

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

530 Colonial Avenue

Pelham, NY 10803

September 14, 2021 at 7:00 p.m.

Board Members Present: Terrence Mullan, Judy Shampanier, Catherine Campbell, Margaret Breuninger, Rob Gimigliano, Jennifer Meyer, Emily Gest, Michelle Dvorkin

Board Members Absent: Keith Keaveny, Lisa Robb, Karen Fellner

Also in attendance: Town Liaison Maura Curtin, Acting Director Augusta Turner, Bookkeeper Gail Vidales

The meeting was called to order at 7:37 pm.

Approval of Meeting Minutes

April meeting

LR provided a proxy form to vote on the approval of the minutes.

CC made a motion to approve the April meeting minutes, EG seconded and the motion was passed with TM, JS, CC, EG, RG, and LR voting with TM as proxy. The rest of the Board abstained because they were not present at the April meeting.

July 7 meeting

EG made a motion to approve the minutes, JM seconded. The motion passed with MD abstaining.

July 27 meeting

CC made a motion to approve the minutes, MB seconded and the motion passed. EG and MD abstained.

August 18 meeting

JS made a motion to approve the minutes, CC seconded. The motion passed with RG and MD abstaining.

TM introduced new Trustee MD to the Board.

Finance Committee Report

- TM presented the financials in KK's absence.
- The third payment from the Friends (\$15,500) has come through and the first Town allocation (\$48,536.50) is now reflected on the books.

- The WLS payment was made and is over budget by \$919.02. The WLS payment is estimated during budget planning and was based off of a previous number.
- The phone line item is under budget. AT noted that she and KK were looking into the reasoning.
- TM reviewed the balance sheet and noted that the Library draws from gifts throughout the year to pay for collections etc.
- GV noted on the budget sheet which items are paid for by the Town and reflected on the Library's books. This was implemented after a suggestion in the 2019 audit.
- TM asked to wait on approving the financials until KK is available to answer questions.

Review of the 2020 Audit

- This discussion will be pushed until KK is available to discuss the financials.

Service Agreement with WLS

- AT explained what the agreement is for, including technology and IT services. It was noted that the projected technology would be 3.81% increase over last year. However for the technology, the Library would need some electrical upgrades in order to support the new technology. AT has already spoken with the Town to discuss how the work might be done and is waiting for a proposal. The new contract would go into effect 1/1/2022 but needs to be signed by 10/1/2021.

As part of savings, three of the public computers that are not used frequently will be removed and will no longer need to be maintained or replaced... The space will be repurposed for patrons to use their own laptops using the Library's wi-fi.

- CC made a motion to enter into the 2022 service agreement with WLS for IT services, EG seconded. The motion passed unanimously.

Buildings and Grounds

- AT noted that the Library had 4-5 inches of water in the basement during Hurricane Ida. She noted that the pumps and the dehumidifiers were greatly helpful.
- JM noted that she went to the last meeting before Novel Night.
- The Friends are raising money on a raffle tickets. The Friends have done a great job with raising money.
- The Friends will be requiring PCR tests for guests and are looking into possibilities for providing testing to people and approached TM about using Library property.
- TM mentioned that it could be an issue if the company providing tests was getting paid.
- It was also noted that a large volume of cars could cause traffic.

- TM will check with Pelham Manor leadership to see if it was possible and also require that any testing would happen after Library hours.

Nominating Committee

- TM reviewed the proposed slate of committees to be effective on 10/1/2021.
- TM is also scheduling conversations with candidates for the Trustee role that will be open as of 10/1/2021.
- JS made a motion to approve the slate of committees, CC seconded. The motion passed unanimously.
- JS made a motion to appoint Emily Gest as Secretary beginning 10/1/2021, JM seconded. The motion passed. EG abstained.

Personnel Committee

- EG made a motion to appoint Natasha Gross as Part-Time Librarian. Retroactive to July 20, 2021 @ \$27/hour, JM seconded. The motion passed unanimously.
- MD made a motion to appoint Florence Simunyola, PTA (substitute) Librarian. Retroactive to August 17, 2021 @ \$25 an hour. RG seconded and the motion passed unanimously.
- AT reviewed the status of the Librarian I position. AT did a first canvas of the list.
- TM asked MD what trends were happening in recruiting. MD noted that the job market is difficult for employers right now. CC noted that there will be a follow up personnel meeting.
- TM reviewed the status of the Library Director role. TM asked AT to review the Civil Service process for pulling the list for the Library Director role. AT explained how the Civil Service process works when lists are called and the hiring requirements involved in scoring.

Policy Committee Report

- CC created new policy documents to put into the Trustee books. JS noted that the Library did need a disaster policy.
- CC noted that the Library has a COI policy that requires annual disclosures. She explained the process for filling out the documents and how they are collected. They are due at the October meeting.

Program and Outreach

- AT reported that the outdoor story time is 65-100 people for story times. The Library is currently planning to keep the story time program running outside through the winter. Indoor programming would need to be limited. AT asked and CC noted that legally the Library can require vaccination for indoor events and suggested that if that was the case there should also be a virtual option for the unvaccinated.
- AT noted that there were technology options to make virtual programs more interactive and to make the audio better.

Presidents Report

- TM noted that it is budget season again and this year the Trustees will be doing write ups as part of the presentation. This was done in previous years, but not last year.
- AT thanks GV for her work on the AUD.

Acting Director's Report

- AT reported K-Day was a big success and that parents signed up for cards with their kids. AT reported that the bookmarks went to the schools were a big driver of getting the word out.
- The presence at the Pelham market resulted in 15 more cards. There is also a new sign for events.
- There was a story time with State Senator Biaggi that was very popular.
- The collections weeding project is complete.
- AT and TG are working with LR on a grant application for an Arts Westchester performing artist program in January.

The meeting adjourned at 9:12 pm.