

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

530 Colonial Avenue

Pelham, NY 10803

October 2, 2019 at 7:30 p.m.

Board Members Present: Keith Keaveny, Sandy Angevine, Rob Gimigliano, Catherine Campbell, Margaret Breuninger, Jennifer Meyer, Emily Gest, Karen Fellner (arrived during B&G report), Terrence Mullan (at the end of B&G report)

Board Members Absent: Lisa Robb, Judy Shampianier

Also in attendance: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Russell Solomon

The meeting was called to order at 7:39 PM.

Minutes

SA noted that there would not be discussion of the Paulin grant proposal until the November meeting.

JM made a motion to approve the minutes of the September meeting of the Trustees. EG seconded and the motion to accept the minutes from the September meeting of the Trustees was approved unanimously.

Buildings and Grounds

RG gave an update on the 5-year plan. KF and PP discussed the plan and they worked on creating a plan with 4 different tiers. Items listed include: the back steps, carpeting, cleaning the HVAC ducts and grilles, lighting improvements, camera server upgrade and skylights.

KK asked if these items could be a WLS construction grant, and PP noted that carpeting and HVAC cleaning could not be included, but the other items might be eligible. It was also noted that the skylights are approximately 20 years old, and reaching the end of their usefulness.

JM asked if there was work that needed to be done on the ramp. Due to landscaping issues there is an exposed part of the ramp that could need to get fixed. SA noted that it would be helpful to note on the document what could and could not be eligible for a grant. RG noted that he had created a new format for the document. RG suggests making a building condition report to age some of the items around the building to anticipate things that will need replacing/repairing and the costs.

PP noted that the maple tree is in bad condition and the arborist recommended that it be removed. SA asked if the Town is responsible for paying, and PP noted that it is the Town's responsibility. JM and EG noted that there should be communication to the community since there is often a reaction when trees are removed. RG asked if the Library should get a second opinion on whether or not the tree needs to come down. CC asked if there is any option to bring the tree back to life, and PP said that could be discussed. CC noted that we should see if cutting it down is indeed the only option.

There are multiple proposals for the cameras and server as they are not functioning properly. They all include the replacement of cameras and server. The replacement was budgeted at a previous price with Board approval, however since then the estimate had gone up. There is currently money in the budget to cover the lowest estimate. JM asked if the proposed surge protector would be additional and PP noted that it is not, though RG recommended that this be clarified. Since the system failure was likely due to a lightning strike RG recommended going with the lowest bid. EG asked if there was a service item to the contract and RG noted that there is not.

KK made a motion to accept the estimate of \$3120 by Guardian Security & Surveillance Corp. for the replacement of the cameras and camera server. CC seconded and motion was passed unanimously.

TM reminded PP that the proposal had been reviewed last year as a timely item, and that this is still being discussed. PP said the work will be completed soon

Communications Committee

MB introduced Russell Soloman to give an update on the branding design. Russell presented the refined logos that incorporate the board feedback. He also presented the updated color palette. The Trustees discussed the different aspects of each option and an informal poll was taken for preference.

TM asked how we needed to budget for the rollout of a new logo in 2020, and MB stated that it could be done with minimal impact, since the beginning of the rollout will be digital and printed materials can be replenished as they run out. MB noted that the website project is also dependent on the color palette.

RS asked for a list of usage for the logo which the communications committee will provide.

Programs and Outreach Committee

EG presented a programming report. Over last year, the attendance numbers are up. PP noted that the adult summer reading figures will be in the September report. Much of the increases are due to Miss Keila's musical story time program which was incredibly popular. TM asked for number of programs year to date. MB asked if the programs reports should include certain metrics to meet the needs moving forward. PP to send TM programming spreadsheet.

Nominating Committee

EG made a motion to offer both Catherine Campbell and Keith Keaveny 5-years terms as Trustees, SA seconded the motion and the motion was passed unanimously.

Slate of committees:

SA made a motion to approve the slate of Trustee committees, EG seconded and motion passed unanimously.

Policy Committee Report

CC shared that according to law the Library needs a sexual harassment policy. CC created one and reviewed it with the Trustees. CC asked how the Board might communicate or receive any complaints. PP noted that there is a generic Trustee email

address, and it was noted that could create a single point of failure. TM noted that emails could go to officers, and it was agreed that an officers slate email should be created for such purposes.

MB made a motion to adopt the Sexual Harassment policy dated October 2, 2019, KK seconded and motion was passed unanimously.

CC noted that the next meeting she will give an update on the policy list.

Director's report

PP reviewed her report which was sent out in advance of the meeting.

K-Day was a big success, and the face painter, who this year was paid, was very popular. Many patrons gave good feedback.

PP noted that Amnesty was a success and the Library collected \$220 dollars on lost materials.

The Library is ready for Pelham Reads! *Hidden Figures*. There are several events scheduled, and some book clubs are reading the book. Events include a panel of women scientists and a coding club.

Adult programs include a program on legacy letters and the Mamaroneck skinny house.

MB asked if the amnesty program drove more foot traffic to the library but PP said there are no stats, but many happy patrons.

The Budget meeting with the Town is Wednesday 10/16.

Finance Committee Report

KK presented the September financials. All looks good for income, including income from the notary services.

On expenses, KK noted that the water bill was once again large, which was unexpected. PP noted that there is a leak in the men's bathroom that could be resulting in an increased bill. KK has asked to review the bill and has noted that the line item should be watched.

KK also noted the building maintenance and repair is at 50% and there are funds to use before the end of the year.

The balance sheet is in good order.

Motion to approve financials through Sept 26 was made by JM, KF seconded and the motion passed unanimously.

Budget

TM explained that the Board is reviewing the budget proposal that will be presented to the Town in October. The budget will continue to be discussed until it is finalized and voted upon.

KK presented the budget proposal. The budget increases reflect a COLA and a proposal to increase part-time librarian hours. There is a proposed increase to the increase cost of cleaning services. There is also a proposed increase for professional services.

There is also a line item for a T-Mobile hotspot pilot program, from a gift. There was discussion whether or not the Library should prioritize spending on this type of program.

KK noted that there were several versions of the budget developed but with an understanding that there may need to be a cap at a 2% increase. TM noted that with additional hours, discretionary spending funds decrease.

There was an ask for an increase for more spending for e-books. There were several other asks for replacement of computers and printer as well as equipment for programming role. There was also a proposal for a FTE to be considered.

TM noted that the Board should not be discussing FTE proposals and making decisions live. KK noted that there needs to be a clear driver for a FTE. The Personnel committee was asked to meet with PP regarding the addition of the FTE.

The base case budget is at 5.3% and will need to be cut. There is an expected large increase in medical costs that needs to be accounted for. There are also line items that will increase like WLS and professional memberships. The Museum pass program is also likely to increase.

SA asked EG if we could make a program attendance proof point for FTE. TM asked what monthly metrics matter to PP when developing budgetary asks, and how those metrics are tracked, including the door count. KK asked about looking at collections data to help support the narrative for collections. PP noted that e-books are more expensive to purchase than physical books.

As next steps, KK will look to edit the budget document by what is discretionary. TM noted that the capital improvements line item should be considered non-discretionary.

Meeting adjourned at 10:06 PM.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is November 6, 2019.

Respectfully submitted,

Margaret Breuninger
Secretary

Addendum:

- PP to follow up with Almstead and ask for an estimate on the Elm
- PP get second opinion on the Maple tree
- Comms committee to get logo usages to RS
- Comms to confirm that the new brand font is ADA compliant
- CC to give update on policy list at Nov meeting
- Personnel committee to meet with PP re: budget
- In a meeting in beginning of the year, PP to present on the basics of e-books