

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

530 Colonial Avenue

Pelham, NY 10803

April 3, 2019 at 7:30 p.m.

**Board Members Present:** Terrence Mullan, Rob Gimigliano, Karen Fellner (arrived during finance report), Catherine Campbell, Margaret Breuninger, Jennifer DeLeonardo, Sandy Angevine, Keith Keaveny, Samm Hinton, Emily Gest (arrived during financial report)

**Board Members Absent:** Samm Hinton

**Also in attendance:** Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Town Liaison Dan McLaughlin, Director of Westchester Library System Terry Kirchner

The meeting was called to order at 7:35 PM.

**Minutes**

CC made motion to approve the minutes from the March 6 meeting of the Board of Trustees. SA seconded and the motion passed unanimously.

**Finance Committee Report**

KK reviewed the financial report. The fines line item is as expected. The Town allocation has arrived. Another notable expense was for emergency locksmith repair. KK compared the current deficit of \$23,576 to last year's numbers and the current deficit is as expected due to the Town covering the first three months of payroll taxes.

The Mayer gift was used to put a deposit on the website redesign as well as funding for a daytime book club facilitator.

TM inquired about the spending for a Quickbooks consultant. PP noted that there were some issues that came up that needed to be resolved with the help of a consultant. TM inquired about the locksmith, which was required to repair a broken lock so the Library could be locked on a weekend afternoon.

The Library has moved to interest bearing accounts. SA asked how the interest was accrued, and KK notes that the interest was gained on the total account, minus fees.

MB made a motion to approve the balance sheet through March 29. JL seconded the motion and motion was passed unanimously.

**2017 Audit Review**

DM asked why the audit was dated through August. PP remarked that she had sent back the audit with notes in October, which were not incorporated by the auditor. TM asked that the Trustees review the audit for a vote at the May meeting.

**Buildings and Grounds**

PP, TM, RG and SA had a call on April 3 with Eileen Franko, Director of PESH (Public Employee Safety and Health) at the Department of Labor, regarding the mold in the basement. Her recommendations were to make sure there were no water infiltration points in the basement, constant visual checks, and maintaining low-humidity. RG noted that these steps have already been done. RG also noted that PESH will come in to do a visual consult on safety and air quality.

TM noted that the call was very informative, and is responding via email to Eileen Franko, with some next steps based on recommendations from PESH. He noted that it may be a logical next step to have PESH come and review the current air quality. TM also noted that the Trustees also spoke to PESH about the toxicity of the encapsulation materials, and their take on using the materials to prevent mold. RG also revisited the basement to take thermal pictures, and noted that the basement does not appear to have any water infiltration at this time.

SA noted that advice was very pragmatic and that cleaning out PP's office should be priority since it is something that can be done in the near term. SA also noted that there are probably retention years on some documents, and PP noted that there are retention years for the state of New York and that WLS has a retention policy that is also used as a guideline. CC also noted that the Library can create its own retention schedule. TM asked if the Town used an outside vendor for document retention, DM noted that they do. PP noted that the Library does not currently have a service like that, but could look into it. RG noted that the mobile shredder from the county also travels to municipalities.

RG suggested that there be a monthly exercise for the pump in the basement, to make sure that it is working effectively and to make sure that water does not come in. TM asked DM if the Library can go through the Town for this and he said this was possible.

### **2018 Grant Process**

TM asked if there was process on the construction grant process and PP said that there was no progress since the last meeting. PP will be in touch with the building and grounds committee about the process to move forward. PP had been in touch with the state regarding the walk off mat, and inquired about tripping hazards etc. TM asked if there had been final approval on the 2018 grant yet, and Terry Kirchner shared that the grant awards are usually made in June.

TM asked if we have drawings for the bathrooms complete, and KF noted that they were completed as part of the proposal.

### **Communications Report**

EG noted that there 233+ current respondents to the survey. TM asked if there were any initial findings, and EG shared that she is getting some responses by email. There were questions about how the survey has been promoted, EG and MB shared the various work streams to promote the survey, including email, word of mouth to organizations and fliers in the Library.

PP noted that the website redesign deposit has been made, and the developer is currently working on templates.

### **Guest Speaker: Terry Kirchner, WLS Executive Director**

TK shared the new Library Minimum Standards going into effect on 2021. He noted that the role of the Board is to look at overall policy, strategic vision and provide guidance to the library director so that the director can implement and focus on the daily operations. The new documentation is built on a feedback loop from both library directors and board presidents. TK noted that the emphasis is on the creation of a long-range strategic plan, so that the Trustees and Director, and Library staff can have direction.

Also of note, the new standards focus on aligning policies and priorities so that they are not in conflict with each other.

There is also a new standard to evaluate effectiveness of libraries in order to express the library's value through qualitative and quantitative measurements.

There continues to be an annual report required to the community, however, it can be done via newsletter and the goal is to tell a story of the Library, rather than just report numbers.

There is also a movement towards addressing the hours of operation and their convenience to the community.

There is a new standard around programming and to identify areas in the community where programming can be built to address the needs of the population. There is also a new requirement for technology training for staff so that staff can meet the needs of patrons. The other new feature is on community partnerships, where the Trustees can have an active role and be advocates for the Library.

SA asked TK about how the guidelines can be implemented without specific guidelines. TK noted that the guidelines should help guide the strategic vision and operating plan of each Library.

DM asked the difference between municipal libraries and school district libraries. TK noted that the difference is that in a municipal library budget is voted on by the elected officials and the other is voted on directly by the tax payers.

RG asked if there are templates for long-range strategic planning and TK noted that he will send some to PP.

### **Director's Report**

PP shared her report. PP shared a report on overdue fines and automatic renewals (*Long Overdue: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library*) that she asked the board to review. PP to share a proposal on fine free summer reading at the May meeting.

PP reported that the Library did not receive a grant from the Junior League. EG asked if it would be helpful to have the communications committee review the application in future instances. TM has made it possible for the Library to apply for another Morgan Stanley grant this year.

PP received some questions on the annual report and will make her edits and send back to WLS to forward on the state. The AUD was submitted to the OSC and a copy send to the Town Supervisor.

Upcoming programming notes:

- Prep is beginning for Battle of the Books
- Beekeeping program
- Yoga for babies and Yoga for teens
- Antiques Appraisal program

PP also noted that she is thinking about working on a program around pedestrian safety and there will be more to come on that.

Upcoming meetings:

WLS:

4/5 WLS Breakfast

5/20 Trustee Institute

### **Other Business**

JD announced that she will be leaving the board at a future date.

The meeting was adjourned at 9:28.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, May 1, 2019.

Respectfully submitted,

Margaret Breuninger  
Secretary