

MEETING OF THE BOARD OF TRUSTEES
OF THE TOWN OF PELHAM PUBLIC LIBRARY
530 Colonial Avenue
Pelham, NY 10803
April 8, 2015
7:30 p.m.

Board Members Present:

Margaret Young, Catherine Campbell, Steve Molineaux (late), Paul Osmolskis, Cameron Potts
Steve Swanson, Laura Woods.

Also Present: Library Director Patricia Perito, Town Liaison Dan McLaughlin, Friends' co-chair
Eileen Miller, (for part of the meeting), and Harry Wasilchak from the Pelham Civics.

Not Present: Suzanne Auclair, Sandy Angevine, Everett Potter, Carl Pannuti

Prior to having a quorum, the board discussed possible initiatives with the Pelham Civics. Harry Wasilchak discussed the interest of the Civics in coordinating some programs with the Library, specifically for seniors in town. The senior citizens group, through the recreation committee, meets regularly on Mondays. Possible topics might include computer literacy and health care topics. Harry can be reached at wasilchak@aol.com. Margaret asked how the Civics and the Rec Department communicate with seniors. Is email an effective way to reach this group? Harry will follow up with the Rec Department to see if they have an email list they would share with us. Seniors are not well represented on our email address list, which was built initially from the school address books. Augusta, with her experience at The Osborne, would be a great resource if we can move forward with some programming for seniors.

After this discussion, a quorum was present.

Minutes

The minutes of the March 4, 2015 meeting were approved

Friends Report

Eileen Miller, Friends Co-President, reported that the meeting next week will discuss the timeline for planning the event for Pelham Reads to be held in the Fall. The chosen novel is "Alice in Wonderland", to commemorate the book's 150th anniversary.

The Friends are considering using the free, non-profit version of Salesforce database software. If they proceed, the contract will be reviewed by a nonprofit lawyer to make sure there is no conflict of interest as Michele Romanello, former Friends board member, works for Salesforce. They have a person selected to spearhead the database project. The Friends also need to

update their bylaws in order to comply with updated NY non-profit law. As of yet, no lawyer has been found to do the review. Patricia offered to reach out to WLS, specifically if any had done any work for other Friends groups. Margaret noted that Bronxville, Rye and Larchmont had large, active Friends organizations to reach out to.

A Friend suggested a way to raise a small amount of money continuously, using the display case in the library for a modest rental rate. Patricia said it was the historian's display case. If a "rental fee" were offered it could be structured as a donation. This display case could also be used to promote Alice in Wonderland.

Finance Committee Report

Cameron Potts reported that the balance sheet and income statements have been restructured. All memorial bequests on the balance sheet are now grouped together as restricted donations.

The Financial results through early April are on target for the year. Paying for all the museum passes in February inflated the program costs for the YTD results. An addition to the financial statement presentation is a summary of library gifts, showing amount remaining in each. Catherine pointed out that there should be a switch in the Lam Bequest for the amount that is designated as restricted and that which is not. Cameron will make that change.

Steve Molineaux reported that our current bank, JPMorgan Chase, is making it difficult to keep accounts there with fees around \$300 for the type of accounts we are (a government entity). Fees are to start in April. He reached out to TD Bank who said they could have the 4 accounts set up for around \$30/month total. He is still waiting to get a quote from Bank of America. It was recommended that we move the accounts to TD, and not wait any longer on Bank of America. Margaret Young made a motion that due to the fact that Chase is increasing fees for the Library's bank accounts to \$300 beginning in April, and TD can offer accounts for \$30, the Library should move its bank accounts to TD Bank as soon as possible. Cameron Potts seconded the motion; the motion was approved.

Building and Grounds Report

Paul Osmolskis reported on the exterior lighting upgrade project. Specifications were outlined to 2 vendors (Lipolis and RD). Repricing is expected shortly. Carl will put out an RFP for exterior painting and carpentry work next week.

Tricia reminded the board of the Town rule that commercial addresses must be clearly affixed to the front of the building. Paul said he would look at proposed sign design.

There was no update on the carpet project.

President's Report

Margaret Young reported the library calendar will soon be put on Burbio, the town-wide project to get all town programs listed in one calendar accessible via the internet. Cathy Taylor (the library's communications consultant) and Julie Roche (heading up Burbio) will be in touch with each other. (Our website calendar is currently not able to be exported directly to private calendars, Steve is checking on this with Phil Price, the website consultant.)

Margaret met with Tricia and Carlene Murdoch and Paula Canning to discuss a project to honor the memory of Alexandra DeSantis, a young Pelhamite, recently deceased. She was an avid reader; her favorite book was *A Tree Grows in Brooklyn*. The Picture House is going to show the movie, and raise some money to plant a tree in her memory, most likely a dogwood to be planted near the front door, The total cost would be approximately \$2500 (including tree, labor, ground cover, soil improvements, and irrigation). It is possible that the Pelham Preservation and Garden Society would match some funds.

Margaret has contacted claims auditors about starting work for the Library (recommended as a best practice for libraries, and discussed at March's meeting). She spoke with two referred independent claim auditors, Denise Connell and Jackie Bracken. Margaret will check references and have a letter of agreement signed. The board agreed with Dan McLaughlin, the Town Liaison, that the cost of the claims auditor (which was not a budgeted item) will be entered in the professional services line in the financial statements; if at year end, the Library's total (non-personnel) costs are over budget, the Town will reimburse us for the amount of the excess attributable to the claims auditor costs. A discussion ensued to make sure either a formal contract or a service provider agreement is in place for all vendors or professional service providers.

Director's Report

A new unattended child policy is in place and a copy has been given to the Pelham Manor police department. (If children are unattended at the library at closing, the Village of Pelham Manor Police will be called.) The policy has been reviewed with all staff.

The museum pass program showed 20 check outs last month. This has resulted in some increase in website usage.

Patricia reported on the policies of other WLS libraries regarding charging for holds. In keeping with the practices of various neighbor libraries, she suggested charging a fee of 25 cents per hold, in order, hopefully, to encourage more thoughtful use of the holds system. This charge would be for non-residents only, whether the hold item is picked up or not. (After 8 days, the item is returned.) The policy would be implemented in July, with signs and other communications put up ahead of time to notify patrons of the change. The fee for holds would

be added to the current fee schedule in place. (Items outside the WLS system are currently not charged at all.)

A motion was made by Steve Swanson that beginning July 1, 2015 a fee of 25 cents be charged on holds placed by non-residents. The fee would be charged whether the hold was picked up or not. Margaret Young seconded the motion, and the motion was approved.

Patricia reported that WLS IT was adding Total Boox eBooks to the Library's online catalog.

Following its successful debut in 2014, the Battle of the Books program will continue this year. There will be 2 teams, Grades 4-6 and grades 7-9. May 11th is the first meeting, with readings to be done over summer.

Tricia reviewed upcoming author talks and programs. She will promote the presentation 'The Bronx; The Way It Was' with the senior groups and local churches.

A new personnel performance review form has been designed, and was passed around for all to look at. All staff have received the form and the annual performance review process is just starting. Patricia will review all staff.

The Board reviewed the summary of PPL Annual Report Statistics. Tricia's assessment is that the overall health of the library is good. Overall library visits increased, total collections are up. Programs were off, as expected with the dropping of a Story Time, and the fact that Pelham Reads was in 2013 but not in 2014. Margaret Young moved that the annual report as presented by Tricia be approved, Steve Molineux seconded the motion, and the report was approved.

The meeting was adjourned at 9:40 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, May 6, 2015, at 7:30 p.m.