

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

530 Colonial Avenue

Pelham, NY 10803

October 6, 2021 at 7:30 p.m.

Board Members Present: Terrence Mullan, Judy Shampanier, Catherine Campbell, Rob Gimigliano, Keith Keaveny, Michelle Dvorkin, Lisa Robb, Karen Fellner

Board Members Absent: Jennifer Meyer, Emily Gest

Also in attendance: Town Liaison Maura Curtin, Acting Library Director Augusta Turner

The meeting was called to order at 7:38 pm.

Approval of Meeting Minutes

No quorum of people who were at the September meeting was present so TM tabled the September minutes.

Finance Committee Report

- TM presented the August financials in KK’s absence in September, so asked if there were any questions. There were none. CC made a motion to approve the August financials. LR seconded. The motion passed unanimously.
- KK explained that NYS aid was lower than expected by \$500. The excessive bank fees in the past will not be incurred again.
- Programs are almost at budget for the year. AT explained that the Library had to hire presenters for virtual programs, as well as extra staff for K Day. KK stated that we could pull money from “supplies; patrons and promo” if necessary.
- Overall, we’ve under-spent in 2021 because collection spending is down as a result of a pandemic-related lack of availability of books.
- For 2021, the Library budgeted funds for procuring its own internet service. It was not required, so the Telephone line was materially under budget. Water costs are also more reasonable.
- TM asked if there were any questions. As there were none, CC made a motion to approve the September 30th financials. KF seconded. The motion passed unanimously.
- KK reviewed the draft 2022 budget extensively. He listed all of the changes on the second page. The full-time clerk position will become a full-time librarian position. The pay for all part-time staff increased to account for the new minimum wage, plus a COLA, plus \$1/hour so that differences in

rates among staff would be maintained. Fines have decreased, but many people using the notary services give small donations. He noted that the computer maintenance budget line will be eliminated because WLS will be responsible.

- MD asked about the costs of benefits. KK said that some items are tied to the salary, while others, like healthcare, are fixed across employees. She also asked about the increase in payroll, asking if it were 11%. KK stated that it is only 6.6%, mostly driven by fixed costs.
- MC noted that the Town budget meeting is on October 13th. TM stated that we can give the Town the Library's five-year strategic plan so the Town can see the Library's goals.
- TM noted that the Friends' contribution used to be \$80,000 per year and wondered if it would return to that level.
- MC asked if the Library can solicit donations. CC explained that only the Friends can do so.
- RG asked why the phone bill increased, and AT stated that it was because the Town negotiated a new contract with Lightpath.
- TM stated that the largest expense is personnel, and asked what the community gets for this expense. AT stated more engagement, more programs, and improved services across the board. However, the Library does not yet have the optimal staffing to be open more hours.
- TM explained that the Board needs to vote on the draft budget as a document to be submitted to the Town, and then once any requisite changes are made, the Board will vote on the final budget in December. CC thanked KK and the Finance Committee. MD made a motion to approve the draft budget to submit to the Town. CC seconded, and the motion was approved unanimously.

Review of the 2020 Audit

- KK explained that the unrestricted portion of the Mayer donation was reclassified into the general fund balance at the request of the auditors. LR commented that it is good that it is unrestricted.
- KK stated that changes to the financials were made by the auditors to align the Library's financials with the Town's financials for the Library.

Buildings and Grounds

- RG explained that the Library has received two bids for the rewiring of the Library. Forty locations require dedicated cables. The Town's vendor's proposal was \$12,421. The vendor used by the New Rochelle Library submitted a proposal of \$11,308. RG said that they need to revise the proposals so they can compare apples to apples. TM noted that these proposals are not complete, and it could cost up to \$14,000.

- The work must be done by the end of the year so WLS can do what it needs to do. AT noted that it will be a significant upgrade and a good long-term investment. The Board must vote on the proposal at the November mtg.
- TM asked MC how the contract should be done to work with the Town’s budgeting; the Library can cover between 0% and 100% of the cost.

Friends’ Report

- There was no official Friends’ Report. TM asked for a short discussion of NN, and CC and JS discussed how pleased they were with their NN dinners. AT noted how efficient the parking lot testing was, with 235 people being tested.
- KK stated that he believes that the Friends donate more money to the Library, as a percentage of the Library’s budget, than other libraries’ friends do. He will look at that statistic.
- MC stated that the Town could thank the retiring Friends with a proclamation thanking them for their service. She also stated that the Town would be happy to arrange for a banner thanking all of the NN participants, if the Board would tell her what it should say.
- TM will write a draft letter from the Trustees to the Friends thanking them, the hosts and attendees for their hard work and generosity.

Nominating Committee

- TM stated that we have received some applications for the open Trustee position, more since the position was posted on the Library website. He will be scheduling interviews shortly.

Personnel Committee

- CC explained that the Assistant Commissioner for Human Resources from Westchester County informed her that we cannot get an extension on the Acting Directorship, but must hire a new person by November 27th.
- The Personnel Committee met, and called the list. Letters will go out next week to the seven candidates on the list. MD stated that she thought it was an adequate amount of time, since the candidates have 10 days to respond. KK noted that there would need to be a mtg to approve the appointment of a candidate.
- AT noted that a new Director can be appointed, but does not need to start immediately.

Policy Committee Report

- CC asked for, and TM collected, the requisite disclosure statements. CC noted that some have been emailed, which is also acceptable.

President's Report

- On behalf of the Trustees, TM thanked the Friends for NN. He noted that it was a tremendous effort, and the Library and Trustees value the Friends' effort immensely.

Acting Director's Report

- AT apologized for not having the October stats sooner, but explained that that is because WLS does not release the monthly figures until the 5th or 6th of each month.
- AT noted that there were 177 new Library cards in September. AT thanked Irene and her team for turning the new cards around so quickly.
- On the website, the photos of the new employees, Tasha Gross and Florence Simunyola, got the most hits.
- The Junior League will do a Saturday story time for four to six year olds in the wintertime.
- A tree company came to check the Library's trees.
- A number of community organizations, including the Junior League, the Civics, the Picture House, the Art Center, the Library and the School District, among others, will be doing community-wide events around a book called *The Boy Who Harnessed the Wind*.

The meeting adjourned at 9:05 pm.

Submitted by Judith Shampanier, acting Secretary in the temporary absence of Emily Gest.