

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

530 Colonial Avenue

Pelham, NY10803

November 2, 2016, at 7:30 p.m.

Board Members Present:

Margaret Young, Laura Woods, Jennifer DeLeonardo, Terrence Mullan, Catherine Campbell, Samantha Monroe Hinton, Everett Potter.

Board Members Absent:

Karen Fellner, Carl Pannuti, Sandy Angevine.

Also Present: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Margaret Breuninger.

Minutes

The minutes of the October 5, 2016 meeting were approved. Catherine made a motion to approve the minutes, Laura 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 gave an update. The Friends are gearing up for Novel Night on Nov. 19. The dinners are sold out, and approximately 70 people were turned away. The Friends added some additional dinners but unfortunately could not accommodate everyone. Around 700 people will be attending Novel Night dinners with another 100 people coming to the after party; tickets to the after party are still available.

Finance Committee Report

- Financial Report for the period ending October 27, 2016

Samm went through the financial report. All line items are as expected. In the Income section, fines are down for the year, and this line item probably will not hit full year budget. On the Expense side, there are some line items over budget for the year – membership fees, miscellaneous, professional development, supplies: office and library, taxes, and water. These are all items that were already discussed in the context of the budget meeting last month and any increases that are projected to continue are included in next year's proposed budget. The WLS technology budget is over for the year already, this is due to the coin box.

Margaret asked about the \$1,600 still available in the Computer Hardware & Software line item and whether Tricia was planning to spend this money before the end of the year. Tricia said that she is waiting on bids for two desktop computers; she is hoping that both can be covered by the \$1,600 available. Tricia plans to do this by the end of the year because the money will not roll over automatically into the next year if it doesn't get used.

Regarding gift monies, Nicholson and Gadsden money was spent as part of the deposit paid for the wireless install.

Tricia also noted that the Town has reimbursed the Library for its portion of the 2014 NYS construction grant. She believes this fulfills the Town's obligations in respect of the grant. The only portion of the 2014 grant monies still outstanding is the final 10% that comes from the State once all items are completed.

Tricia also expects that the \$16,000 balance of the annual Friends contribution should come in soon; this check usually arrives at the beginning of each calendar quarter. She has emailed the Friends about this and will follow up.

- Update on Budget Meeting with the Town

Margaret reported that she, Terry, Samm, Carl, and Tricia met with the Town to discuss the budget on October 13. The meeting lasted about 45 minutes and the Town was very complimentary. The Town has not yet responded to the proposed budget, but its budget process is still ongoing. The proposed budget was submitted with zero percent increase in salaries; it is expected that once the Town looks at all proposed budgets together, the budget will be revisited and any possible salary increases will be evaluated at that time.

Margaret and Tricia agreed that they still need to meet with Chris Montgomery to finalize the 2015 audit.

Buildings & Grounds

- Flat Roof Repair

Carl and Karen were not in attendance, so Margaret reported on roof repair progress. Since the last meeting, there have been several big rain storms. During the first one, the roof leaked. V and R came back to investigate and decided that the leak was occurring where the skylight meets the roof. This was repaired. There have been two more large rain storms since, and the roof has not leaked. Now that the roof seems to be repaired successfully, the next step is to deal with soggy interior wall. Ralph came by to look at it, and a plan will be developed.

Tricia noted that when Virgil looked at the skylight, he said that the rain came in because it was not closed and sealed fully (it is a skylight that is capable of opening rather than being one that is a single piece). Ralph told Tricia that the four skylights need to be replaced. Tricia will follow up and report back.

- Options for Spending Remaining Funds from 2014 NYS Library Construction Grant

There is still \$1,400 of the 2014 NYS library grant to spend. If a trash can is not purchased, Tricia needs to go back to the State for approval of the alternate plan.

Margaret requested that Tricia get together with Carl and Karen to develop some alternate ideas for the monies that the Board could consider at the next meeting.

- Security Update

Terry reported that there is now a first draft of the new emergency evacuation procedures. A training session with Pelham Manor Fire Department is scheduled next week.

- Wireless Upgrade Update

The deposit to Telenet is paid. Tricia is working on coordinating a date that works for both the WLS technology people and the Telenet, as both need to be at the library together to complete the install.

Personnel Committee Report

- Performance Appraisals

Sandy was not in attendance, so Tricia reported on performance appraisal progress. The performance appraisals have been started but they are not complete. Most employee forms have been submitted to Irene and Tricia, and they have reviewed most of their direct report's self-appraisals. Irene and Tricia's own self-appraisal forms are not complete.

The Board inquired about the process by which the supervisor gives and records feedback on the employee's self-appraisal. Tricia said that the process is as follows: the employee fills out the self-appraisal form; the supervisor reviews it and then meets with the employee to discuss; the supervisor documents the discussion and then both sign the form. She said that if additional comments are necessary, those comments will be incorporated into the final document after the parties have met. There is a comments section at the bottom. All reviews will go to Margaret or Sandy before they are finalized.

Margaret will follow up with Sandy about the form and documentation of changes to the form.

Nominating Committee Report

- Action Item: Trustee nomination

The Board welcomed Margaret Breuninger to the meeting as a member of the public. Everett, Margaret and Steve Swanson undertook a search to find a replacement for Steve on the Board looking particularly for someone with a background in media or communications. Margaret Breuninger was their first choice, and Everett went through the details of her resume and qualifications.

Margaret nominated Margaret B. to fill the vacant trustee term that started October 1. Everett seconded the motion and it passed unanimously.

Margaret will contact Town Liaison Dan McLaughlin about a date for the Town swearing in ceremony.

Director's Report

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

- She attended a meeting in Montrose with the Westchester Green Business Challenge, which is partnering with NYLA for the first time to provide libraries the opportunity to become green business certified. There is a cost to the program of \$350 for first year and \$175 each year thereafter. Some libraries may be selected for a pilot. Tricia said the program would involve evaluating the library's practices and figuring out ways to achieve benchmarks. Tricia is still

investigating and wants to find out more about how the program works, and the Board asked her to find out more about the benefits of the program, and also whether the staff had the capacity to take on the project. A suggestion was made that Tricia could perhaps talk to EcoPel about partnering on it if the program was something worth pursuing.

- Tricia attended a meeting about a proposed partnership amongst all the Sound Shore libraries on a “One Book, One Community” program tentatively scheduled for April 2018. The proposed book is Mark Kurlansky’s *1968: The Year that Rocked the World*. 2018 would be the 50 year anniversary, and the librarians were in general agreement that the book would provide subject matter conducive to partnerships with other community organizations, discussions, and events. Each of the librarians is going to read the book and then meet in early 2017 to discuss, make a decision on the book, and start planning. Margaret inquired about the costs of participation. Tricia said that the library would need to secure multiple copies of the book and provide funding for at least one program. The suggestion was made to Tricia to see if she could get the Friends of the Library involved as advisors, given their excellent execution of “Pelham Reads Alice,” on how to make sure that events tracked well with, and encourage reading of, the book.
- Tricia reported that the library is liaising with two PMHS students on the PACT leadership council about how to get high school students more involved with events and other programs at the library.
- The library currently has a Day of the Dead exhibit done by Pelham Middle School students as part of their IB certification requirements. Tricia is hoping that this might grow into a greater partnership, with other displays or activities in the future.
- With respect to upcoming programs, the staff is trying to add one or two more things for December, especially for the winter holiday break. Currently, there is a magic program scheduled, and Tricia would also like to add an additional event for adults.
- The WLS annual meeting is coming up on Thursday, November 17. It’s a breakfast at the new WLS headquarters in Elmsford and could be a good opportunity to check out the new building.
- Augusta is going to NYLA conference and trade show in Saratoga tomorrow morning, November 3.
- Augusta gave a report on Battle of the Books. Two teams from Pelham competed. The teams each read five books, and then competed with teams from around Westchester, answering objective questions about the books, complete with buzzers like Jeopardy. She said the kids were amazing, took the competition very seriously, and seemed to really enjoy it. She also noted the Pelham teams were extremely good sports. Approximately 250 students from Westchester participated in the competition, which was attended by about 750 to 800 people. Both Pelham teams did very well in the competition. Augusta’s Page Turners were the top scorers in the preliminary round and then lost on a sudden death buzzer beater. Lilly’s team was part of a four way tie and then also got eliminated in sudden death. The Board expressed its thanks to Augusta and Lilly for coaching the teams.

Action Items

- Board Meeting Dates 2017

The following were proposed as 2017 Board Meeting Dates: January 11; March 1; April 5; May 3; July 12; September 13; October 4; November 1; and December 6.

Catherine made a motion to approve the proposed dates, Everett seconded the motion, and the motion passed unanimously.

- Holiday Closings 2017

The following were dates were proposed as 2017 Holiday Closures: January 2 (New Year's Day); January 16 (Martin Luther King, Jr., Birthday); February 20 (Presidents' Day); May 29 (Memorial Day); July 4 (Independence Day); September 4 (Labor Day); October 9 (Columbus Day); November 23 (Thanksgiving Day); November 24 (Day after Thanksgiving); and December 25 (Christmas Day).

Everett made a motion to approve the proposed holiday closure dates, Jennifer seconded the motion, and the motion passed unanimously.

Other Business:

Tricia has put together an equipment list with proposed replacement dates. The list was discussed briefly but is not complete. Tricia will follow up on some of the items and bring the list for discussion at the next meeting.

The Board Meeting adjourned at 8:46 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, December 7, 2016.