

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

530 Colonial Avenue

Pelham, NY 10803

January 10, 2017, at 7:30 p.m.

Board Members Present:

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

Board Members Absent: None.

Also Present: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Deputy Town Supervisor Dan McLaughlin, Friends of the Library Board Member Eileen Miller.

Minutes

The minutes of the December 7, 2016 meeting were approved, with amended language about the smoke detector and the listing of the Morgan Stanley grant in the Summary of Library Gifts.

Friends of the Library Report

Eileen Miller reported that the Friends were extremely pleased with Novel Night 2016. The event raised approximately \$170,000, more than their goal of \$150,000. It was most successful Novel Night ever in terms of fundraising.

There were 29 dinners, which were filled in the first four days of the RSVP period. One dinner was added, and over 750 people attended dinners. In 2014, around 600 guests attended dinners. In addition, over 100 people bought tickets to the after-party in advance, and more were purchased at the door. The Friends' business outreach, spearheaded by Debbie Winstead, was also very successful. In 2014, business outreach raised \$13,000. The goal for 2016 was \$20,000, and the final number was approximately \$30,000. Donations in all sizes came in from a wide range of businesses. The less successful aspects of the event were the Giving Tree and the raffle for the trip to Paris, which didn't do quite as well as last time. The raffle for a catered dinner made almost \$5,000.

The Friends have selected Debbie Winstead and Melissa Deighton as chairs for Novel Night 2018.

Next up for the Friends is Pelham Reads. Eileen reported that the next Friends meeting is January 23, and the MOU with the library will be discussed at that meeting.

Finance Committee Report

- Financial Report for the period ending December 31, 2016

Samm went through the financials, starting with net ordinary income, which was at -\$5,957.26 for the year versus the budgeted deficit of \$7,200. She explained that the budget is planned to run at a deficit, which is covered by various donations, such as the individual bequests. The actual deficit number being less than budget means the loss for the year was less than anticipated.

The Town allocation is at less than 100% of budget, but this is due to the lag in payroll. The deficit is equal to payroll salaries plus payroll taxes and benefits in respect of the last December pay period. Everything else for the year is on or under budget. Anything that is over budget has been discussed in past meetings, and is covered in the 2017 budget. The only other change is the reallocation of \$1,000 from programs to building maintenance and repairs for wireless; the \$1,000 from programs is coming from the Morgan Stanley grant.

With respect to Other Income/Expenses, there are some lines that don't match between Other Income and Other Expense. This is because the income came in previous years, and those monies received in previous years were then spent in 2016. One standout without a match is the NY Construction Grant 2014 line under Other Expense; these monies were received in 2015.

In the Summary of Gifts, Samm noted that there was one data entry error note at the bottom of the page. This error will be corrected in 2017.

Terry asked whether the Board should consider a policy that gift amounts under a certain threshold must be spent in the same year as the gift, e.g. if gift is less than \$1,000. This was discussed but rejected due to logistical concerns, such as the difficulty of spending a gift that was received late in the year, timing issues of book orders, or a mismatch between a restricted gift and needs at that time.

On the balance sheet, Samm noted the net income difference year on year from 2015 to 2016; this is due to donations and grants that came in 2015 and were spent in 2016; thus, there was an inflated net income number last year, and the excess was spent this year. For instance, last year, there was NY State grant money and Lam bequest money reflected in income.

Carl made a motion to approve the financial statements, Terry seconded and the motion passed unanimously.

- Approve 2017 COLA and Operating Budget

The revised budget contains a few changes from the originally proposed budget. The Town has come back with allocation of \$583,465, which includes funding for a 2% raise for employees. The fee for WLS technology has come down from the original estimate. Payroll has increased because of the 2% COLA increase. Nothing else has changed.

Dan McLaughlin agreed that the Budget looked correct. Margaret Y. made a motion to approve, Jennifer seconded, and the motion passed unanimously.

- Review Equipment Inventory & Replacement Schedule

This was the board's first review of the equipment list in at least a year, and it is valuable to review this schedule regularly. Only three items need to be replaced in 2017. There are many more items on the list for 2018, including an upgrade to equipment in the program room; AHE (Advanced Home Environments, a Pelham company) did the original media center in the program room and provided recent estimates. Terry suggested that serial numbers be added to the list, and that there be a subcommittee dedicated to reviewing this list and the replacement schedule. Terry and Margaret B. volunteered for the new tech subcommittee. Tricia will check on whether the AHE estimate includes installation.

Buildings & Grounds

- Options for spending remaining 2014 NYS Library Construction Grant

Carl presented three trash can options to the Board, and a trash can was selected by vote. The new trash can will be purchased and installed to the right of the Wolfs Lane entrance.

Approximately \$300 of the grant will be left after the trash can purchase. Tricia proposed purchasing entry way signs for the Staff Entrance and Program Room and laser cut signs with the library hours to be adhered to windows at the entrances. The Board agreed, and Tricia will go back to the State to get approval to purchase the signs with the remainder of the money.

- Security Update

Terry and Tricia have been working on an Emergency Preparedness and Evacuation Procedures booklet and would like to run a training for staff members. The booklet includes a protocol for what happens when someone is missing, muster points, etc.

The top priorities for next month are: conducting an evacuation drill, sharing the plan, training, and putting together a final draft that can be voted on for adoption.

The other priority is the security upgrade. The Town will likely pay for a portion of it. Terry will send Dan the paperwork and estimates.

- Wireless Upgrade Update

The upgrade was complete as of last meeting. There was a change order that added another approximately \$1,000 to the cost, so the final cost was roughly \$3,000 rather than the original \$2,000. Tricia and Margaret B. will look at the invoice and decide what action to take, i.e. whether challenge the additional charges or pay the new invoiced amount.

- Documentation needed for 2016 NYS Library Construction Grant

The 2016 grant involves repairing the back handicap ramp and replacing the Carol Place door. Carl talked to Pierpont, and the Library does not need Village of Pelham Manor Board approval for the door and the ramp; the regular process with Pierpont and his approval are sufficient.

- Staff door stairs

The staff door stairs need to be replaced, although funding has not yet been ascertained. Carl asked whether the work on the staff door could be started this spring. The specifications for the concrete stairs are done and the estimate is \$15,000 to \$16,000. This work could be moved to the 2017 NYS grant, but then the project wouldn't get taken care of until 2018. Carl will get a specific quote on the stairs for the March meeting, and then the Board can decide whether to move forward with the work.

- Other B&G needs

There was also a discussion about the need for new carpeting. The last estimate obtained was around \$25,000. The other need is for updates to the security system, which will cost in the range of \$1,700-\$3,200.

The recent roof repair is still holding; there has been no water in the building.

If the Library pursues adding stroller parking in the back, a waiver from the zoning board would be needed because the Library is over its lot coverage limit. Margaret Y. asked Augusta and Tricia whether there was a real need for stroller parking and they said it was an issue. Currently, strollers are often parked on the handicap ramp and crowded into the back lobby. There are concerns about safety, particularly during story hour when it's crowded. Dan suggested a front ramp into the basement for stroller parking there. Carl and Karen will put together proposals on these two options and rough estimates of the potential cost.

Personnel Committee Report

- Performance Appraisals
 - All performance appraisals are done except for Tricia's. Sandy and Margaret will schedule a date to conduct Tricia's review.

Communications Committee

Everett and Margaret B. will follow up with Eileen Miller about getting access to the email list from Novel Night.

Director's Report

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

- New staff computers were installed in December and are working.
- The library was awarded \$140 more for the 2016-18 construction grant (bringing the total to \$12,787) because some systems couldn't use the money that they were originally allocated.
- Trustee training: Tricia is working on an introductory document that gives new trustees an overview of where to find critical documents such as the mission statements, policies, minutes, library development websites, Board of Regents and Westchester library policies, NYLA and trustees organization, the operating plan, the trustee list, etc.
- Adult programs have not changed since the last report. For children's programs, Granny Jean is coming during February vacation time. Lilly is continuing her three outreach book clubs, two at Colonial and one at Hutch.
- Guardian Security helped Tricia install the DVR software on her computer so that she can see the cameras from her office. The next step is to get the software on other staff machines so that there is an ability to view the cameras in Tricia's absence.
- The second Zentangle program was well attended. The Library has bought coloring supplies, and would like to do similar programs, as they are easy to execute and received well.
- Tricia is going to Cuba with the ALA, including the Havana Book Fair.
- Tricia's goal is to do more training for herself. Upcoming is a Wikipedia training, an ALA Webinar about how to respond to an emergency in your library, and Bluecloud Analytics training on software that interfaces with circulation statistics and allows libraries to do statistical reporting.
- Save the Dates – Give GAB is something the Friends might want to participate in. On March 1, the Annual Report is due to the State, it's Library Advocacy Day, and there's also a Board meeting. The WLS National Library Week event will take place April 7. The WLS Trustee Institute on Financial Statements is Thursday, April 27, and Samm will attend.

Other Business:

- Laura will take a look at the full year of programming stats for next meeting.

- Museum passes are currently up for renewal. There is a \$500 gift from JLP to support additional passes. The group should discuss in March whether there are other museums that should be added and which ones should be retained, the Intrepid passes are popular.
- The December newsletter generated some year-end gifts.

An Executive Session was called to discuss an attorney-client privileged communication. The Board went in to Executive Session at 9:21 p.m. and ended at 9:23 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, March 1, 2017.