

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

530 Colonial Avenue
Pelham, NY 10803
April 6, 2016
7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Catherine Campbell, Carl Pannuti, Terry Mullan, Sandy Angevine, Samantha Hinson, Everett Potter and Laura Woods.

Also Present: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Friends of Pelham Library representative Ann Field and Karen Fellner

Minutes

The minutes of the January 6, 2016 meeting were approved.

Friends of the Library Report

Ann Field reported that the Friends were focused on Novel Night and the group is ahead of previous years in planning. They are actively seeking dinner hosts with the goal to host between 600 and 650 people for dinners. Invitations are expected to go to the printer in June with, ideally, all dinner hosts listed. Library board members were encouraged to consider hosting a dinner.

Finance Committee Report

Samm and Terry reviewed the financials for 2016 year through April 5, 2016. Most categories are in line with the quarter year expectations. Museum passes are paid at the beginning of the term, so the program budget is a bit higher.

A discussion of replacement of auditors took place. State recommendations are that a new auditor is chosen every few years. Samm will check out suggested auditors

from Pelham Picture House and Bartow Pell. The board would like the 2015 financial statements to be reviewed by the new auditor.

The Financial Committee report was approved by all members

Building and Grounds Report

Carl Pannuti reviewed recent activity:

- Carl met with Peter, Ralph and Dan (representing the Town) regarding the roof, which is still leaking in moderate-heavy rains. The problem seems NOT to be connected to the newer, sloped, slate roof. In early May, they will open the roof and spray water on it to see where the leak is originating. They will also investigate any need for mold remediation. Since the flat roof was already included in a State grant within the last 10 years, it cannot be included on any new grant we might submit in 2016.
- Staff stairs are not yet repaired. Detco says the project is weather dependent. This will be done prior to painting.
- A flood study is being done by the Town, but the library property is outside the area being studied. The Library property is likely to be included under a study to be done by the County in the future.
- The Great South Bay Sign Company, recommended by the Pelham school district, sent over proposals for a new sign. The board approved a design. The sign will not include "no parking" language; however, the Library should have clearer signage in the parking lot regarding times when parking is prohibited.
- Terry Mullan discussed progress with security enhancements. A request for proposals was written and sent to three companies for upgraded security panels on the physical site, including alarm buttons. It was decided to include the pull covers for fire alarms in the proposals. Terry met with Peter and Ralph, and will meet with police departments of both the Village and the Manor to review the plan.
- Three bids have been received to upgrade the wireless setup (AMP, Keating Electric and Telenet). Everett and Tricia will review. It is expected that the cost would be between \$2,000 and \$2,500 to do wiring. Funding for this project has not been finalized.
- The Pest Control contract was rebid. After discussion, it was proposed to change the contractor to Garrie Pest Control. All approved. This contract is paid directly by the Town.

Nominating Committee Report

Margaret Young nominated Karen Fellner to serve as Trustee on the Library Board. The motion was seconded by Terry Mullan and all approved. Karen will serve on the Building and Grounds Committee once she is sworn in by the Town.

Personnel Committee

Irene Kobziar was promoted to Senior Library Clerk. Three external candidates were also interviewed. The clerk position vacated by Irene is open and will be filled. The candidates who interviewed for the Senior Clerk position will be contacted to see if they would be interested in the more junior position. The next update to the recruitment list with Civil Service is in May.

There was a motion to appoint Irene Kobziar to Senior Clerk and it was approved.

Optimum staffing levels will be discussed at next month's board meeting.

Policy Committee

A contract was approved for the sprinkler system maintenance.

President's Report

Nothing extra added at this time

Program Committee & Outreach efforts

Cathy Taylor sent a written update of her efforts on cleaning up the email database for newsletter distribution. As a result, there are many fewer bounced emails. She recommended some changes to contact management, including a sign up form, perhaps accessible in Facebook, switching on authorized authentication for the website and sponsored posts through Facebook.

Laura Woods reviewed the museum program, as it's been in place for about a year. There are currently 13 museums in the program; 12 were used last year. The passes were reserved 227 times, and checked out 177 times. The board agreed this was a healthy level of success for the first year; library staff observed that it brought many new patrons to the library. The cost of the program is \$2,110 per year. The most used pass was the Intrepid Museum, followed in popularity by the Guggenheim and the Children's Museum of Manhattan.

Director's Report

The director's report was submit and reviewed by Tricia.

A review of upcoming and ongoing programs was presented. The Battle of the Books will have it first organizational meeting on April 28. Chess instruction will begin again in April for ages 5 and up of all abilities. Lilly has scheduled Summer Reads visits to all elementary schools, which is an important step in building awareness of the summer program and which she was not able to accomplish last year.

The Concordia Conservancy contacted Tricia to see if the Library were interested in participating in a grant proposal with other libraries to bring a 10 week learning and instrument series for seniors to the Library; the Library would be interested.

Tricia reported that WLS is testing an online bill paying system, and a new mobile app is expected to be launched next year.

Patricia thanked the Friends for sponsoring the Feb 19 dinner for staff at Alvin & Friends restaurant. This annual event is usually closer to the holidays but was postponed for scheduling reasons.

The 2015 Annual Report was reviewed. Some significant year-over-year changes were due to re-categorizing electronic offerings. It was approved in its current form, with residual questions to be discussed next month.

Policy/Legal:

Catherine Campbell reported on discussions regarding the deed transfer to the Town with Ellen Bach, Esq.

An Executive Session was called to discuss a matter that relates to an ongoing criminal investigation.

The Board Meeting adjourned at 9:55pm

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, May 2, 2016, at 7:30 p.m.