

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

530 Colonial Avenue

Pelham, NY 10803

July 8, 2015

7:30 p.m.

Board Members Present:

Margaret Young, Sandy Angevine, Catherine Campbell, Steve Molineaux, Carl Pannuti, Cameron Potts, Steve Swanson, and Laura Woods.

Also Present: Library Director Patricia Perito, Town Liaison Dan McLaughlin and Eileen Miller, from Friends the Library

Not Present: Suzanne Auclair, Everett Potter, Paul Osmolskis

Minutes

The minutes of the May 6, 2015 meeting were approved with no changes.

Friends Report

Eileen Miller, Friends Co-President, reported that the Pelham Reads program for *Alice in Wonderland* in the fall is on track. The group had its first meeting for the next Novel Night, which will take place in Fall, 2016.

Eileen relayed that the Friends of the Pelham Library are one of the non-profit organizations that can be selected on the Burbio website when people register their credit cards and shop with local vendors. She encouraged all to do so. A conversation ensued as to whether to publish the Burbio link and information on the website or include it in the next newsletter. Steve suggested this be reviewed with Cathy Taylor.

Finance Committee Report

Cameron Potts reported that the budget is on track with the year half over. Expenditures in hardware and software and equipment were a bit low, although recent computer purchases will raise those tallies.

All accounts were transferred to TD Bank in June. All gift accounts are now in one bank account. The online banking functionality still has to be finalized, but is expected shortly.

Margaret Young moved to approve the financials, Steve Swanson seconded; all approved.

Building and Grounds Report

Carl reported that some proposals for lighting, painting, and carpentry may need to be rebid as the original bids are almost a year old. We have not started the work as we are still waiting to hear about funding under the grant proposal from the State. Margaret suggested certain projects, such as painting and carpentry, not be held up while we wait for grant money, as these need to be done in good weather. Dan suggested this matter be brought up at the next town hall meeting to be held the following day.

There was no update on the carpet project.

Personnel

A tuition reimbursement policy is to be drawn up. Dan questioned whether it is truly tuition reimbursement or professional development. As discussed, it is more professional development with a lifetime cap per employee, subject to available funds. There would be a \$1,000 limit for a full time, non-librarian and \$3,000 cap for a librarian. There are currently some funds available through the Henningsen donation but Tricia will likely use these to attend a conference in the fall.

President's Report

Margaret Young reported on the new tree and garden planted in memory of Alexandra DeSantis. The total cost will be under \$2,000, as plant material was less than budgeted and the landscape architect and landscaping crew donated their time. Irrigation, including fixing existing pipes and purchase of a connector, is still needed.

Catherine, Tricia, Margaret and Dan are meeting tomorrow to discuss the ownership of the Library and the Title. This meeting is intended to clear up any ambiguity that may exist in the current documentation. This will require hiring of counsel on both sides to ensure that each party's best interests are upheld. Margaret has already spoken with a few former trustees who are lawyers to understand if there are any implications that the Trustees should be aware of; none of them raised any issues.

Director's Report

Patricia reported that performance appraisals are complete for all full-time staff, and part-time staff appraisals should be complete this month.

A new claims auditor, Denise Connell has started. She would like to see contracts for all contracted vendors.

Mirna Coto Chang has recently resigned after 14 years with the library. Kathy has taken over supervisory responsibility for the Pages.

A wireless upgrade is needed in order to meet new WLS standards with CAT6 wiring. Tricia has 2 quotes in the \$3-4,000 range. This was not in this year's budget. It may be possible to utilize only one access point, not 2, for the near term. Staff can expect secure wireless in the future. It was questioned whether or not a grant could be used for this project.

Tricia discussed the Open Meetings Law including topics of attendance (anyone wishing to attend a standing library committee meeting is welcome to attend), publishing of minutes within 2 weeks of meetings and posting standing committee meeting dates on the Library website.

Tricia reported that future grants for requests over \$50,000 will need to meet a best effort requirement to have 30% of business go to minority and woman-owned businesses.

Summer programs were reviewed. A description of all offerings was sent in a brochure format to all schools prior to summer break. Movies offered are on Monday nights. Dan commented that is also the same night as concerts on the green. It was discussed whether movie night could be changed next year to Thursdays.

The summer reading program got off to a slow start. Lilly was not able to visit two of the elementary schools due to their scheduling. It was suggested that the request to visit the schools in late spring go in to the Board of Ed early in February, as end of year calendars are so crowded.

Tricia reported that a local boy scout was interested in making a garden on the grasslands between the Hutchinson River Parkway and the Library grounds. It was thought that this was State property and permission needed to be granted by them.

Communications

With the *Pelham Weekly* no longer publishing a paper version, a conversation ensued on the best way to get our Bookmark out. We will continue to supply to the online version of the paper. Tricia reported that Mary De Young stopped by the library, representing the *Pelham Post*, to see what the library would like to publish there. The *Pelham Post* reaches 4,300 homes; the paper is currently monthly but will be bi-monthly in September. The Board agreed to share the newsletter, with attribution. *The Journal News*, which is published daily, will be the paper of record for publishing meeting dates; the Town also uses this paper as well. Notices may be put in *The Pelham Post*, *The Pelham Weekly*, or online as well. The Communications Committee will decide whether to share the Bookmark with the *Pelham Post*.

The meeting was adjourned at 9:30 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, September 9, 2015, at 7:30 p.m.