

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

530 Colonial Avenue  
Pelham, NY 10803  
September 14, 2016  
7:30 p.m.

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**Board Members Present:**

Margaret Young, Steve Swanson, Sandy Angevine, Laura Woods, Jennifer DeLeonardo, Terrence Mullan.

**Also Present:** Library Director Patricia Perito, Friends of the Library Board Member Eileen Miller.

**Board Members Absent:**

Catherine Campbell, Karen Fellner, Samantha Monroe Hinton, Carl Pannuti, Everett Potter.

**Minutes**

The minutes of the July 13, 2016 meeting were approved.

**Friends of the Library Report**

Eileen Miller gave the following report on behalf of the Friends of the Pelham Public Library:

- Invitations for Novel Night were mailed, on the day there was an electrical outage at the Post Office. No invitations have arrived yet, but they should be coming soon.
- New for this year, in order to reduce the friction over dinner assignments, responses must be mailed to the Friends' P.O. Box; they cannot be dropped off at the Library.
- The Friends are ahead of their business outreach goal. Currently donations are approximately \$24,000, an increase over last Novel Night. This year, the Friends created a circle of giving for small businesses with donations of just \$50, and this has been very successful.
- Currently there are just under 700 seats available for dinner.
- Standing Room Only, a Scarsdale caterer, has donated a dinner for a raffle for a catered dinner for 12 to be served in the winner's home, including four hours of service and bar. Raffle tickets are \$20 raffle, and the raffle has raised well over \$2,500.
- The Friends will have a giving tree again, with fun incentives to get people to donate.
- There will be a \$50 raffle for a trip to France sponsored by Bayside at the event.
- The event will have TV screens this year; when people donate, the DJ will say their name, and their name will go on the screen.

**Finance Committee Report**

- Financial Report for the period ending September 8, 2016

Terry discussed the financials. Everything is well within budget for this time of year, except building maintenance and repairs, postage, and professional development, which are slightly ahead of the YTD run rate. This is not unusual, since these are items that are paid for in chunks.

On the income side, fines, lost books and printing line item is tracking to last year. Patrons take out more books in summer, resulting in more fines, which are then paid in the fall.

There were a couple of questions with respect to Other Income and Expenses. This section of the Income Statement can be a little confusing as expenses and reimbursements cross two fiscal years.

- The Junior League of Pelham has given money for the first year of the WLS App, but TOPPL has not yet been billed.
- The Town reimbursed TOPPL for half the water heater, although TOPPL paid for it last year.
- The WLS Mini Grant was reimbursement in 2016 for the 2015 Creative Aging program, and some expenses from December 2015 spilled over into calendar 2016.
- TOPPL received \$22K in funding for the NYS Construction grant in 2015, and the related expenses (\$21.1K) were incurred in 2016. The Town of Pelham has yet to reimburse the Library for the Town's share; Tricia submitted the paperwork to the Town within the last couple of weeks for the reimbursement.

Tricia suggested that Nicholson and Gadsden money be put towards wireless.

Tricia will look into some ideas for money donated in memory of Scoutmaster Ralph Mirra.

All the memorial donations listed in the Summary of Library Gifts are open ended; there are no spending deadlines.

The recent Mayer grant, (for \$12,000) is to be used for professional development.

Steve made a motion to approve the financial report, Margaret seconded, and the financial report was unanimously approved.

- Update on budget process for 2017 budget

Margaret gave an update on the budget process. Samm met with Tricia and has prepared two drafts (initial and revised) of the 2017 budget. Terry, Tricia, Samm, and Margaret had a conference call to review the budget, and Samm will revise further. The budget should be in good shape for October board meeting, when it can be reviewed in detail.

While there is no guidance yet from the Town on salary increases, the increase will probably be 2-3%. The Town has provided guidance on health insurance and benefits, which the Town expects will increase 6%. Since the expense of \$2.5K for legal fees (to cover the cost of the deed transfer) will not be incurred in 2017, the Finance Committee expects that this decrease will offset other small increases and the net effect (other than payroll) will be a flat budget.

- 2015 Audit

Chris Montgomery is due to come in to the Library tomorrow. Tricia has the draft audit, and has been back and forth with Chris over the past week about making small corrections. Tricia would like to revisit the fund balance in detail again. Tricia will send Margaret a draft before it's final.

## **Buildings & Grounds**

- Remaining funds to be spent from 2014 NYS Grant

Ardee will install the flagpole and cornerstone lighting soon; there was a delay because they needed to order special light bulb and fixtures. This should be completed soon at a total cost of \$1,440. Signage needs to be ordered and installed, for a total cost of \$255 dollars.

The question of whether to spend approximately \$1,600 on a trash can is still open. Tricia will revisit the need for the trash can after she finished the annual reviews. She will also offer other options for how to spend the money.

- Review 2016 NYS Grant submission

Margaret talked briefly about the grant request that was submitted to the New York State Department of Education on August 26. The grant request was for a total of \$36,494, for restoration of the handicap ramp, purchase and installation of automatic doors, carpentry and framing around the proposed doors, electrical and wiring for security, and replacement of the side steel stairwell with concrete stairs. The Town of Pelham agreed to match half of that amount, but only half; the Town made clear that if the Library received less than half as a grant, the scope of the work would need to be revisited.

The WLS grant committee will recommend to NYS that TOPPL get \$10K; there is no chance that the Library will get half of the requested amount, or \$18K. This leaves three options: the town could make up shortfall; find funds from another source like Klein or Paulin; or change scope of project. Dan and Pete said that the Town would not make up the full shortfall, so the scope of the project will be decreased, with the removal of the side stairwell. The total cost will now be approximately \$25,000, with \$10,000 from NYS and \$15,000 from the Town.

The question was raised about whether there are other sources for funding, in particular, whether State Assemblywoman Amy Paulin might have access to funds. Margaret subsequently contacted Town Supervisor Peter DiPaola, who asked that we not contact Paulin's office at this time.

Any money from the grant would need to be spent before 2018 as it is a two year grant cycle.

- Flat Roof Repair

It rained, and the interior of the Library did get wet, although less wet than before the repairs. There was also no water during a brief but strong rainstorm today. This will be left on the agenda for next month's meeting after Tricia can observe during more rainstorms.

- Security review, planning (Terry)

The Board reviewed its current security planning process and Tricia and Terry reported on a meeting on security planning attended by Tricia, Terry, the Town (Dan McLaughlin and Peter DiPaola) and the Pelham Manor Police and Fire Departments, including Pelham Manor Police Chief Carpenter.

- Wireless upgrade

Tricia reported on this as Carl and Karen were not presented. Harris Vrahimis looked at the proposals for the Library, and thought they did not address hiding cable and hanging access points, so Tricia contacted Telenet. Telenet confirmed they would hang access points. They will try to get the cables in the walls, but the wires may not be hidden and the Library may need to patch spots. If the wires are not hidden, they will provide some LD5 plastic raceway to hide the cables or hide cables in the back office. Telenet's bid is \$1,985. In the main area, the box will be at the top of one of the computer areas, and the wire should be able to go up the wall and be fairly hidden. At \$1,985, Telenet's bid was less than the two other proposals and is a reasonable price for the work involved.

Tricia said the Library is ready to move forward with this project. She has a draft of a contract, and will send to Catherine, Margaret and Jennifer.

Margaret made a motion to move forward on the wireless contract, subject to the Legal Committee's approval of the contract. Terry seconded, and the motion passed unanimously.

- 5 year capital plan

This discussion was put off to next month's meeting when more of the relevant people will be in attendance.

### **Nominating**

- Slate of Officers starting October 1

Steve made a motion to nominate Margaret for a two year term as president, Terry for a one year term as Vice President, and Jennifer for a one year term as Secretary. Sandy seconded and the motion was unanimously approved.

Margaret made a motion to nominate Everett, in absentia but with his prior approval, for another term as Library Trustee. Steve seconded and the motion was unanimously approved.

- Update on search for new Trustee

Steve, Everett and Margaret have not had a chance to review resumes from the nine candidates but will schedule a time to talk about the resumes after Everett gets back from a business trip on Sept. 23. Margaret ran through the names for the Board and noted that the search is for someone with a background in writing and media, given Steve's departure.

### **Personnel**

- Update on circulation position

Sandy provided an update. The Library has hired a new full-time circulation clerk, Adam Marciano, through the civil service process. He is subject to a one-year probationary period

Margaret made a motion to appoint Adam Marciano as full-time library clerk for a start date of Sept. 2 (with administrative leave until Sept. 26) at an annual salary of \$35,000. Sandy seconded and the motion passed unanimously.

Sandy also reported that the Library hired a part-time page, Jilsana Bakry, because one page left. She lives in town, comes to library regularly, and is eager to work here. Sandy made a motion to appoint Jilsana Bakry as a part-time library page at a salary of \$9/hour effective Sept. 12. Margaret seconded and the motion passed unanimously.

- Annual reviews

Tricia reported that annual reviews have not started yet. This is now the top priority because the last reviews were in May 2015, so currently, the annual reviews are four months overdue. The plan is to get them done in late September, finishing in mid-October. Going forward, the aim will be to do the annual reviews once a year at this time.

### **Director's Report**

The director's report was submitted and reviewed by Tricia. She reported the following:

- Almstead came to do the elm tree injection. This needs to be done yearly, and so she suggests that the costs for this be put into the budget for the next several years.
- The Village of Pelham Manor agreed to pick up from a public trash container if one is installed.
- The Library will be instituting a new fine dispute program that Chappaqua uses with success. Hopefully, this will avoid unnecessary conflict over library fines.
- Tricia noted that there seems to be a push to get EpiPens in various public places. There was some discussion about the appropriateness/necessity of having one at the Library, and the discussion was tabled.
- Tricia visited the new WLS headquarters – it is beautiful and highly experiential.
- There will be a migration to VDI - virtual desktop interface – soon. WLS takes care of it for member libraries. Terry asked whether there is a timeline for what the Library needs to do to migrate over. Tricia responded that all public computers and circulation desk computers are owned by WLS, and so there will be a roll out cue; WLS takes care of all of it, and purchases come from the WLS IT budget that the Library provides.
- TOPPL joined Techsoup for libraries. The organization is free and provides discounted technological tools for libraries.
- Summer reading was up a little from last year.
- The Pokemon Go contest was very successful with 99 participants. Parents seemed happy and appreciative.
- K-Day is scheduled for the Sept. 24, with the usual festivities, balloon animals and other activities for kindergarteners getting their first library cards.
- Scarsdale Library reported earlier in the week to WLS members that someone had stolen a large number of travel guides. Tricia's staff did an evaluation and discovered today that the Library is missing virtually all of its 2016 travel books, approximately 18-20 books. Although it was discovered today, it likely happened over the past couple of weeks. Tricia will look to replace some of the more recently published items. The staff will move the remaining books to the circulation desk. Tricia will contact the police tomorrow. The Library and WLS do not have the capability to put wireless ID tags on every item.

#### **Other Business:**

The Board bid goodbye to Steve and thanked him for seven years of service. Steve said that he enjoyed his time on the Board and will miss it.

The Board Meeting adjourned at 9:44 p.m.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, October 5, 2016.