

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

530 Colonial Avenue

Pelham, NY 10803

October 5, 2016, at 7:30 p.m.

Board Members Present:

Margaret Young, Sandy Angevine, Laura Woods, Jennifer DeLeonardo, Terrence Mullan, Catherine Campbell, Karen Fellner, Samantha Monroe Hinton, Carl Pannuti, Everett Potter.

Also Present: Library Director Patricia Perito, Deputy Supervisor Dan McLaughlin.

Minutes

The minutes of the September 14, 2016 meeting were approved. Catherine made a motion to approve the minutes, Margaret seconded, and the motion was unanimously approved.

Friends of the Library Report

There was no representative from the Friends of the Pelham Public Library in attendance. Margaret reported that the Novel Night dinners are oversubscribed.

Finance Committee Report

- Financial Report for the period ending September 30, 2016

Terry discussed the financials. The Income and Expense items are all generally tracking to budget, with Total Income at 70.6% of budget and Expenses overall 73% to budget.

A question was raised about the Misc Donations line item, which is at 165.2% of budget. Tricia said this line includes company donations, unsolicited checks that get sent in, and other donations. While it is higher than usual this year, there is no particular reason why.

Margaret inquired about the plan for spending the Nicholson money. Tricia is about to get the wireless installed and monies will be used for that.

Catherine made a motion to approve the financials, Margaret seconded, and the motion passed unanimously

- 2015 Audit

Margaret noted that there are still some numbers that are incorrect in the audit, and these need to be updated. Tricia said that she'd set up a meeting with Chris Montgomery to review the audit; Dan and Margaret will join the meeting with Chris if possible.

- 2017 Budget Review

Samm reviewed the proposed 2017 budget. She noted that, in general, the Finance Committee tried to keep the budget as tight and close to 2016 as possible. She went through the comparison between

the 2016 approved budget and proposed 2017 budget (page 11 of the proposed budget document) and discussed year to year changes:

- Income:
 - Fines, lost books, printing has been adjusted down slightly, in line with overall trends.
 - Friends contribution expected to be the same at \$70K.
 - Miscellaneous Donations; while this item is up this year, for budget purposes, the number was kept the same because these donations are unpredictable.
 - State Aid is expected to stay the same.
 - Town allocation is up a half a percent; this change corresponds to the static nature of the other income and the slight increase in expenses.
- Expense: All expense budgets were derived by looking at FY15 actuals, annualizing FY16 YTD, and adjusting for any known differences:
 - Building Maintenance and Repairs are budgeted to go up \$350, based on actual costs. The cleaning service is the largest cost in this line item.
 - Computer Hardware and Software was reduced. Tricia found a discounted price for Quickbooks and will buy only one new laptop will be needed in 2017. The printer should hold out for another year. Margaret asked Tricia to update the 5 year technology replacement schedule for the next meeting so the board can review it.
 - Legal fees were eliminated, because they were one-time expense in connection with considering transferring the deed to the Town. If there are additional legal fees, the Town will pay.
 - Library Collection is flat, and includes \$5,200 from Lam collection. There is a hope that this budget can be increased at some point.
 - Membership fees was increased by a small amount, because Tricia expects existing fees to increase.
 - Misc line increased by \$150. This includes travel to and from meetings, internal meeting expenses, holiday tips; the majority gets spent in December.
 - Payroll salaries decreased by 2%. This is because one position was filled at a lower salary, and the Town asked us to budget a 0% increase in salaries. Dan said this was not definite yet, but this is how the Town is starting the budget process. However, Margaret noted that for the 2017 budget year, all part-time clerks have been increased to \$14 per hour, which in some cases exceeds the required minimum wage. This applies to three clerks, who are all long-time and valued employees.
 - There was a 6% increase in medical benefits, due to one additional full time staff member opting in to the medical benefits rather than taking the cash incentive. Therefore, the total increase in benefits is almost \$9,000, or 7.3%.
 - The professional development will remain flat for 2017. Part of the more recent \$12K Mayer donation may be allocated to this.
 - There is a \$650 increase in the Programs budget, to cover potentially higher costs following the Junior League withdrawal from leading Story Time. Lily will cover most Story Times, but the increase will cover a paid professional if Lily is not available, thereby allowing the Library to continue this important service for the community.
 - Office Supplies are up \$200. This is because the Library will need to purchase paper this year; several years ago, there was a large paper donation, but it has been used.
 - Increase in Water costs, as 2017 will be first full year with the new sprinkler system in the memorial garden, and for the last two years, the water was turned on late.
 - WLS/Technology is up \$2,900, or 7.7%. This is because WLS changed the financial model for fees from members. The number in the proposed budget is an estimate, and Samm is waiting for confirmation from WLS on the amount. The estimate takes into account the new financial algorithm, the 2% yearly increase, and the charges for adding a wireless access point and a coin box maintenance fee.

Margaret noted that, even after the \$9,000 increase in benefits and the \$2,900 increase in WLS fees, the net increases in the 2017 budget over 2016 are \$1,367, due to the elimination of legal fees and lower salaries.

- Action Item: 2017 Proposed Budget

Margaret asked that Board approve the 2017 Proposed Budget subject to changing mathematical errors on page 2 and further clarification of WLS/Technology budget number.

Everett made a motion to approve, Laura seconded and the proposed 2017 Budget was approved unanimously. Dan said that the proposed budget would be considered at the Town Budget meeting on Thursday, October 13 at 8:30 a.m., pending confirmation.

Buildings & Grounds

- Remaining funds to be spent from 2014 NYS Grant

The flagpole lights were installed today by Ardee. Tricia will order the remaining signs after other items, such as staff reviews, are completed. This leaves approximately \$1,400 in remaining funds. The proposed exterior trash can has been tabled. Tricia and Carl will confer about other ideas for these funds.

- Review 2016 NYS Grant submission

The WLS Board approved the TOPPL grant application and increased the recommended award for Pelham from \$10K to \$12,647; this now needs to be approved by Albany. Amounts funded by state grants are capital expenditures, and so do not flow through the operating income statement; all funds are shown on page 2 of our P&L statement. Carl, Karen and Tricia will put together formal specifications for contractors so that the specs are ready once formal approval comes through.

- Flat Roof Repair

Carl, the Town, and V&R have made another attempt to repair the leak on the flat roof and are optimistic that this time they may have identified the source. The inside wall is still open, but there's a sheet over it; if the repairs were successful, the wall will be closed.

- Security review, planning (Terry)

Terry reviewed ongoing discussions on security planning. Terry will follow up with Dan in a separate meeting regarding the recommendations from these discussions. Terry, Tricia and Catherine will work on reviews of necessary policies.

- Wireless upgrade

Tricia is going to schedule the upgrade with Telenet as soon as possible. When the wiring is finished, the WLS IT department will bring the hardware.

- 5 year capital plan

Carl, Karen, and Tricia put together a five year capital plan. Level 1 projects include the new handicap door and restoration of ramp (anticipated that this will be part of construction grant), new carpeting throughout the library, cleaning the HVAC ducts, upgrades to the security system, and installing a screen door for basement.

Level 2 projects include renovating the staff offices (floor refinishing and painting), supplemental circ desk lighting, a sky light shade for circulation desk, replacing carpet strips in lobby mat, and wall mounted fan near circulation desk. Other lower priority items were also discussed.

Nominating

- Update on search for new Trustee

Margaret, Everett and Steve reviewed nine candidate resumes for the board opening. Margaret and Everett are meeting with two people, and will have a recommendation for November meeting.

Personnel

- Annual reviews

Reviews should be complete by the end of October; that none of the reviews are completely done. The circulation staff is ahead because most have returned the self-evaluation sheet to their supervisor. Tricia's direct reports have until October 14 to return the forms to her.

Director's Report

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

- At the September PLDA meeting, Tricia confirmed that WLS was not able to be as generous with Pelham's 2016 construction grant request as in years past because there were 19 applications this year compared to about six applications generally.
- New staff name tags have arrived.
- K-Day was successful and generated 62 kindergarteners registering for library cards.
- Upcoming programs include: register to vote program two days in the coming week (one weekday night and Saturday); a local author talk featuring "Ten Restaurants that Changed America"; the return of Spanish-English story time, which will alternate with Chinese story time on Saturday mornings; the musical program with Sounds Good Westchester; and various holiday vacation week events. Homework help is starting soon, and children learning to read will be able to come to the Library to read aloud to volunteers.
- Battle of the Books is Oct 15. Tricia noted that there was a lot of effort by the staff.
- Lily will be doing outreach book clubs once again at two elementary schools.
- Adam, the new clerk, started on Sept. 26.
- All-State Air Control came to look at the HVAC unit that isn't working. Proposal on resolution of the issue is forthcoming.
- The annual NYLA meeting is November 2-5, and Tricia and Augusta plan to attend.

Other Business:

An Executive Session was called to discuss an ongoing criminal investigation. The Board went in to Executive Session at 9:04 p.m. and ended at 9:18 p.m.

The Board Meeting adjourned at 9:18 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, November 2, 2016.