

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

530 Colonial Avenue
Pelham, NY 10803
December 2, 2015
7:30 p.m.

Board Members Present:

Margaret Young, Suzanne Auclair, Sandy Angevine, Catherine Campbell, Samantha Hinton, Carl Pannuti, Everett Potter, Terry Mullan, and Laura Woods.

Also Present: Library Director Patricia Perito, Town Liaison Dan McLaughlin, Friends of Pelham Library representative Liz Wagner, and Jennifer DeLeonardo

Minutes

The minutes of the November 4, 2015 meeting were approved.

Friends of the Library Report

Liz Wagner reviewed the wonderful success of the Pelham Reads Alice week of activities. The Friends put a lot of time and effort into the week, including working with the Pelham Art Center and The Picture House, and a significant outreach effort through the schools. The Saturday tea party at the Town House was particularly popular, drawing approximately 250 participants. The events helped raise awareness of the Library, brought the community together, and also attracted a more varied crowd than Novel Night including businesses not normally associated with the library. The Chamber of Commerce and Pelham Business Club participated as well. An email blast will be sent out thanking those businesses who helped with the weeklong events.

The 20th anniversary cocktail party, held Saturday November 14th at the library, was also a success, with approximately 80 people attending and generating a net profit of about \$2,000. Several of the original founders of the library attended and were honored.

Building and Grounds Report

Carl Pannuti reviewed recent activity:

- Carl met with Town Supervisor Peter DiPaola to discuss the leak in the roof. They were to check if a warranty was offered by V&R Roofing, although it's not clear whether the leak is coming from the new roof, or the (old) flat roof over the stacks. Whether the roof is under warranty or not, more work is required to determine the source of the leak and the proposed repair.
- The recently repaired exterior metal stairs were examined by Ralph as the lowest stair remains a bit wobbly.
- The major projects to be funded by the State grant (new walkway lighting and exterior painting) are on hold until Spring.
- The new sign, and who will make it, is also still being discussed with the Town. Most likely will wait until spring for a final decision.
- The entrance door used by staff and delivery people was examined after a postal worker scraped his arm on it. It was determined that all was in proper order.
- The library will proceed with the purchase of the small (4.5 gal) hot water heater for the children's restroom. The total cost is \$1,060. The library will pay for half with funds reallocated from the unused supplies (patron & promo); the Town will fund the remaining amount.
- Wireless upgrade. Tricia spoke with Everett Potter about the WLS wireless upgrade and getting new quotes for wiring 2 Access Points. It was confirmed that the public WiFi turns off automatically around 11pm and restarts at 7am.

Finance Committee Report

Samantha Hinton reviewed the financials for the current year through November 23 (not month end). Generally, expenses are tracking to budget, 11/12th of the way through the fiscal year. Gutter cleaning and DVD storage space enhancements would increase the building maintenance and repair line currently a bit under budget.

With one month left in 2015, the collections budget was discussed. Tricia explained that purchases were not necessarily straight-line month-to-month as some purchases (as for media) are done quarterly and some online ordering is based on standing orders for popular authors. The goal remains to have all materials and invoices received and paid for by the end of December.

WLS IT budget was confirmed at \$37,545, a 0.73% increase.

The budget for 2016 was amended for payroll, with the total expenditure of that line to increase by 3% matching the Town's increase. Dan McLaughlin will give us the final personnel costs, and we will work it into the final budget, which will be approved at the January meeting.

A motion to accept the November financials was made by Suzanne Auclair, seconded by Laura Woods and approved by all.

Program Committee

Laura Woods summarized a recent meeting between Tricia Perito, Lilly Hecker, Augusta Turner, and herself, reviewing non-Story Time children's programs. A detailed discussion of the underutilization of Homework Help was relayed, including some ideas for increasing participation in this program such as promotional material displayed at book clubs and school book sales, better coordination with schools and teachers, perhaps through the PTA. Laura is going bring up the ideas at the upcoming Friend's meeting on December 14th. They also discussed summer programs, which are based on themes developed by NY State; the state provides promotional material and suggestions for activities, which saves time and money for local staff. Staff expressed a desire to engage older children a bit more (perhaps a non-toddler story time or STEM program?). Lastly, there is a need for more hands in the summer, perhaps a part-time person, as the Junior League is not present for the very popular Story Time sessions during summer months.

Tricia reviewed the busy Christmas week program schedule.

Personnel Committee

Tricia reported that staffing was continuing to run smoothly, despite being down one person. Irene Kobziar has been putting in extra hours, other staff are cooperating and being helpful, and substitutes are used as needed.

Tricia invited Trustees to the staff holiday party at the library, after hours, on December 9th.

President's Report

Margaret Young, on behalf of the Board, thanked Suzanne Auclair for her years of service, especially in regard to her expertise in personnel interactions.

Margaret Young nominated Jennifer DeLeonardo as new Board Trustee, seconded by Suzanne Auclair. It is expected that Jennifer be confirmed by the Town in January.

Director's Report

The director's report was submitted and reviewed by Tricia. Highlights include updates on the WLS Pilot project (expected to continue into 2016) and an update on technology. The New WLS IT trainer, Allison Midgley came to the library on November 30 and it proved a very informative session.

A review of upcoming and ongoing programs was presented.

Policy/Legal:

Catherine Campbell reported on the search for attorney representation for the proposed transfer of title of the Library deed to the Town. The Executive Director of WLS referred her to Ellen Bach, Esq. of Whiteman, Osterman & Hanna LLP, in Albany, who has experience with library issues. Catherine was pleased after discussing the matter with her and recommended that the Board move forward in working with her. The firm requires that we sign a retainer agreement for \$2,500, but they reduce their hourly rate to \$250/hour for not-for-profits, which is a very attractive rate. Catherine moved that the Board hire Ellen Bach, Esq., the motion was seconded by Sandy Angevine, all approved.

A list of policies of the library was reviewed showing last update/approval dates. A goal was set to review all policies not updated in the past 5 years over the next year. It was recommended that the committee use WLS as a resource for guidelines.

Executive Session:

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

Upon exit of Executive Session, the meeting was adjourned at 9:34 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, January 6, 2016, at 7:30 p.m.