

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

530 Colonial Avenue
Pelham, NY 10803
May 1, 2019 at 7:30 p.m.

Board Members Present: Terrence Mullan, Rob Gimigliano (through the Director's report), Karen Fellner, Catherine Campbell, Margaret Breuninger, Sandy Angevine, Samm Hinton, Emily Gest, Jennifer DeLeonardo,

Board Members Absent: Keith Keaveny

Also in attendance: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Town Liaison Dan McLaughlin

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

Minutes

EG asked if there had been discussion about the Amy Paulin grant in the minutes, and it was noted that those notes were in March meeting minutes. SA made a motion to approve to minutes of the April meeting. EG seconded and the motion was passed unanimously

Friends Report

TM went to a meeting of the Friends. They are planning a Fundraiser for the Library in partnership with Casa Amore. As of now there is no confirmed date.

TM asked that the communications committee hold a June 4th e-newsletter date for promotion of said event. MB noted that a dedicated email could also be sent.

Finance Committee Report

SH reviewed the financials. The second payment from the Friends was received and the Town allocation now includes more than payroll so there was a substantial influx in the income line item in the last month but all as expected. Notary services have been driving the miscellaneous donations line item for the library. AT reported that there has been about \$350 collected and then there was a single substantial donation of \$500. SH noted that the Miscellaneous line item is 10% higher than expected compared to this time last year. Programs line item and telephone line item are also higher than last year and should be monitored.

Building Maintenance and repairs had a significant expense for the last month due to electrical work and bulb replacement.

On the balance sheet, SH noted that the main checking account is up due to the Friends and Town allocations as a result of cash accounting. The amount in the balance reflects funds that have been budgeted for use this year.

SA made a motion to approve the financials as of April 25. JD seconded and motion passed unanimously.

2017 Audit

The audit was shared after the last meeting for Trustees to review. SH noted that she does not have a lot of comments and had supplied her comments on the previous version. The items suggested by the auditor have been discussed and addressed in previous Board meetings (move to accrual accounting, putting the building on the books).

DM noted that the Town's new accounting firm, PKF, has received the audit and has given a quote to do future auditing for the Library. The accountant's quote was based on whether the Library is a 501c3 rather than a municipal library. DM noted that the quote from the new firm seemed high and he is going to discuss with him. The accountant noted that if the Library is a 501c3 than it can't be municipal. TM is going to ask KK what the Library's status is from an IRS perspective.

CC made a motion to approve KF seconded and motion passed.

Automatic Update Document (AUD)

PP met with DM to prove the document. The Town signed off on it and it was sent to Albany. DM noted that PP did a very good job on the document. DM and TM had discussed the report and the AUD asks what support that the Library gets from the Town. There had been hope to have the Library handle the payments that the Town currently makes to Con Ed, Allstate, etc. starting this year, but it will be discussed with the new accounting firm.

Buildings and Grounds

RG gave the update for the buildings and grounds committee. The electrician noted that the light fixtures in the main room could be replaced due to the fact that the lightbulbs are very expensive and run very hot. The lights in the program room are also getting harder to find/rare. PP noted that the fluorescent lights also require new ballast at times. PP noted that the electrician was willing to supply bids for what it would cost to replace. TM noted that this is not an expense budgeted for the year, and any work would need to be prioritized against other projects and necessities.

PP was able to get the walk off mat approved as part of the construction grant.

RG reported PESH had made the recommendation to clean out PP's office. RG noted that before we reach out for PESH to visit, that first step should be completed. TM reached out to Jon Pierpont regarding shredding and document preservation and did not get an answer regarding shredding. RG noted that the county has a drop off center for documents. TM and RG volunteered to take the documents to the shredding center. CC noted that it is limited to 5 boxes.

PP remarked that she had to look into what she would be required to keep. DM noted that shredding companies will also come to your home and handle private shredding.

2018 Grant Process

The library construction grant awards have not been announced yet.

Communications Report

2019 Survey

EG discussed the survey results that were shared with the Trustees. There were 353 responses. Some findings include: People want more hours and Sunday opening. They want more comfortable furniture. And people want more e-books, but people who come to the library are checking out physical books. People do want to learn how to put e-books on their devices.

It also seems that people age out of the library, and that more people come when they have younger children.

Other libraries used include New Rochelle as a popular destination for doing work.

It was noted that when asked about specific age groups a large number of people didn't know enough to provide ratings. TM asked if there could be a cross-section of that number versus the data about ages of household family members.

The survey also reflects usage in various sections of the library, and the survey showed that fiction is the most utilized and collection that people are most interested. DM noted that survey should be shared with the Town with the budget presentation. There was discussion around the percentages of people who didn't know about certain collections. The high percentages seem to show that if people are not using that service, they simply aren't aware or didn't rate.

TM noted that the survey had a lot of good data and it will be applicable as the Library moves towards developing a strategic planning document which will be shared with the Town.

TM said the key components about the strategic plan includes doing a lot of community outreach. As part of the planning, it is also suggested that there be a focus group of the staff. Once that is complete, the next step is to have a focused discussion to move towards a strategic plan. EG noted that she would also like to schedule a focus group with the board, scheduled for June 5 at 7 pm. MB will record the session and have it transcribed.

President's Report

TM reported that from a voting perspective that this is JD's last meeting. TM has met with several candidates for the two board vacancies. TM mentioned that he discussed that one candidate would head up a subcommittee as a liaison to the Friends.

TM also shared that SH will be stepping down from the Board. Since we will have fewer Trustees for July, it is imperative that all attend. JD asked if there could be a special meeting to vote in members in June to help get a quorum, which is possible, but the new Trustees may not be ready or sworn in from the Town. Committees will be revisited in July.

Director's Report

AT shared that the Library will be hosting a "Treasures in the Attic" program that is like Antiques Roadshow. TM noted that the Library will need to double down on promotions for all programs.

AT asked DM how the Library might reach people who do not subscribe or follow the Library on social media. DM said he spoke to someone at another Library who has been able to make the Library the center of the Town activity. TM noted that the purpose of the June meeting should be dedicated to Outreach and feelings about how we might improve to meet the needs of the community.

PP noted that Harrison Library has done substantial renovation and made a significant difference in how the Library reaches the community.

PP reported that the number of member libraries utilizing automatic renewal is growing. The new ILS/catalog performs differently than the old one, which is confusing some patrons.

Programs of note:

-There is a new story time with Miss Kayla who will alternate with Oz.

-Au Pair story time is on hiatus, EG suggested reaching out to the other companies

PP noted that there is a desire to get involved with a PBS program happening over the summer tied to the 50th anniversary of the moon landing. There are several other major anniversaries coming up.

PP shared her proposal to promote reading. The first idea is to offer children a way to read away their fines. It would not be a costly program, but other libraries have seen success with it. Other libraries reduce fines per amount of time that the children read, and the amounts vary. The proposed program would start in June. The second part of the program is an amnesty for a fall time frame. TM said the Board needs time to review and should discuss as part of the June conversation. Both SH and JD noted that space could be an issue, as this would require the children to read inside the library. TM asked PP to be clear with the Board as to what the issue is to solve.

New Smoking Law

PP also remarked that there is a new smoking law going into effect on June 19. The law says you have to put up a no smoking sign. CC noted that if we currently have them then the Library is already in compliance. JD noted that under the new law the program room, the juvenile door and the staff entrance currently do not have signs and will need signage as they are applicable.

PP noted that Tarrytown is having a passport acceptance training and there are a few open spots. PP asked if the Library should send someone. SH noted this was previously discussed at another meeting and due to the amount of time this would require it's not something the Library should get involved with now.

The meeting was adjourned at 9:22.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, July 10, 2019.

Respectfully submitted,

Margaret Breuninger
Secretary