

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

530 Colonial Avenue

Pelham, NY 10803

May 4, 2016

7:30 p.m.

Board Members Present:

Margaret Young, Steve Swanson, Everett Potter, Carl Pannuti, Terry Mullan, Karen Fellner, Samm Hinton, Catherine Campbell, Jennifer DeLeonardo

Also Present: Library Director Patricia Perito and Adult Services Librarian Augusta Turner

Absent: Sandy Angevine, Laura Woods, Town Liaison Dan McLaughlin

Minutes

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

Finance Committee Report

- Financial Report for the four months ending April 28, 2016

Samm reviewed the financials for 2016 through April 28, 2016. Most categories are in line with expectations. Income is slightly higher than expected as there have been some unexpected donations. State aid is low, but those funds come in later in the year. Some expenses are lower than expected, such as computer hardware and software; the library will acquire two computers and Quickbooks in the coming months. Certain expenses are above expectations, including professional development. This is because more employees have been taking advantage of opportunities. Legal, membership fees and taxes are also above expectations, because these items are prepaid for the year up front. Water expenses are also low because the sprinklers, one of the main costs, are not on yet.

With respect to various gifts, the remaining Gadsden gift will be used for e-books. The Mayer memorial donations are being spent as intended, including for communications, the daytime book club, summer reading programming, and Battle of the Books.

Net income is down, which also affects the balance sheet, but this is due to timing; the Town contributes its first allocation to cover expenses later in April, at which point the shortfall will be erased.

The remaining Nicholson money will be used to offset prior expenses associated with the JNP Poetry Prize. The Library also received a donation from the Cub Scouts, in honor of Scout Leader Ralph Mirra; those funds will be used to enhance the Library's collection in ways that reflect Mr. Mirra's interest in leadership and community service, and plate them.

The Financial Committee report was approved by all members.

- Key Library 2015 Metrics and Annual Report Review

Terry reviewed the Annual Report Statistics, from 2009-15, and highlighted some of the more significant or interesting statistics.

- Print Collections (both adult and children) are down slightly across the board. Given our limited shelf space, there is really no room to expand the physical collection. Electronic materials are down 69% and Tricia and Terry will look into the reason behind the drop, presumably a reclassification of electronic documents.
- The total number of programs is up to its highest level in eight years, driven by year over year uptick in the number of children's programs and Battle of the Books. Library visits were also up, reflecting higher program attendance.
- Book Circulation was down 4%, reflecting a broad trend across libraries. Other circulation was also down, but this could have been driven by the inconsistency in reporting electronic materials discussed above.
- Reference transactions were up 3% to an eight year high, reflecting the continuing reliance patrons place on a reference librarian.
- Visits to the library website were up 19%, and the number of wireless sessions at the library increased 30%. Computer usage was down 8%, as more people are using their own devices.

Margaret reflected that the numbers showed a lot of good news – strong programming quantity, quality and attendance – offset by the decline in circulation and summer reading registrations. The Board gave credit to Cathy Taylor for building awareness of Library activities through the website and newsletter. The high number of reference transactions shows that patrons find the Library staff helpful and approachable.

With respect to the Westchester wide numbers, Terry highlighted the following:

- Pelham is the median population in the 38 libraries but on a per capita basis, Pelham looks a lot stronger than some of the other libraries.
- Strong in growth over the 8 years discussed here, good control in managing expenses, great job with programs and attendance at programs. For almost every economic metric, Pelham was on the lower (i.e. less expensive or more efficient) side.

- Library visits per cardholder per year was very high. Reference transactions were good.
- Very high circulation per hours open, high usage of the intra-library system.
- Pelham was high on average book acquisition; the Library needs to weed books out more due to space constraints.

There was a discussion on whether the Library should expand certain programs based on high attendance numbers, e.g. more story times or teen activities, and perhaps the high attendance numbers mean that there was pent up demand for more Library programming.

Everett commented that after much work on the website, it was gratifying to see that website visits are up; the Board complimented Cathy Taylor for her work on the newsletter.

Building and Grounds Report

- 2014 Library Construction Grant Update

Carl Pannuti confirmed that the Library has until the end of June to spend the money, and he anticipates that all outstanding items, including painting, will be finished by then.

Carl Pannuti reviewed recent activity:

- Due to inclement weather (spring has not come), Carl has not yet met with Peter, Ralph and Dan regarding the roof, or tested it to see where the leak is originating. This will happen when the weather warms up.
- The staff stairs are not yet repaired. Detco will perform the work as soon as the weather allows. Carl will follow up with them.
- The necessary carpentry work is also dependent on a stretch of dry weather, but AG Williams knows the work must be complete by end of June.
- New library sign should be installed soon. The B&G Committee is considering moving the sign to south side of the property, but wants to discuss with Village of Pelham Manor manager John Pierpont. Carl or Karen will meet with Pierpont in the coming week.
- If the Library comes in under budget on the 2014 construction grant, and final costs are less than the amount of the grant, the Library can spend the remaining funds on projects consistent with the original grant. We discussed lighting the new sign, flagpole lighting, a garbage can for the outdoor area in front, and improvements to exterior signage on the building regarding hours. Margaret will email Dan to discuss.
- Three bids have been received to upgrade the wireless setup (from AMP, Keating Electric and Telenet). Everett, Carl, Karen, and Tricia will review. Carl said the bids are not comparable, so the group will need to discuss what the library really wants out of the upgrade. Everett suggested going back to the

bidders to get an outline that lays out the proposals in a clearer way. Tricia will check with the bidders to see if there's something more formal. The project is anticipated to cost approx. \$2,500.

There was a discussion on whether to apply for a library construction grant this year as the deadline for submission is the end of August. Tricia and Carl will meet to discuss and report back at the July board meeting.

There was also discussion about what had happened to the possibility of seeking a grant for an expansion. State Senator Jeff Klein had floated the idea. Margaret mentioned that in her recollection, the total cost of an expansion was pretty high, and so even with a grant, the project would involve a major fundraising effort with the Friends for a substantial amount of money, approximately half a million dollars. Margaret will follow up on this.

Personnel Committee

Tricia gave an update on the open library clerk position. She has not called the Civil Service for a recruitment list yet, but she plans to within the next week or two. She told internal staff about the opening, and also contacted the candidates who interviewed for the Senior Clerk position to see if they were interested in the more junior position, but did not get any positive response.

President's Report

Nothing to discuss at this time.

Director's Report

The director's report was submitted and reviewed by Tricia. She reported the following:

- The new pest control company (Garrie Pest Control) will start after the current company performs the May service.
- WLS has reviewed the Library's annual report and the Library submitted the annual update document (AUD) to NY State.
- Unique Management Services, our collection agency on delinquent fines, informed the Library that the national credit reporting agencies will no longer allow library debts to be reported to them. UMS is planning a few improvements in their service with the hope that there will be minimal changes in our recovery rates.
- The Westchester Public Library Directors' Association (PLDA) announced a new cost based model for the fees paid to WLS. In the past, fees were paid on basis of hard wired computers, then there was a new model that included

holds and borrowed in/borrowed out, hopefully that will disappear with new model, which is tied directly to the IT budget. Tricia expects minimal changes to the fees paid by Pelham. The new model would start in 2017; we should know the new fee by September, in time to be included in the 2017 Budget. Wireless service will be included in the new model; it's not a part of the current model.

- Summer will bring some programming changes. The Book clubs will meet for May and June and then break for the summer. Homework Help is ending on June 1. Battle of the Books has a kick off meeting in the spring, and expects to have two teams and nine practice sessions in the fall, and two additional practice sessions against Eastchester. The final competition is in October.
- The Library received a proposal from a Pelham resident for a Chinese story time on alternate Saturday mornings starting in July. The decision was to give the go ahead and see how it goes. It will be in both Chinese and English and introduce Chinese language and culture for children through third grade. It will include classic Chinese stories, nursery rhymes, stories, poems, games and activities.
- Lilly was asked, and agreed, to be the pronouncer at the Prospect Hill spelling bee.
- Sprinklers were turned on, but the contract hasn't been signed.
- Tricia attended the Hendrick Hudson Free Library annual meeting and will circulate the Annual Report for Board's information.
- The open rate for the Library newsletter in April, was 24%. Reflecting Cathy Taylor's work cleaning up the distribution list, there were only 54 bouncebacks. There was a discussion about adding names to the list and Cathy's other proposals, such as a paid boost or call to action button on Facebook. Other ideas were to send out a notice through school PTAs, Moms of Pelham, add a sign-up sheet on the library desk, and ask Friends to promote more, e.g. with other community organizations, street fairs, etc.. The decision was made to say yes to Cathy on the proposals she made last month.
- Tricia reported on the free direct access plan from WLS and will send out for Board's information. It's WLS' five-year plan, describes how they meet their state-mandated services. It will be sent to all WLS boards and to the PLDA for approval; unanimous approval is not necessary and since we don't meet in July, Pelham's approval may not be required.
- Tricia contacted the Pelham schools, to see whom they used for water testing. There was discussion around whether water testing at the library was necessary since the Pelham water system is tested extensively. However, the Library may be different, since the service line into the Library is a proprietary pipe and the building dates to the 1920s. Tricia will report back with a quote for the work.
- For National Library Week, WLS is running a "Speak Up At Your Library," program, and is looking for transformative stories from patrons about how libraries have changed their life. Tricia has reached out to some patrons.

- Tricia suggested that it may be important to get a seat at the table in the discussions on the parking overflow and school drop off conversations with the town, school, villages.
- On May 12, the WLS data center is moving, meaning that after 3:00 p.m. there will be no service (computer, internet, catalog, circulation, wireless) from WLS; the only means of checking people out would be a manual list. The decision was made to change the hours for that day, Library will open and close early— 10 a.m. - 3 p.m. – with notices put on website and door.

An Executive Session was called to discuss an ongoing legal issue regarding ownership of the library property.

Other Business:

Margaret summarized the following items to be reviewed at the July meeting:

- Update from Building & Grounds regarding the current grant work and whether to submit for a new grant in August;
- Status on Memorandum of Understanding with the Friends;
- Status on draft Financial Policies;
- Update from Ellen Bach on negotiations with Town regarding the deed;
- Personnel committee to report on optimal staffing levels and library hours (Sunday hours?), compared to other similarly situated libraries;
- Resolution on wireless upgrade;
- Progress report on security planning and precautions; and
- Updated annual report (prepared by Cathy Taylor, reviewed by Communications Committee). .

The Board Meeting adjourned at 9:26 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, July 13, 2016, at 7:30 p.m.