

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

530 Colonial Avenue

Pelham, NY 10803

March 1, 2017, at 7:30 p.m.

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**Board Members Present:**

Margaret Young, Jennifer DeLeonardo, Samantha Monroe Hinton (through discussion of the Finance Committee Report), Carl Pannuti, Terrence Mullan, Margaret Breuninger, Catherine Campbell, Karen Fellner.

**Board Members Absent:** Laura Woods, Everett Potter, Sandy Angevine.

**Also Present:** Library Director Patricia Perito, Deputy Town Supervisor Dan McLaughlin (from discussion of Driveway Traffic Flow through meeting adjournment).

**Minutes**

The minutes of the January 10, 2017 meeting were approved.

**Friends of the Library Report**

There was no representative from the Friends of the Pelham Public Library in attendance. Jennifer reported that she had confirmed with Eileen Miller that the MOU between the Library and the Friends was approved by the Friends at their February 13, 2017 meeting.

**Finance Committee Report**

- Financial Report for the period ending February 22, 2017

Samm went through the financials. At this point in the year, line items are expected to be at roughly 16% of budget. Under Ordinary Income, fines are a little low, but this is to be anticipated as the majority of fines tend to come over summer months and in the early fall. Donations are higher than expected, a positive.

Under Operating Expenses Building Maintenance & Repairs is slightly high, but this is due to payment of the wireless installation fee, which comes out of this line item. A change from last year is that the Library E-Collection Pilot Project has been moved into its own line item to sit just below the other collections line items. Membership Fees and Programs lines are high, at 61.9% and 36% respectively, but this is because the many of the fees contained in these line items are payable at the beginning of year. For instance, the Library pays for museum passes and the movie license up front for the full year at the beginning of the year; of the \$2,881.38 spent in the Programs line, about \$2,000 is attributable to the museum pass program and approximately \$250 is attributable to the movie license. Similarly, the WLS/Technology line is at 49.6% of budget because a portion of the yearly fee is paid up front at beginning of the year with the rest due later in the year.

Margaret Y. noted that the reason for the negative \$32,015.43 Net Ordinary Income number is that at this point in the year, the Town's only contribution thus far has been to pay salaries. The portion of the Town's allocation that applies to non-personnel expenses comes in two payments, one in April and

the other in October. Thus, the Library is spending its own money for the first portion of the year. This is also why the cash balance on the Balance Sheet is low as compared to December 31, 2016.

Under Other Income, Samm noted that the Library received another donation from the Mayer estate. Under Other Expenses, the \$970.71 in Legal Expenses represented 2016 year-end invoices from Ellen Bach that were paid in 2017. The Library should be getting reimbursed by the Town for this amount.

On the Balance Sheet, Samm reiterated that the checking account balance is so low as compared to December 31, 2016, because Town hasn't paid for non-personnel expenses yet. In addition, the Library has not yet received the first contribution from the Friends. Contributions from the Friends come in four installments, and Tricia will follow up with them about the timing of the first installment this year.

Terry asked whether the Library would be expending the same amount per month (roughly \$15,000/month for the first two months of 2017) each month until the first portion of the Town allocation came in April. Samm and Tricia responded that the monthly outlay for March and April weren't expected to be as high because some of the larger amounts that are due up front at the beginning of the year, e.g. the WLS/Tech fee, had already been paid and there were no similar large payments scheduled between now and April. Tricia estimated the spending would be roughly \$5,000/month for March and April. In addition, the first installment of the Friends contribution is expected, which would replenish the accounts.

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

Margaret informed the Board that since January 1, three employees have filed to participate in the retirement plan. This would lead to incremental costs of roughly \$7,500 that were not in the budget. This needs to be discussed with the Town, but the assumption is that since this is a personnel cost, the Town's contingency funds would cover the increased amount.

## **Buildings & Grounds**

- Security Update

Terry proposed the Board review and decide whether to move forward with Scarsdale Security's August 2016 proposal. Terry met with the Town regarding the proposal, and the Town agreed to fund 50% of most of the proposed line items. The line items that the Town did not approve were the fire alarm covers and basement flood sensors, and Terry suggested that the Library not go forward with these items as proposed. After removing these items, the total cost would be \$4,495. Of this, \$65 would be funded by the 2016 NYS construction grant (half of the \$130 for the wireless contact on the new double doors). This left \$2,215 that would be funded by the Town, with the Library to make up other half, \$2,215.

Terry submitted a proposal that the Board accept the Scarsdale Security bid and authorize the expenditure of approximately \$2,220, with funds to come out of the Lam bequest. After Board approval, Scarsdale Security would send documentation for execution within a week, schedule the work three to four weeks after that, and then complete the work in approximately three days.

Terry made a motion to approve the Scarsdale contract, Carl seconded, and the motion was approved unanimously.

- Interior Repairs

Carl provided an update. In order for the repairs to proceed, the staff needs to move some items in the attic. Tricia will make this a priority. Since Ralph has not responded, Carl will follow up with Detco directly so that the work can be started on Tricia's go ahead. The repairs will be paid for by the Town.

- Stroller Parking

Karen spoke to John Pierpont about stroller parking possibilities. With respect to the idea to erect a covered parking area of some kind near the back entrance, John Pierpont responded that a covering could not be used because the Library is already at 50% lot coverage instead of the 30% Pelham Manor limit. He also cited safety issues because if the structure was not connected to the building, it would be a temporary structure that might blow away or cause other hazards. The second suggested option was putting a ramp in front that would allow for stroller storage in the basement. John Pierpont said that absolutely no storage was permitted in the basement because the Library is in a flood zone. Given this feedback and the lack of vocal support from patrons, the Board decided that there seemed to be no viable options at this time.

- Estimate for Staff Stair Replacement

Carl met with a contractor to get a rough estimate for the proposed concrete staff stairs based on the draft specifications. The estimate came out at \$8,000-\$10,000, with the possibility of doing it a bit more cheaply. The proposal included concrete stairs and reinforcement of the platform, with storage underneath for trash bins. Margaret Y. asked whether concrete stairs were still the preferred option (instead of replacing the steel stairs with new steel stairs) if the cost was this high. Carl said that due to the location – the staff stairs are in a wet and shady area – it's not a great atmosphere for steel, and concrete steps would be more durable.

- Remaining Funds from 2014 NYS Grant

There is currently \$1,850 in remaining funds from the 2014 NYS Grant. After the trash can and signage are paid for, there will be roughly \$500 left that needs to be spent by June. Carl and Tricia will bring two or three options to the April meeting. Tricia will need to call the State to report that a different trash can was selected and get approval for use of the remainder funds.

- Documentation Needed for 2016 NYS Library Construction Grant

Carl and Karen put together draft specifications. In anticipation of the NYS approval in May, they will finalize the specifications and be ready to meet with contractors.

- Driveway – Traffic Flow, Chain at Entrance When Closed

Margaret reported the response from John Pierpont regarding possible changes to driveway traffic flow. John Pierpont said that the original site plan called for one way traffic flow (entry on Wolfs Lane and exit onto Carol) through the Library driveway and for chains to block the entrance and exit when the Library was closed. He suggested that these changes be implemented soon and opined that no approval was necessary to make the changes because the specifications were in the original site plan from 20 years ago.

Catherine led the subsequent discussion centered around the best way to proceed with any changes, so as to give proper notice to the community. Changing the traffic flow to one way would be desirable from a safety standpoint and help alleviate issues around school pick up in particular; the number of

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cars in the driveway backing up and traveling in both directions is creating a safety hazard for children, and creating the potential for accidents involving pedestrians. Tricia will check her incident reports and provide a number of vehicular accidents.

The chains were debated. Currently, there is no mechanism for putting chains up on either end of the driveway. To the Board and Tricia's knowledge, there have not been outside complaints about people parking in the lot at off hours or any vandalism. There is some need to access the lot during off hours so that patrons can get to the book drop and teachers can go through to the parking lot the school uses behind the library. Also, cleaners work at the Library after hours. There is also the logistics of who would put up the chains and take them down.

Catherine will draft a memo for Dan, sharing the board discussion on these issue. Dan will follow up with Peter and perhaps Peter as Town Supervisor is best positioned to discuss the issue further with John Pierpont.

Tricia will get in touch with school to see if it's possible for the school to put out notices requesting parents not use the Library as a pickup spot as it's both a safety issue for the kids and disruptive to Library patrons.

### **Action Item: Annual Report 2016**

The Annual Report is almost complete, with some changes needed to the answers to questions 3.1 (Number of Library Visits) and 4.13 (Successful Retrieval of Electronic Information). Issues still remain with the door counter and compatibility with Windows 10 that led to loss of the door counter data between August 15 and November 15. Due to this door counter issue, Tricia has been manually extrapolating attendance numbers to meet the NYS requirement that attendance be taken. Tricia will follow up with WLS tech consultant about how to better manage the door counter for the coming year.

Terry made a motion to accept the Annual Report with the discussed changes and other minor changes, Carl seconded, and the motion passed unanimously. Tricia will file the report tonight or tomorrow.

### **Policy Committee Report**

- Policy review

Catherine reviewed the policy status chart. Catherine, Jennifer, Margaret Y. and Tricia met in February to discuss the status of Library policies and prioritized the policies that need updating and identified additional policies that the Library needs to add to its policy list.

- Action items: Artwork Policy; Release Form

Catherine presented the proposed Photo Release form for the Board's approval. Carl made a motion to approve the Photo Release, Margaret B. seconded, and the motion passed unanimously.

Jennifer presented the revised Artwork Policy; the current Artwork Policy was last updated and approved in 1996. Some slight changes were made to reflect the way the Library is currently displaying artwork and other outside materials. Terry made a motion to accept the amended Artwork Policy, Carl seconded, and the motion passed unanimously.

### **President's Report**

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- Catherine will host a cocktail party at her home on Friday, April 21 for Board members and Dan and spouses. Further details to come.
- Margaret B. and Everett were able to get Novel Night attendee email addresses from the Friends. This led to 210 new newsletter subscribers; after the first distribution, only six unsubscribed as indicated in the newsletter statistics distributed.
- Margaret Y. requested that the technology subcommittee meet over the next couple of months to prioritize items on the equipment list for 2018.

### **Director's Report**

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

- A Hemingway in Paris discussion will take place on March 2 and a local author talk with Alexei Bayer will occur on April 3.
- She recently watched an excellent webinar on how to respond to a security incident. She will be looking at it again and sharing it with the staff. Also, nine staffers are now certified in CPR and AED.
- She'll be attending a 3M Cloud Library Demo program, it's a product for downloadable e-Books that she thinks there may be a shift towards.
- The NYS comptroller annual update document is due April 30.
- The Friends have signed off on a staff dinner and planning is underway.

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 is Wednesday, April 5, 2017.