

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

530 Colonial Avenue

Pelham, NY 10803

July 13, 2016

7:30 p.m.

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**Board Members Present:**

Margaret Young, Steve Swanson, Everett Potter, Carl Pannuti, Karen Fellner, Samm Hinton, Catherine Campbell, Sandy Angevine, Laura Woods, Jennifer DeLeonardo.

**Also Present:** Library Director Patricia Perito and Adult Services Librarian Augusta Turner, Town Liaison Dan McLaughlin, Friends of the Library Board Member Ann Field.

**Minutes**

The minutes of the May 4, 2016 meeting were approved.

**Friends of the Library Report**

Anne Field gave the following report about the Friends' Novel Night efforts:

- The Friends have received commitments for almost \$30,000 in corporate donations thus far, ahead of 2014 Novel Night. Looks like they are on track to raise more business outreach money than last time.
- Novel Night invitations will be mailed September 9.
- The Friends have probable hosts for 612 seats; only have documents in hand for 400. Aim was for 650 seats, last time there were around 600 seats.

**Finance Committee Report**

- Financial Report for the six months ending June 30, 2016

Samm reviewed the financials for 2016 through July 7, 2016.

Everything is in line with expectations. Legal, membership fees, taxes and sewer lines are above 50% but this is to be expected and nothing has changed since the last meeting. Significant increases from last meeting – fines, lost books, printing went up \$3,000, but in line with where it should be. Friends contributions are on target for the full year.

Building maintenance and repairs up due to cleaners. Professional development is at 87% for year, staff has been taking advantage. Another increase is the professional services line due to Cathy Taylor projects, again, it's an increase but in line for the year.

In the Summary of Library Gifts, the Library has received additional gifts from the Mayer estate and in honor of Ralph Mirra. The Lam bequest is being spent on children's books, and the Mayer bequest is being spent as originally agreed with Katie Mayer. The additional gifts to both the Lam and Mayer bequests need a plan for spending.

The first of two annual payments from town came in since the May 2016 meeting.

The second page of the P&L shows Town of Pelham reimbursement items, related to the 2014 NYS construction grant. Tricia reported that she hasn't prepared the requests yet, but will soon.

On the balance sheet, cash is up \$3,700, and assets are up by that amount as well.

There was a discussion of the staff professional development line item and why it is up so much. Tricia reported that there had been some on-site trainings/lunch meetings, both Tricia and Augusta had attended the Westchester Library Conference Association Meeting in May, and Irene and Augusta went to a couple of workshops at WLS.

The Financial statements were approved by all members.

- Report on Hiring a New Auditor

After discussion at the last meeting about the possibility of hiring a new auditor, Samm investigated possibilities. She talked to four libraries: Bronxville, Tuckahoe, Larchmont, and Mamaroneck. In all cases, their financials are reviewed along with the town, and the same accounting firm, PKF O'Connor Davies, does all four. Samm talked to PKF, but Pelham is too small an account for them because the annual budget is under \$1 million. PKF referred her to Tobin and Company who came back with a quote of \$8,000, which the board agreed was expensive. Samm also tried to contact, or contacted, accountants who do the audits for various local entities including The Picture House and Bartow Pell with no luck. Andy Silverstein, who reviews the WLS accounts, talked to Samm. In his opinion, the Library did not need to change auditors at this time; he's been the WLS auditor for several years, and while it is best practices to change, it is not a regulation. If he took the Library's account on, he estimated that his fee would be high because there are a lot of changes he would need to make to the accounts. He offered to sit down with the finance committee free of charge to give his recommendations as to what changes should be considered in the future.

After talking to Andy, Samm thinks the Tobin quote was so high because, similar to Andy's, Tobin would need to make a number of changes to the Library's accounts.

The Finance Committee met to discuss Samm's research and decided that, since the Board is actively considering transferring the deed to town, it doesn't make sense to change auditors right now.

Chris Montgomery had already been told that the Library was thinking about going in a different direction for an auditor, but Samm will contact him to tell him we'll continue using him at least for the 2015 audit, which needs to be prepared soon.

### **Buildings & Grounds Report**

- Update on 2014 NYS Grant spending (additional items, extension)

Carl Pannuti confirmed that the Library has finished everything in the original scope of the grant, including carpentry, lighting, stairs, and painting.

There are some excess funds. Tricia asked for an extension from the State, and extension is approved until next year. Tricia proposed spending the excess on the following:

- \$1,400 for flagpole and flag lighting. Ardee's bid was slightly higher, but their proposal is overall more satisfactory.
- \$1,697.43 for exterior trash can, including installation. Aesthetically pleasing steel trash can, special installation to bolt it into concrete. Not in site plan, but John Pierpont approved it.
- \$255 for new signage re: building hours.

Several questions were asked about the trash can. There is not currently a trash can at the library entrance, and questions were asked about how much trash accumulates without one. Tricia explained that people like to eat on the benches in front of the library and leave garbage. Concerns were expressed about who will collect trash from the can. Tricia said the cleaning service could potentially do this. Margaret asked Tricia (1) to take photographs and document need for trash can, and (2) figure out whether the town would pick it up or whether cleaning people would do it, and then report back. Tricia will talk to Pierpont.

Motion to approve the other two items. Spending on those two items approved unanimously.

- Flat Roof Leak

Carl Pannuti reported that repairs were completed by V&R Roofing last week, but it hadn't rained yet so we can't be sure the fix worked. When they were up on the roof last week, they could see the wear and tear and somewhat shoddy original installation, and were able to identify the source of the recent leak.

The interior repairs needed due to the leak – wall and mold removal – still need to be done, and will happen after it rains again and the fix is tested.

- NYS Grant submission in August, 2016

Carl reported back on discussions he, Karen and Tricia had about whether to apply for a library construction grant this year. (The deadline for submission is the end of August). The handicapped ramp needs to be repaired; the railing and concrete are deteriorated. Carl and Karen met with various contractors to brainstorm about possible costs, and it seemed worthwhile to submit for a grant this year to cover this work. Also, Carl said the Board should consider including replacing the door at the top of the ramp as part of the grant application; these doors are 20 years old and not up to the current code established by the ADA. Contractors gave verbal estimates in the \$15-20,000 range. The grant has to be filed by end of August. Carl, Karen, and Tricia will work to get a firmer estimates.

Tricia also mentioned that, while the staff stairs are repaired, it's not a permanent repair. Concrete steps might be more satisfactory; Carl said that this could be included in the grant RFP

The discussion turned items discussed at the recent security meeting – e.g., automatic locks in doors, panic buttons and lighting. Tricia says she would have to talk to WLS about security system and talk to Terry and Dan. It was decided that these discussions were probably not far enough along to include the related costs in the grant.

Tricia reminded the board that the state will only fund a maximum of half the total amount, and the Town contributes the other half; Dan will need to see the numbers to make sure that Town is willing to provide whatever funding the State does not provide.

Steve made a motion to approve a grant application to repair or replace handicapped ramp, back staff stairs and the side door pending receipts of estimates from qualified bidders within the discretion of the Building and Grounds committee, provided further that Dan signs off on it and the Town agrees with the grant submission. Margaret seconded the motion and it was unanimously approved.

- Security Review, Planning

Terry was not in attendance, so Tricia gave a short summary.

Terry, Tricia, Dan, and Town Supervisor Pete DiPaola met with Pelham Manor Police Chief Jeff Carpenter to discuss current and future security arrangements.

Carpenter thinks all individual staff members in the library should have pendants or pagers. Currently the panic button is at the front desk, which means if a staff member couldn't get to it, then there would be no notification to police. Carpenter wants all employees on site to have ability to hit the button. At last discussion, the Board was concerned that the Library would look like an institution under attack, but now understands that pendants and pages are recommended.

Carpenter also told Tricia that if there's any issue at all, she should call the police right away. At any time, if any staff member believes that interference is needed, they should call. Do not follow anyone outside of the building. Let the police diffuse/solve the situation.

Also, the Library should have active shooter training annually. Carpenter said Tricia should go through him for this. Tricia voiced an additional concern that the Library is not locked down when the schools are locked down. She is going to sit down with Village of Pelham Police and coordinate; if they are closing down the middle and high school complex, we should be closing down the library as well. In case of a lockdown, the back doors should not let anybody in, but should let people out. The back door doesn't do that now, but the new doors contemplated in the grant request (above) would have that capability.

- Wireless Upgrade

Three bids were received to upgrade the wireless setup (from AMP, Keating Electric and Telenet). Carl, Karen and Tricia reviewed the proposals, which were each very different.

Tricia spoke to Harris Vrahimis (who does technology consulting for Library and lives in town). He looked at all three proposals and thought they were all a little high; the work should cost closer to \$1,800. Tricia needs to confirm with WLS that they were going to pick up where wiring ended. Based on his review, he thought Telenet's bid of \$2,161 was the best. Keating's was \$2,621 and AMP was \$1,100, but that didn't include running wiring back to the maintenance room. Harris also suggested calling an electrician. Tricia will ask Ardee for a quote; and go back to bidders to confirm that wires will be hidden.

Tricia and Augusta explained some of the challenges with the current system, and how the wireless system is not working at all in some areas of the Library. General agreement was that the Library needs to be better wired, and soon.

Margaret made a motion that Library will move forward with the wireless, provided that the cost, which will be borne by the Library, is not more than \$2,200, as currently demonstrated. Everett seconded. The motion passed unanimously.

- Tree pruning.

Tree pruning was completed July 12, 2016, by Olmstead, and paid for by the Town; the trees were last pruned in January, 2012.

## Legal

- MOU with Friends

Jennifer and Margaret went through the Memorandum of Understanding between the Library Board and the Board of the Friends of the Pelham Public Library. The MOU formalizes the relationship that has always existed between the two, and clarifies some of the points that have raised challenges in the past, such as unclear payees and addresses on donations. The MOU is part of the overhaul of the Library's financial policies.

Catherine made a motion to approve. Margaret seconded, and the MOU was unanimously approved.

- Westchester Library System Free Direct Access Plan

Catherine talked about Westchester Library System Free Direct Access Plan. It has been sent to all Westchester Library System boards, who need to be aware of it and vote on it. Catherine explained that it was created in response to a regulation of the Commissioner of Education and lays out how libraries in Westchester make themselves available to the public. To be eligible for a system-wide borrower's card, individuals must live, work, go to school, or own real property within a member library's chartered service area or a community that has contracted with a WLS member library. This document determines which library needs to allow access and creates a list of criteria to determine this; the criteria list has changed in this new plan. The schedule of criteria is: place where you live, where you work, where you go to school, and last, where you own real property.

The question was asked about how much this would affect Pelham, and the answer was that it would not impact Pelham much, if at all.

Margaret made a motion to approve the changes to the Free Direct Access Plan as proposed. Carl seconded. Unanimous approval.

## **Communications**

- Annual Report to the Community

Cathy Taylor compiled the Annual Report to the Community this year based on a Bookmark column. The Report used to be mailed to every household, but now is only available in hard copy at the library and otherwise online on the website.

- Meeting Update

Everett, Tricia, Cathy Taylor and Steve met to discuss communications strategy and evaluate where the strategy stood after a year. There were a modest number of click throughs on the Bookmark through Pelham's Plus website, and the group discussed ways to expand the Bookmark's reach. Cathy suggested that in addition to publishing the Bookmark online in the Pelham's Plus, the Bookmark be published in print in the News of Pelham. Cathy reached out to both publications, and all agreed that the Bookmark would be sent to the Pelham's Plus first for online publication, and then to the News of Pelham to be included in its next print issue. Cathy will, in addition to the Bookmark, provide a separate listing of programs to the various news outlets.

The committee presented a spreadsheet of newsletter statistics. Cathy is going to work with school PTAs in the fall to increase the number of new subscribers. The Library now has sign-up slips at the front desk. Also the committee is planning to place a Facebook ad; for not too much money, the ad would stay up for a while and get a good amount of exposure.

## **Personnel**

- Update on open circulation position

Sandy gave an update on the open library clerk position. Civil Service recruitment list was pulled last week, and Tricia sent out letters. One current TOPPL employee is on the list, a part time circulation employee.

- Update on Staffing overview, optimal staffing levels

Terry had raised a question about optimal staffing levels at a prior meeting. There are three levels of staff: librarians, clerks and pages.

Librarians: Goal is to have a Librarian staffing the reference desk at all times. Going through the hours of the two librarians, the Library does have enough Librarian hours to cover the reference desk with a librarian at all times.

Clerks: The goal is to have two clerks at the circulation desk during operating hours, or 16 hours of coverage per day. The Library again has an excess of available hours when fully staffed. However, as there is an open circulation clerk position, there have been gaps during the last few months, which places a burden on other employees

Pages: There is not a discrete objective. Pages help out as time and funding are available, with no concrete target. There are times when no page is available.

Summary conclusions: There is adequate basic coverage in staffing. The reality and demands are a little different, as it is hard to staff for peaks and troughs in patron activity and last minute changes in personnel (including sick days). We should revisit this analysis in six months after the new circulation clerk is hired and trained.

- Annual reviews

These are a couple of weeks late; last year they were done by now. There are some process changes from last year. The new process will include both self review and manager review, with the final rating coming from the manager, either Tricia or Irene. There needs to be a conversation between the manager and the person rating them.

Irene will review everyone who reports to her, Tricia will go over those reviews with her. Tricia will do the others, and Sandy or Margaret will go over them.

The old form is still adequate; the process just needs to change from last year.

There was then a discussion of the Library's staffing in comparison to other comparable Westchester libraries. High level highlights – amongst libraries comparable to Pelham and its full-time employees, there are not a lot of population served and square footage comparables (e.g. if same population, square footage bigger; if same square footage, smaller population). There are no clear trends. Pelham is relatively thinly staffed with respect to circulation, in the middle with respect to visits and expenses and well-staffed in respect of square footage and programs.

## **President's Report**

- Updated Trustee Charts - Nothing to discuss, just confirm information is accurate.

- Openings - Everett and Steve's terms expire just after the next Board meeting. After seven years of service on the board, Steve has decided to step down, so the Board is looking for a journalist to fill his spot. Everett will serve again. Margaret's term as board president is up at the end of September, and she is willing to run for a third term. This is all on the docket for September. Catherine made a motion to appoint Stevenson Swanson as Vice President of the Board from September 30, 2015-September 30, 2016. The motion was seconded, and passed unanimously. Everett will lead the communications committee.

### **Director's Report**

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

- Appointed page Chelsea Ramsey as part time clerk, effective immediately, filling an empty page position. She works 10 hours/week as a page. She is eligible to work up to 17 hours.
- WLS moved data and headquarters. The PLDA and the WLS board approved the model governing the calculation of fees paid by member libraries, mentioned previously, and this arrangement will be in effect for 2017. Finance committee will review it and present it at the September meeting.
- Online bill pay feature was soft launched yesterday. It is being kept quiet until they see if there are glitches, and then an announcement will be made.
- Re: Programming, book clubs are on break, Augusta is working on programming for fall.
- Junior League is stepping down from its coordination of the Story Time program. The board is grateful for their significant volunteer efforts over the last ten years. Tricia has found a volunteer for one day a week, starting in a few weeks. Tricia and Lily considered seeking additional volunteers from the community, but Lily would rather do it.
- Ready Set Read summer reading program has attracted 59 kids thus far.
- Tricia attended two days of the ALA conference in Orlando this year. She reported that Jazz Jennings, who wrote "I Am Jazz" about transgender youth spoke and was very inspiring. Jamie Lee Curtis also spoke at the close of the conference. She spent time on the large exhibit floor and met with some of the vendors and looked at furniture. The conference was during the WLS move, so few people from WLS were there. The conference is attended by around 25K people.
- Library is painted and the lights look great. The sign at the entrance went back into its original location – Pierpont didn't want it changed.

### **Other Business:**

The Library is a Pokemon Go! stop, and this is increasing foot traffic to the Library.

The Board Meeting adjourned at 10:00p.m.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees will be Wednesday, September 14, 2016, at 7:30 p.m.