

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

530 Colonial Avenue

Pelham, NY 10803

May 6, 2015

7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Suzanne Auclair, Catherine Campbell, Paul Osmolskis, Carl Pannuti, Cameron Potts and Laura Woods.

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

Not Present: Sandy Angevine, Steve Molineaux, Everett Potter, Town Liaison Dan McLaughlin

Minutes

The minutes of the April 8, 2015 meeting were approved with two changes, one regarding the description of Burbio, and one regarding actions taken with children left unattended when the Library closes.

Friends Report

Anne Field, Friends Co-President, reported that the Friends are finalizing the schedule of events for Pelham Reads. At the Town Block Party in June, the Friends will have a table with information about Pelham Reads. The Friends will meet with Bob Tracy, an attorney in Pelham who does pro bono work, to draft a conflict of interest policy and discuss any issues regarding use by the Friends of the Sales Force software.

Margaret Young reported that there will be a tree planted this summer to commemorate the passing of Town resident Alex DeSantis, who was an avid reader and whose favorite book was *A Tree Grows in Brooklyn*. Later in the fall, the movie will be shown at the Picture House and the tree dedication at the Library will follow. At least part of this will be funded by the DeSantis family, but the Library may look to the Friends for partial funding.

Finance Committee Report

Cameron Potts reported that the budget is on track as we are 1/3 of way through the year and have spent approximately 33% of budget for the year. He will review how the equipment and supplies budgets for year will be spent as expenditures in this area are low ytd. Supply purchases will include summer reading materials. The Mayer gift will also cover programming costs for the summer reading program. Money has been moved from Mayer funds to the professional services lines to pay pending expenses. The Mayer gift will also cover some of the Battle of the Books expenses. The migration of the library's bank accounts to TD Bank is in process. There was a discussion concerning how bequest and gift funds are reflected in the financial statements; the footnote balance regarding funds available may not match the balance shown on the Balance Sheet due to funds transferred but not yet spent. A Motion was made to approve the April Financial Statements. Motion approved.

Building and Grounds Report

Carl Pannuti reported that two electrical bids were received on the outdoor lighting project. These will be discussed with the Town; however, we agreed to wait to hear about funding under the NYS Library Grant request made in August 2014 before approving any bids.

Separately, Margaret Young reported that Senator Klein's office has expressed interested in funding a project at the Library. The Buildings & Grounds Committee and the Town have discussed the possibility of using these funds to expand the Library's physical plant. A couple of options are unlikely: Paul reported that it would be difficult to expand the brick area of the building; the basement is in a flood plain and so it can't be used for habitable purposes; and although a Teen/YA space would be nice, it would be hard to create a significant, separate space for an entirely new use. However, it would be most feasible to expand the children's area, and then this enlarged space could be used both to house collections and for children's programming. If we go forward, we should consider whether to apply for a Library Building grant this August to supplement these funds. The Town would prefer that, if we go forward with such an expansion, the Town shows clear ownership of and title to the library. The Library building is currently deeded to the Town of Pelham Public Library, and is conceptually owned by Trustees. Ownership would need to be transferred to the Town. Then there would be a long term lease from the Town to the library, in order to for the library to be able to apply for Library construction grants. This will be explored further, but at present there seems to be no reason not to transfer ownership to the Town.

Policy Committee Report

Catherine Campbell reported that she has drafted an independent contractor agreement form to be used. She also prepared a letter of agreement to retain Denise Connell as

claims auditor. Margaret checked Ms. Connell's references, which were all very positive. A motion was made to approve retention of Denise Connell as claims auditor by letter agreement, subject to minor negotiated modifications. Motion approved.

Catherine will prepare a similar letter agreement for Cathy Taylor, the Communications Consultant.

President's Report

Margaret Young and Patricia Perito discussed issue of longer term funding and spending of bequests. If a bequest will only fund a program for a certain amount of time, there is no obligation to continue a program if no addition funding is available. If we would like to extend a program, we could also discuss fundraising for a specific program or project with the Friends.

Margaret discussed funding for the claims auditor position with Dan McLaughlin, who agreed that, if payment of the auditor fees resulted in a budget deficit for the year, the Town will make up the shortfall.

The current understanding with the Town is that if there is a surplus at the end of the budget year, that amount is either paid back to the Town, or is applied to reduce the budget request from the Town the next year. Margaret reported that the Pelham Civics will talk to the Recreation Department about reaching out to senior citizens to provide appropriate programming.

Director's Report

Patricia Perito reported she is in the process of transferring Library funds to a total of three new accounts at TD Bank and closing all the accounts at Chase.

After several years of not doing performance appraisals, Sandy Angevine and Tricia will ensure that all staff are reviewed this year. All full-time staff have received forms to complete. The goal is to finish these performance appraisals by the end of June. Then the part-time staff will have their appraisals.

Starting this summer, the water bills will be received monthly which will help with budgeting.

The library's new Overdrive account is up and running, So far about 50 ebooks and 15 audiobooks have been purchased to meet demand of Pelham residents, focusing primarily on buying materials where there are a high number of holds – i.e. mostly newer, bestselling titles. At the next meeting, Patricia will discuss usage through Overdrive.

There is a new platform for ordering books through our main jobber, Baker and Taylor and the staff who order have been trained on this platform.

The homework help program is ending this month. The Battle of the Books meetings for next fall begin May 11, with teams composed of 5 children each.

On July 1, the policy to charge non-residents for holds will be put in place.

Tricia will investigate putting a camera in the trash area to deter trash dumping; the library continues to receive garbage from outside sources.

Through the summer reading program, we will commission a few artists to present programming for children. This will be publicized in the June Bookmark, and through a flyer to the schools.

The meeting was adjourned at 9:20 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, July 8, 2015, at 7:30 p.m.