

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

530 Colonial Avenue
Pelham, NY 10803
January 6, 2016
7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Catherine Campbell, Carl Pannuti, Terry Mullan, and Laura Woods.

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

Minutes

The minutes of the December 2, 2015 meeting were approved.

Friends of the Library Report

Eileen Miller of the Friends reported on the Friends' Year End Appeal. To date, the effort has raised approximately \$27,000, or \$5,000 more than last year. One gift for \$12,000 may actually have been intended to go directly to the Library, but this will be sorted out with the donor shortly. The success of the appeal is attributed to a slightly earlier mailing, the recent success of, and momentum generated by, Pelham Reads, and a better social media campaign.

Novel Night will be held this year on November 19th, and preparations have already begun. They are looking for hosts. Committees are set and the business outreach will begin next month.

The Friends acknowledged the \$1,000 contribution the library made to Pelham Reads.

Building and Grounds Report

Carl Pannuti reviewed recent activity:

- The leak in the roof where the new, sloped roof meets the flat roof, is a long term issue and it may be necessary to open up the roof to investigate. We have concluded that the leak is NOT caused by a backup in the gutters. Carl will get in touch with Ralph and Peter DePaola.
- Carl will also discuss the sign, lamppost and painting jobs with Ralph prior to the next town meeting. We want to be ready to go on these projects as soon as the weather permits.
- Tricia is to contact Detco on the ongoing repair of the lowest step on the back stairs.
- Security enhancements were reviewed, particularly related to the threats of fire or patron violence, including an active shooter situation. As a first step in gathering information and understanding the scope of the job, Tricia met with Jan Rosel of Scarsdale Security regarding upgrading the security keypads, and adding keypads in additional locations. The Pelham Manor police suggested that the first step is that the library needs to have a security plan in place, coordinated with a security policy. Once a policy and plan are in place, the library can move forward on an improved security system, and staff training. The various components of improved security were discussed, including: an upgraded security system with improved software and reporting to local law enforcement officials; documented evacuation and emergency security plans; and drills and training for the staff. Terry Mullan will head this effort on behalf of the Board. Tricia is going to make sure the library is on the town "emergency call list" due to its proximity to the schools.
- Everett and Tricia are working on an enhanced WiFi plan to be ready in March.

Finance Committee Report

Margaret reviewed the financials for 2015 year through the end of December. Compliments were given to Tricia and her staff for carefully managing costs to budget again for the year just ended. Building and maintenance costs were slightly above estimates for year due to electrical repairs, janitorial items and replacement of the small water heater. Payroll was a bit under budget due to the resignation of the circulation director. The claims auditor started in June and was not in the original budget, causing expenses in professional services to be slightly higher than budget. The library will absorb the cost of half the hot water heater, of \$630, for the children's bathroom in 2015.

A few changes were made in the 2016 budget since it was presented to the Town. The town allocation was higher than originally discussed, due to salary increases of 3% rather than the originally anticipated rate of 2%. State aid is slightly higher, but technology fees (WLS) are lower by \$2,000. Not included in the budget is the cost of \$2,500 for the retainer to be paid to Ellen Bach's firm for representing the library

board in discussions with the Town on the transfer of the title to the Town. Given the savings in fees paid to WLS, the library agreed to absorb the cost of the legal fees to be paid for legal representation.

Margaret Young moved to present final 2016 Operating budget with an added line for up to \$2,859 in legal fees. Steve Swanson seconded. It was approved.

Catherine Campbell moved that the financial report be approved for December, 2015. Terry Mullan seconded the motion; all trustees approved.

Program Committee

Tricia reviewed the busy Christmas week program schedule.

Lilly Hecker, the Children Services Librarian is working on February and March school break programs as well as scheduling dates for chess for the Winter/Spring period.

Town Historian, Blake Bell, has proposed a presentation of slavery in the area during the 18th and early 19th centuries. A mutually agreeable date was being researched for February.

Personnel Committee

Tricia will call a civil service list to begin recruiting for the open senior circulation clerk position. Discussion ensued of salary range and benefits. Irene has been working longer hours to cover the staff shortage and all staff are working hard. The process could take 2 months.

Alex Crowley was hired as a substitute Library Page (PTA) beginning January 2, 2016.

President's Report

Margaret reviewed the Trustee handbook, which includes a good policy checklist for Jennifer and Catherine to review, as well as the various items to be covered by an updated financial policy.

Margaret noted that an Annual Report to the community is required to be published. Steve will take the lead on this.

Jennifer DeLeonardo's confirmation of Trustee by the Town was postponed due to scheduling issues, until later in January.

Director's Report

The director's report was submit and reviewed by Tricia.

A review of upcoming and ongoing programs was presented. It was noted that the December 12th SoloFIRE public performance was well attended and very good.

The annual Junior League gift of \$1,500 will be used partially to buy a cube for the children's room, replacing a cube already there but broken. Alice DeNormandie has presented a gift so the insides of the doors are painted this spring at the same time as the building exterior is painted.

Tricia reported on newsletter statistics and said that there is a good open rate on emails.

Policy/Legal:

Catherine Campbell reported on attorney representation, by Ellen Bach, Esq. of Whiteman, Osterman, and Hanna in Albany, for transfer of Library's title to the Town. After the Town has reviewed the retainer letter, Margaret will sign it and we will pay the retainer of \$2,500. The rate for representation is \$225 per hour.

There will be a separate committee meeting in February to discuss the issues to be covered in a new Financial Policy.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, March 2, 2016, at 7:30 p.m.