

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

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

Board Members Present:

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

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

Minutes

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

Friends of the Library Report

No Friends member attended. A full week of activities, inspired by Alice in Wonderland, is to begin November 7 with a daytime Kickoff Celebration at the Library. A cocktail party at the Library on the 14th will cap the activities and celebrate the 20th Anniversary of the Library. All events will be posted on the website. Pelham Plus has written about the events and a Bookmark column in Pelham Plus is scheduled to go out this week.

Building and Grounds Report

Carl Pannuti reviewed pending items included in the State grant:

- Exterior metal stairs have been repaired and painted, and a new flood light has been installed by the basement stairs in the front, for security. The main entrance light was also replaced.
- The major projects to be funded by the State grant (new walkway lighting and exterior painting) will wait until Spring, in agreement with the Town.

- Ralph may know someone to make a sign for the entrance. Also, the roof above the reference area water fountain leaked again in the heavy rain last week, and Ralph may know someone to look at the cause and figure out what repairs need to be made – we think the leak is coming from the flat part of the roof, not from the new roof. Carl has agreed to follow up with Ralph.
- Tricia and Debra have begun a spreadsheet to keep track of expenses related to the grant, and will circulate the spreadsheet shortly.
- The Town advised the Library to replace the small (4.5 gal) hot water heater in the children's area. The town will split the cost with the Library 50/50. The total cost is \$1,060; Tricia will look at the current budget to see where the Library's share of the funds might come from.
- Wireless upgrade. Everett and Tricia will meet to put together a proposal covering the necessity of this and the costs of the project.
- Pruning: Ralph will review the needs.

Finance Committee Report

Cameron reviewed the financials for the current year through October 31. Generally, expenses are tracking to budget, at 80% of the way through the fiscal year. Computer maintenance is a bit over budget, equipment spending is low as is supplies (patron and promo). Tricia says there are still some equipment bills to put through, but she will review prior to year end.

The annual State aid payment of approximately \$3,000 has come in. The gift accounts are to be reviewed for expenditures prior to December 31.

With two months to go, and reflecting the Library's cash basis accounting, it is hoped that budgeted amounts will be met and all expenses submitted by yearend. Collection spending will be reviewed, by Tricia, August, and Lilly, earlier than in the past, and some purchases will be made earlier so that all materials and invoices are received and can be paid for in December.

The DeSantis family contribution for the memorial garden was received.

Motion made, seconded and approved by all on the October 31 financials.

The finance committee presented the budget for 2016 to the Town on October 14. No further comments have been received on estimated raises of 2%. Tricia did receive an updated estimate from WLS for their fee for 2016; the new figure of \$37,600 does not include the pilot project spending of \$7K- 8K; our budgeted figure is \$46,126. WLS has said we should have the final figure by late November.

Program Committee

A StoryTime recap was presented by the Program Committee showing attendance by month and day. It was noted when Junior League volunteers did not show. Since October, the JLP volunteers have been trained and reliably show for their sessions. Summer attendance was very strong. Samantha Hinton relayed an interest of a town mom to do a Saturday session. Separately, Margaret will send contact information of someone interested in restarting the bilingual story time.

Tricia shared a video via email on children programs. There was a suggestion to have to have tickets for Storytime, color coded, offered prior to the session. Tricia said the library will try this method. If the first session is full, tickets for a second session would be offered and Lilly would lead the overflow session.

Other programs:

Attendance for the SOLOfire program is low, at six members, which is disappointing as it was designed for 12 participants. Possible reasons for the low participation were discussed.

Battle of the Books was very successful. Augusta's team came in 2nd, and Lilly's group tied for 3rd in their category. It was very time consuming for Augusta and Lilly, but the staff, parents and participants all think it's a great program.

There are new girls' book clubs at Hutchinson and Colonial during lunch time. The boys' book club at Colonial ended as that group of boys (and their parents, who were a driving force behind the club) graduated to Middle School.

The daytime adult book club seems off to a good start, with 7 people attending the first meeting in mid-October.

Personnel Committee - No current report.

President's Report - Nothing new to report this month.

Director's Report

Carolina Coto Chang was promoted and appointed library clerk (17 hours/week) and Danial Gritz was hired as library page (10 hours/week). Margaret made a motion to approve both appointments, Steve Swanson seconded the motion, all approved.

The new SirsiDynix tech trainer from WLS will come 11/30 and meet with staff. She is available to help library staff stay current on Sirsi and new resources and software.

A discussion of inside lighting ensued. Inside lights are normally turned off after hours and after the cleaning crew finishes. A suggestion was made to put a motion-activated exterior light by the book drop. Carl will discuss with Ralph. Also discussed was a timer to turn off public wireless at night. People have been seen sitting outside the library long after closing and it was thought that 24/7 wireless accessibility could be a reason why.

The Board reviewed the schedule of holiday closings and Board meeting dates for 2016. A motion was made to approve proposed holidays and Board meeting dates. The schedules were seconded and approved by the Board.

Policy/Legal:

Catherine Campbell reported that all independent contractors who received contract drafts have returned them signed. We still need to draft a contract for sprinkler maintenance.

Catherine reported that James Riley, the attorney that the Board had authorized to represent the PPL in the matter of the transfer of the title to the Town, had not returned phone calls to date. Catherine promised to follow up and Dan gave Catherine permission to contact the Town's outside counsel, Judson Seibert, about the matter.

Executive Session:

A motion was made to move to Executive Session, to discuss the employment history of a particular person, and seconded.

Upon exit of Executive Session, the meeting was adjourned at 9:33 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, December 2, 2015, at 7:30 p.m.