

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020 suspending the in-person meeting requirement of Open Meetings Law (as extended), the Town of Pelham Public Library Board Meeting scheduled for April 7, 2021 at 7:30 p.m. Eastern Time (US and Canada), was held electronically via video and conference call on Zoom instead of an in-person meeting. Members of the public were able to view or listen to the Board meeting by joining the Zoom meeting.

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

530 Colonial Avenue

Pelham, NY 10803

April 7, 2021 at 7:30 p.m.

Board Members Present: Terrence Mullan, Judy Shampanier, Catherine Campbell, Emily Gest, Rob Gimigliano, Lisa Robb, and Karen Fellner

Board Members Absent: Margaret Breuninger, Jennifer Meyer, and Keith Keaveny

Also in attendance: Library Director Patricia Perito, Librarian Augusta Turner, Town Liaison Maura Curtin, and Pelham Manor resident Desmon Yuen, who left around 8 p.m.

The meeting was called to order at 7:35 p.m.

Approval of March 7, 2021 Meeting Minutes

JS made a motion to accept the minutes, RG second; Approved unanimously with EG abstaining.

AAPI Brave Space Discussion

- Pelham Manor resident Desmond Yuen spoke to the Board about having a Brave Space around Asian American issues featuring Pelham residents as panelists sharing their experiences. Potential date for this to be held on Zoom would be April 21.

Finance Committee Report

- Financials of March 31, 2021. This discussion was tabled since KK was absent.
- Action Item: Audit 2019.
 - TM reviewed the audit that included areas to strengthen including how the Library budgets expenses such as electric and gas, landscaping, and maintenance.

- The Library's bookkeeper will work with the Library's accountant to help it conform to the Uniform System of Accounts, as well as using a mixed cash accrual system of accounting as was recommended by the auditors.
- The Library's bookkeeper will consult a QuickBooks Proso that this goal can be achieved.
- CC moved to approve the audit; LR second. Motion passed unanimously.

Building and Grounds

- Project update on bathroom renovations
- RG toured the bathrooms on Saturday and noticed a few details that needed tweaking (paint defects, light fixtures are still on order, etc.) but nothing that would prohibit use of the bathroom. There have been no issues with the construction.
- PP met with KF to see the bathroom renovations. She discussed JM's suggestions of pictures in the bathroom. She asked for the cleaners to clean the bathroom thoroughly on Sunday.
- TM asked PP what she thought of the bathrooms. She said they looked clean, bright, and good.
- RG suggested that the grout should be sealed with any left over budget so that it preserves the clean look now.
- JS suggested pictures of book covers. PP said they have some pictures of Pelham in the attic, old Novel Night invitations, and ALA posters.

Friends' Liaison Report

- This item was tabled since JM was not present for the meeting.

Action Item: Annual Report 2020

- TM reviewed the annual report's content, noting that there was little change except in the library's usage and the library's collections.
 - The collection size increased because it had not been weeded.
 - Our cardholders went up by 7%.
 - Usage of Electronic Books increased 440% from 2019 to 2020 due to more patrons tapping these resources due to COVID-19.
 - The number of library visits dropped precipitously from 81,809 in 2019 to 18,102 in 2020. PP will update the report to indicate that curbside visits were not reflected in these numbers.
 - Program attendance overall dropped as well.
 - Summer reading program attendance increased.
 - PP will update several items:
 - 2.28 number will be adjusted for correction
 - 3.5 will be updated for correction
- CC moved to accept; EG seconded. Motion passed unanimously.

Operating Plan Review

- WLS approved the variance that will be sent to the state. The goal is for the Operating Plan to be presented and voted upon by the board at the July meeting.
- Communications Committee
 - EG presented changes to this section.
- Program Committee
 - EG presented changes to this section.
- Finance Committee
 - TM presented changes to this section, including references to implementing modified accrual.

Program Committee Report

- EG shared that the program and communications committees will be meeting monthly with the library staff.
- AT reported that 50 households showed up for the Kamala Harris author talk though 80 registered. She said they received positive feedback and they are going to start a nonfiction book club. TM said he tried to join late but the session was locked. AT said she never locked it.
 - PP said she would look into the technology glitch.

President's Report - TM did not deliver a report.

Director's Report

- Library Clerk Adam Marciano is resigning his position effective April 16.. He is starting a new position with another local library.
- Audit will start May 3rd.
- WLS is increasing fees for new wireless services. Our proposed speed will increase to 400 Megabytes.
- Pelham Children's Center visited on April 6. The related social media post was very popular as exemplified by the 'reach' this post earned..
- They are recruiting team members for two Battle of the Books teams this summer that will be held on Zoom and will be unofficial. Signups are proceeding slowly.
- CC asked when the 'weeding' would be finished. PP said it is a difficult, time consuming process and that they are using the program room. AT said they have weeded 3800 books. PP said they have made a pretty good dent and the library looks better for it. TM asked if PP had a specific goal for weeding. PP said her goal was to have shelves $\frac{2}{3}$ full so that it's easy for patrons to access books. TM asked her to report back goal and progress toward that goal for the next meeting.

Other Business

No other business was conducted.

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, May 5.

The meeting was adjourned at 9:15 pm.

Respectfully submitted,

Emily Gest

ACTION ITEMS FOR NEXT MEETING:

- PP to follow up on tech glitch re Programs
- PP to report back to Board on weeding goal and programs
- PP to add to contractor's scope - to have grout sealed in bathrooms