

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

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

-----

**Board Members Present:**

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

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

**Not Present:** Everett Potter

**Minutes**

The minutes of the September 9, 2015 meeting were approved.

**Friends of the Library Report**

Christa Acampora of the Friends reviewed the "Pelham Reads" plans for a full week of activities inspired by Alice in Wonderland, beginning November 7 with a daytime Kickoff Celebration at the Library. Related events will be held at the Pelham Art Center, the Daronco Town House (a Mad Hatter tea party than can accommodate 200 people) and The Picture House. Every grade level in the school system is expected to be involved. The cocktail party at the Library will be [November 14]. Although not finalized yet, there was discussion of a PACT event and perhaps local business involvement. All events are expected to be well advertised on Burbio, the Bookmark in Pelhams-Plus, and the Library newsletter.

**Finance Committee Report**

Cameron reviewed the financials for the current year through September 30. Generally, expenses are tracking to budget, at 75% of the way through the fiscal year. Two computers have been replaced this year, as anticipated in a 5 year plan agreed upon last year, with two more due in 2015. (The Library has 5 desktops and 1 laptop used by staff.) We reviewed the contract (\$600-700 per year) for printer

maintenance and Patricia will review; she will also review other equipment purchases prior to year end.

Steve Molineaux moved to approve the financials through September 30, 2015. Cameron Potts seconded. Approved.

We then reviewed the draft 2016 Budget to be presented to the Town on October 14. Income from fines, lost books and printing, miscellaneous income (donations), are forecasted to be decline. Payroll expenses represent the largest expense item; Dan McLaughlin said the Town will cap raises this year at 2% for all Town employees. The important changes in the budget over 2015 are:

- Compensation-related:
  - Raises for employees of 2%;
  - IK is promoted to Senior Clerk;
  - Following MCC's departure, CCC is promoted to PT Clerk;
  - GC will receive a raise;
  - CR and another new page will be hired at minimum wage;
- Increase in medical benefits costs of 5%;
- Costs for the Claims Auditor; and
- Tentative increase in WLS' fee of 3%.

A motion was made by Steve Swanson to approve the 2016 budget as presented with minor three changes (raises at 2%, CCC's new position, GC's raise), seconded by Steve Molineaux. All approved.

### **Building and Grounds Report**

Carl Pannuti reviewed items included in the State grant recently received:

- Painting: We have chosen AG Williams to do the painting. Carl, Ralph, and AG Williams agree it's best to postpone the painting part of the project until Spring, but they will discuss whether to do the carpentry now or wait.
- Lighting. We got three quotes in preparing the grant. Those will be confirmed, reviewed with the town, and the timing discussed as the bases will need to be installed before the ground freezes. The new lighting may also wait until Spring but Carl and Ralph will decide.
- Sign: We have one bid but Tricia also contacted a second vendor, Unique Signs in Mamaroneck, for a quote. She will discuss these with Ralph.

Additional Buildings & Grounds items:

- **Metal stairs:** There is one step loose in each of two metal staircases, at the back entrance and near the Juvenile room. They should probably be fixed before the winter. Carl will discuss with Ralph. Although this was not originally included as part of the State grant, it could be appropriate to include the cost in the state grant if funds are available.
- **Pruning:** Dan McLaughlin will raise the issue of pruning and whether the Town will pay for this at the next Town meeting.
- **Wireless upgrade:** WLS came to the Library to review the physical placement of access points for the wireless setup. WLS will cover the cost of the hardware, but the Library is responsible for the wiring. Tricia will put together a summary so that the Board can understand the potential costs and benefits.
- **Small (4.5 gallon) water heater under the children's room:** This unit, which provides hot water only to the sink in the bathroom near the Children's Room, is leaking and broken. Tricia has a quote for a replacement, which is over \$1,060 installed. A discussion was held whether that bathroom needs hot water, or whether cold water is sufficient. The other bathrooms have hot water if needed. Ralph has been included in reviewing the bids. (The Town subsequently indicated that we should replace the hot water heater and the library will split the cost with the Town.)

### **Personnel Committee**

Sandy Angevine reported that all staff performance reviews have been completed. They had not been done for several years. It was recommended that job objectives be included formally in future reviews. Sandy said communication between Tricia and her staff was open and all seemed well informed of their duties. Tricia and Sandy will review the current year budget to see if salary increases can become effective for IK and GC during this fiscal year, rather than waiting until 2016.

### **President's Report**

Margaret Young reported that the dedication of the tree and garden for Alexandra DeSantis was very nice and well attended.

She updated the Board on the search for Trustees. No firm candidates for replacements with specialties in law or building and grounds were presented, although there are some potential candidates that current Trustees were speaking with. Two candidates with financial backgrounds were discussed and nominate: they are Terry Mullan and Samantha Hinton. A motion was made by Steve Swanson

to accept these candidates, and seconded by Steve Molineaux. Samantha's term will begin immediately; Terry's term will begin after the November board meeting. In light of the financial strength coming to the Board, Steve Molineaux asked to step down as his Board of Education duties are quite pressing.

The Town is ready to move ahead on the steps necessary to clarify Library ownership issues. Catherine will contact James Riley, the lawyer who will represent the Library Board.

### **Director's Report**

Tricia reported that the library calendar is fully functional on Burbio. The integration was not as difficult as anticipated.

Kindergarten library card "K-Day" was not quite as well attended as in years past. Next year Tricia will work more closely with the schools, through the Superintendent, to raise the day's profile on school calendars.

Summer program statistics were reviewed. Excluding assembly attendance, attendance at the summer programs increased from 401 in 2014 to 486 in 2015, reflecting an increase in the number of programs from 13 to 22. Tricia will review these statistics further to confirm their accuracy. A reminder was made to have Lilly get on the Spring school calendars early in the year to make sure assemblies are scheduled at all 4 elementary schools.

Tricia reviewed fall programs including a new daytime adult Book Club meeting on the second Friday of the month. WLS is offering a program for Seniors on Medicare and Healthcare coverage. Dan commented that the time (6:30 – 9 pm) may be difficult for some seniors.

Lilly Hecker submitted a memo reviewing her meeting with representatives from the Junior League regarding Story Time. She outlined coverage rules and gave suggestions on successful story times. Only 2 of 9 volunteers attended the session; it was suggested that this training session be mandatory for all volunteers before their first session.

Battle of the Books practice is well underway with the Battle scheduled for October 17 in Ossining.

### **Other Business:**

Catherine Campbell requested an update on signed contracts from independent contractors (website design, auditor, sprinkler contractor, publicist). Tricia will make sure the forms have been returned to the Library and on file.

The meeting was adjourned at 9:37 p.m.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, November 4, 2015, at 7:30 p.m.