

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

530 Colonial Avenue

Pelham, NY 10803

July 7, 2021 at 7:00 p.m.

**Board Members Present:** Terrence Mullan, Judy Shampanier, Catherine Campbell, Margaret Breuninger, Rob Gimigliano, Keith Keaveny, Emily Gest (via Zoom), Jennifer Meyer at (7:11 pm)

**Board Members Absent:** Lisa Robb, Karen Fellner

**Also in attendance:** Library Director Patricia Perito, Librarian Augusta Turner, Town Liaison Maura Curtin, Bookkeeper Gail Vidales

The meeting was called to order at 7:08 p.m.

April meeting minutes will be approved at the September meeting when there is a quorum of Trustees who were present.

**Approval of May 2021 Meeting Minutes**

JS gave PP typos to fix. JS made a motion to approve the May 2021 minutes, CC seconded. The motion was passed.

**Finance Committee Report**

-KK presented the financials. This month the expenses that the Town pays for on the Library's behalf are included in the financials. There will be an amendment to the revenue statement to reflect this change.

-KK noted the library is operating at a negative income position due to the fact that the first allocation from the Town hasn't arrived and also due to the expenses from the construction project. It's expected that the Library will be in a negative income position for the year, which has happened in previous years.

-KK had a meeting with Town Supervisor DM to review the financials and it is expected that the allocation from the Town should arrive soon.

-The Library did receive the second Friends allocation.

-The Misc. line will be over the budget for the year because the Library is receiving monthly service charges on interest bearing accounts, and our interest is only resulting in \$50 or \$60. KK noted that the accounts were changed to interest bearing a few years ago and it might make sense to switch back to non-interest bearing accounts. .TM asked that this should be an action item in the next three months.

CC made a motion to approve the YTD financials through June 30, 2021. RG seconded and the motion passed.

### **Friends' Liaison Report**

- JM reported that Novel Night will be held on Oct 2, 2021. There will be hosts at homes, NYAC, and other establishments.
- The Friends have secured a discount on rentals for hosts.
- Vaccinations will be required for attendees.
- The Friends are doing a variety of outreach to get more hosts, including the Pelham Market. They have asked the Board to support social media posts.
- EG asked if it was appropriate for the Library to support or repost Friends post. Trustees are not allowed to do so in an official manner. CC will look to clarify the rules but recommended not to post.

### **Nominating Committee**

- JS introduced TM to a Trustee candidate Michelle Dvorkin. Both TM and CC have met with the candidate. This Trustee role is to run the personnel committee.
- MB made a motion to appoint Michelle Dvorkin as Library trustee filling Sandy Angevine's unexpired term that began 10/1/2018 and expires 9/30/2023.

### **Operating Plan**

- TM and PP have compiled comments into the latest draft of the documents.
- CC commented that the Director's description lacked a mention of working with other community organizations in the Personnel section. CC also commented that under Programming plan she was not comfortable featuring a mention of a political candidate forum at the Library and suggested deletion of that example. JS and AT agreed, EG noted that other Libraries, nationally and locally, host non-partisan forums and commented that she feels it is a missed opportunity to not engage with the community in this way. EG and MB also commented that in the past there were issues with lack of specificity in the plan. There was not a final decision about language made and TM said he will work on language that EG and CC can agree on.
- EG noted that the Directors role in programming should be included.
- EG noted that in the B&G section that it would be helpful to triage the importance of projects and projected cost. TM noted that this exists in a separate document. EG suggested noting the existence of said document in the strategic plan.
- JS asked a question about the Chairman's corner, asking if it could be changed to Chairperson. PP and AT noted that the people named for that corner are men, and JS and TM suggested making it more specific.
- RG noted that he had added a wishlist to the B&G section that is established from the list of priority projects including capital improvements.
- CC asked if the door counter should be on the technology line and it is included under repairs.
- PP reviewed the changes to the Technology section. She noted that much of the changes have to do with WLS changes. PP added specifics on what equipment in the Library belongs to WLS, what belongs to the Library and what is outsourced. PP also noted changes to wiring that will need to be made to support technology upgrades.

- TM noted that the policy changes included minor updates including mentions of minimum standards. There is also an addendum which includes proposed policies under consideration.
- EG commented that there should be edits to the volunteer section, and that the technology section should be updated to reflect the tech needs of the updates to the programming plan.
- TM noted that outside of programming, which still needs work, the operating plan, with comments from tonight's meeting, will be complete. PP asked for a date and needs to send the plan to Albany. TM said it would be done in a week.

### **Personnel Committee**

- PP shared the Personnel Committee report.
- CC moved to appoint Marcia Edelstein to the position of substitute clerk retroactively to June 14, 2021 at \$14.25 an hour. KK seconded and the motion passed.

KK moved to appoint Adam Marciano as a substitute clerk retroactive to **May 22, 2021** at \$18.00 an hour. JM seconded and the motion passed. At the time of the meeting PP did not have the date of appointment or the appropriate information at hand.

- There are currently no substitute librarians on our roster due to multiple resignations. As a result of the substitutes resigning, the Executive Committee decided to pull back on summer hours. When there is coverage there will be consideration reinstating the summer hours.

### **Programming**

- EG made the programming report. The committee met June 24.
- She noted that the promotion of Drag Queen Story Hour may have been to minimal. There was also discussion about challenges around the event, due to timing and dates.
- The committee also talked about creating a monthly press release for all programs.
- The committee also again discussed the need for a social media strategy playbook.
- EG also reported that there was discussion around balancing workload for Librarians between programs and other duties. Both EG and LR noted in the committee meeting that is the responsibility of the Library Director.
- There was also a mention of possible updates to the Library carousel to help promote programs, PP is working with the Communications Consultant.
- CC asked what PP saw as the issue with staffing in regards to programs. PP said it was due to the lack of subs, but CC noted that just happened. PP said there may be more to discuss in an Exec Session.

### **Reopening Plan**

- Ahead of the meeting TM asked PP to report on which parts of the Library have yet to return to full service. PP said indoor programming was the only part currently not open. Upon further questions from Trustees, PP also identified a minimum of three additional closed resources from the initially stated single item.
- JM asked when the program room will be open and it is expected to be open by September. TM noted that there is discussion about moving the September meeting to post Labor Day so the room will be clear.
- TM asked PP to come to the September meeting with an outline of what indoor programming will look like. MB noted that PP should look into two scenarios for adults and children's since children will not yet be vaccinated.
- TM asked how outdoor programs were going and MB noted that Oz did a great job on the Kids summer reading kick off. TM noted to PP that there needs to be a plan for when in-person programs will not be able to be held outdoors.
- PP noted that she had to file a change of scope for the construction grant. She is waiting for the final ok on the forms for the final payment.
- PP will be sending details on Trustee training in August.
- The Library is now carrying over 3400 digital magazines.
- Program highlights include Renaissance Fair, Yoga, crafts and more. PP put the stats on a separate sheet and welcomed feedback from the Board.
- TM shared that MB will not be seeking a second term and the Board will now be looking for a new Trustee.

The next meeting is September 14, 2021.

The meeting was adjourned at 8:40 pm.

Respectfully submitted,

Margaret Breuninger  
Secretary

**ACTION ITEM:** Finance committee to review the interest bearing accounts and decide whether they should be moved to non-interest bearing in the next three months.

**ACTION ITEM:** PP and Librarians need to come up with plans for programming when in-person events cannot be held outdoors.