

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

530 Colonial Avenue
Pelham, NY10803
December 7, 2016, at 7:30 p.m.

Board Members Present:

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

Board Members Absent: Terrence Mullan.

Also Present: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Deputy Town Supervisor Dan McLaughlin.

Minutes

The minutes of the November 2, 2016 meeting were approved.

Friends of the Library Report

There was no representative from the Friends of the Pelham Public Library in attendance.

Finance Committee Report

- Financial Report for the period ending November 30, 2016

Samm went through the financials and reported all items were in line with expectations. The few over-budget expenses, such as membership fees, professional development, supplies and water, were known, discussed in previous meetings, and allocated for in the 2017 budget. Revenue from fines was unexpectedly up around \$2,000 since last period, but still below the year budget. Miscellaneous donations are 300% above the year budget.

Tricia reported that she had purchased two new computers and Microsoft licenses with the \$1,550 available in the Computer Hardware & Software line.

Terry secured a \$1,000 grant through Morgan Stanley, his employer. The grant money is specifically earmarked for children's programming. Samm made a motion to move \$1,000 of the funds in the budget currently allocated for children's programming to wireless installation. Margaret seconded, and the motion passed unanimously. Samm will change the budget accordingly so that the programming line stays the same and the Building Maintenance & Repairs line (where the wireless installation funds come from) goes up by a thousand dollars.

On the balance sheet, accounts are as expected, with total assets up since last month.

Dan reported that the Town agreed to a 2% raise to library staff salaries. The Town approved its budget on December 5: the library originally asked for \$575,707, and the amount allocated ended up at \$583,465 to reflect the 2% salary increases for library staff.

The financials were agreed upon as correct with the exception of the net income line. Approval of the financials was put off until the net income number is corrected.

Margaret asked about the collection expenses and whether these funds would be spent before the end of the year. Augusta reported that books were on order and expected before the end of the year.

- Update on Budget Meeting with the Town

The budget number is confirmed as reported above.

- 2015 Audit Review

Tricia and Margaret went through the 2015 audit with Chris Montgomery over the phone. Chris made the necessary corrections to the numbers in the audit so they are now correct. Carl made a motion to accept the audit report, Everett seconded, and the motion passed unanimously.

Buildings & Grounds

- Flat Roof Repair

Carl reported on the roof. Despite a number of recent heavy rainstorms, there were no further leaks. Tricia agreed that internal repairs, including mold remediation, can go forward. Ralph from the Town will coordinate repairs and Carl will follow up with him.

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

There is still \$1,400 of the 2014 NYS library grant to spend.

There was a discussion about traffic flow in the library parking lot and whether the parking lot driveway should be made one way. Tricia will ask the Pelham Manor Police Department to come and observe the traffic flow in the library parking lot at 3 p.m. so that they can make a recommendation.

Tricia, Carl, and Karen discussed adding lighting to the new sign in the rear of the building.

As an aside, Dan mentioned that Pelham Civics might have some money available for grants; if there were items that the library needs outside of the scope of the state grant, the Civics may be able to fulfill some of these items.

The trash can idea was reviewed again as a possibility. Tricia confirmed that the Village of Pelham would pick up trash from the can if purchased, and the main issue of contention is the prices of the trash can that was proposed initially. Tricia will call Rob at the Village of Pelham to find out about the cost of the trash cans purchased by the Village. Carl and Karen will look into other trash can options before the next meeting.

There was also a discussion about adding covered stroller parking in the back of the library. Currently strollers get put on the back porch, which gets overcrowded. Also, the strollers could potentially block the handicapped ramp. The library lot is at its limit for paved area lot coverage, which limits options. Carl will reach out to Pierpont to discuss whether some type of exception would be possible, or if there is another solution. This is the type of project for which Civics grant money might be available.

- Security Update

Dan reported that Chief Beneficio suggested that Terry run plans by Anthony Mendelli from Pelham Schools before a meeting between Dan, Terry, and the Chief.

There have been two fire trainings with staff in the past month, one with the fire department. Scarsdale is scheduled for an annual test tomorrow, and the duct detectors may need to be replaced.

As a result of fire training, Ardee came, and all the exit lights have been relamped as required and cleaned, including spotlights that are supposed to come on in the event of a fire.

- Wireless Upgrade Update

The wireless update is complete.

- Documentation needed for 2016 NYS Library Construction Grant
 - Specifications for ramp repair

Karen and Carl will look at these and put specifications together.

Formal approval of the grant from the State is expected in May but may not come until later.

- Drawing of Staff Stairs

Karen presented drawing of proposed staff stairs. The new stairs will be concrete. The next steps are getting formal approval from Village.

Communications Committee Report

- Margaret B., Everett, Tricia, and Cathy Taylor met to come up with a publication schedule for next year for the newsletter and bookmark.
- Samm brought up that perhaps targeted marketing regarding upcoming events should be considered by the committee, i.e. mailings/email about events to people who have attended similar events before. Tricia said she'd think about the idea.
- A question was raised as to whether the Friends would share its Novel Night attendee email list so that attendees could be added to the Newsletter distribution. Margaret Y. will email the Friends and copy Everett and Margaret B.

Personnel Committee Report

- Performance Appraisals
 - Performance appraisals are complete except for Tricia's.
 - Sandy addressed some of the questions raised at the last meeting about the form. The form stayed as it was last year. The individual fills it out, but the employer can also add a rating. The employer's rating doesn't override, both ratings stay on record. Right now there's just one line for a rating on the library's form, but the idea is to add a formal line for the employer's ranking next year. For some individuals, particularly long-term staff, goals are more centered around learning and skill enhancement and giving staff time to learn without incurring huge expenses.
 - The goal for next year is to do the annual review at the end of year after the budget process, so starting in early November and finishing by the end of the year.

Director's Report

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

- Tricia aims to put together an equipment list for next meeting and Samm volunteered to help with the list. Tricia talked to Peter Sherman about enhancements for meeting room and Margaret requested that the list include computers and printers, when they were purchased, and when they need to be replaced with the goal of allowing for proper planning for future purchases.
- PLDA voted in a new eResources package for 2017 that had some changes from this year, including the loss of Flipster and Indieflix.
- WLS App development is progressing.
- There are a number of programs in place for next year, including HSE Connect!, Hemingway in Paris, an eight week career development seminar, and a boy's book club at Colonial School (in addition to the others Lilly already runs).
- There is a full slate of programs for vacation week including Animal Embassy and the Magic Man.
- An attempt was made to update the fiber network yesterday, but it was unsuccessful and will be rescheduled, hopefully done by end of month.
- Tricia will attend ALA Havana Book Fair in February.
- The Town's annual holiday party, which will be held on a yet to be determined date in January, will start at 4 p.m. Tricia requested that the library close early on the day of the holiday party so that staff could attend. The Board agreed, as long as the early closing is posted on doors and website, and the date does not fall on a night when the library usually stays open past 5 p.m.

Other Business:

An Executive Session was called to discuss an attorney-client privileged communication. The Board went in to Executive Session at 9:00 p.m. and ended at 9:24 p.m.

The Board Meeting adjourned at 9:24 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, January 11, 2017.