

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

530 Colonial Avenue

Pelham, NY 10803

September 9, 2015

7:30 p.m.

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**Board Members Present:**

Margaret Young, Steve Swanson, Suzanne Auclair, Catherine Campbell, Paul Osmolskis, Carl Pannuti, Everett Potter, Steve Molineaux (for part of meeting) and Laura Woods.

**Also Present:** Library Director Patricia Perito, Town Liaison Dan McLaughlin

**Not Present:** Sandy Angevine, Cameron Potts

**Minutes**

The minutes of the July 8, 2015 meeting were approved.

**Finance Committee Report**

Steve gave a status update. We are 2/3 of the way through the year, and have already received ¾ of the Friends' donations for the year. No state aid has been received yet this year. The second piece of the Town allocation has not been requested or received. Building maintenance and library collections are trending under for the year to date. Payroll costs are under for the year as employee summer hours were reduced slightly. WLS technology payment has been made for the full year.

Margaret Young moved to approve the financials through September 3 2015. Steve Swanson seconded. Approved.

Patricia Perito did an informal survey of 10 libraries to see if our salaries for library clerks are keeping pace with other libraries. The average and median salaries are higher than ours. Patricia will discuss this with

Sandy Angevine to make a recommendation concerning hiring a new clerk.

### **Building and Grounds Report**

The NY State grant filed in August, 2014 has been approved in the amount of \$24,384. The funds will arrive in October (90% is paid up front, and the remaining 10% is paid when the work is completed). Carl Pannuti reported that 3 painting quotes and 3 lighting quotes have been received. The low quotes on both are from reputable firms. For exterior lighting, A&J has proposed the lowest bid and is recommended by the Town. The lighting bids are from the spring so Carl will contact the bidders to see if the bids are still valid. Regarding painting, the low quote was from AG Williams which has provided references. There is a question about additional cost for carpentry. We will move forward with painting now.

Steve moved that we accept the bid of AG Williams for exterior painting of the library building in the amount of approximately \$17,000, to begin fall 2015. Margaret seconded. Motion approved.

#### **Additional Buildings & Grounds items:**

Pruning: We have received 2 proposals for tree pruning for review. Dan McLaughlin will raise the issue of pruning and whether the Town will pay for this at the next Town meeting.

Wireless upgrade: WLS is upgrading the wireless system. To help with this upgrade, WLS is providing the new hardware funded by members' fees, but the individual libraries must pay and contract for the wiring installation. We have a quote for installation for \$3,500, but this does not include concealing the wiring or the second Access Point (AP) or moving the AP already installed. The wiring must be concealed and therefore the entire project may cost \$5,000. An additional appointment has been scheduled to determine optimal placement of APs for the 2 networks. One network will be for staff and the other for public access. An added benefit of this new system is that a secure staff network will allow for the eventual use of hand held devices in the provision of library services.

Tricia is working on a memo outlining costs and benefits, and Dan will discuss the issue with the Town.

No grant application was filed this year.

## **Communications**

Since Pelham Weekly is now published online only, the Bookmark column is now published by its digital replacement, Pelham Plus. It is also included ad hoc in the daily and weekly email blasts. The next Bookmark column will be about the 20<sup>th</sup> anniversary of the founding of the Library. The Library email newsletter is published the week following the publication of the Bookmark and will also go to the Pelham Post for publication. The Library also contributes events to the daily Pelham Plus email.

Regarding Burbio, Patricia has been working with the website developer to conform the Library online calendar to Burbio requirements so the Library calendar can feed into Burbio.

Catherine Campbell suggested that the 20<sup>th</sup> anniversary announcement should also be given to the Journal News for inclusion. The actual anniversary date is September 16, 1995. In November, the Friends will highlight the anniversary by sponsoring another Pelham Reads and hosting a cocktail party at the Library.

## **President's Report**

There is a second adult book club starting up that will meet during the day, funded by Mayer Estate funds. It will be facilitated by Carol Ipsen, a local resident. The new tree and garden in memory of Alexandra DeSantis will be dedicated on Sunday, September 27, followed by a 5:30 showing of *A Tree Grows in Brooklyn* at the Picture House.

Margaret, Catherine and Patricia met with Dan and Peter to discuss next steps to clarify Library ownership issues. The Town will hire an attorney and the Board must also hire an attorney, which the Town will pay for. James Riley has been proposed as the attorney to represent the Library, which will be discussed at next Town meeting.

Paul Osmolskis' second term is over; he has served on the Library Board for 13 years. Margaret presented Paul with a certificate of appreciation to thank him for his service as he leaves the Board.

Cameron Potts and Suzanne Auclair's terms also expire in September, and both would like to leave the board as soon as replacements can be found.

Margaret moved to appoint Suzanne to another 5 year term. Motion seconded and approved.

Margaret moved to nominate Laura Woods as secretary. Motion approved.

We are seeking new board members with specialties in law, building and grounds, and finance.

### **Personnel Committee**

Catherine reported on the proposed Professional Development Reimbursement Policy. The policy provides that the library would fund qualifying professional development courses for full-time staff of up to \$3,000 for a librarian or up to \$1,500 for a staff member. All staff must first receive permission from the Library Director. Some Lam grant funds will be available to fund this. The Town is in agreement. Margaret moved to approve the Professional Development Reimbursement Policy as drafted. Paul seconded. Approved.

### **Director's Report**

Andrew Hamlin, library page, resigned to go to college. A new page, Chelsea Ramsingh, was selected to replace him. We have two other

candidates to whom we will offer substitute roles. The pages re-shelve books and other materials and perform other clerical duties.

Margaret moved to approve the hiring of Chelsea Ramsingh as a part time page. She is a student at Iona College and a former volunteer. Motion approved.

The sprinkler system was reconnected.

A new e-resource, Consumer Reports, is now available for patrons.

Upon final settlement of the Lam estate, the library received an additional payment of \$892.90 to be used for the purchase of children's books; this incremental amount brings the total funding from the Lam estate for children's books to \$38,893.89.

Patricia discussed a new WLS program that would provide music access for Alzheimer's patients. Patricia will work with local organizations to see if there is any interest.

Patricia received a mini grant from the WLS for a new daytime creative aging theatre arts program.

Kindergarten library card "K-Day" is next Saturday.

Battle of the Books is starting up again this fall; with funding from the Mayer estate, the Library will have two teams this year.

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, October 7, 2015, at 7:30 p.m.