 40% of all holds are requested by non-Pelham residents, Patricia is proposing that we implement a policy to charge hold fees to nonresidents. Patricia will come up with a proposal for charging fees for holds to non-residents for discussion at the next meeting.

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, April 8, 2015, at 7:30 p.m.