

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

530 Colonial Avenue

Pelham, NY 10803

July 12, 2017, at 7:30 p.m.

Board Members Present:

Margaret Young, Laura Woods, Sandy Angevine, Everett Potter, Samantha Monroe Hinton, Carl Pannuti, Terrence Mullan, Karen Fellner, Jennifer DeLeonardo, Margaret Breuninger, Catherine Campbell (beginning with the B&G discussion).

Board Members Absent: None.

Also Present: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Deputy Town Supervisor Dan McLaughlin, and Library Communications Consultant Cathy Taylor.

Minutes

The minutes of the May 3, 2017 meeting were approved.

Finance Committee Report

- Financial Report for the period ending June 30, 2017

Samm reported that she was working with Deborah to make some changes to the presentation to include more information, in particular, adding a column that shows the change since the last meeting.

Otherwise, Samm reported that the financials were as expected, with most items at or around budget, other than some expense items that are paid for in lump sums, such as taxes and membership fees, and others, such as computer maintenance expenses, that would likely come up later in the year. Income from fines and lost books are lower than budget, but this is to be expected as much of this comes in during September and October as people return back from summer break. Some expense items, such as the two supply line items, were below budget, reflecting responsible use of supplies.

The Other Income/Expense line items were also as expected. Margaret Y. asked about the legal expenses under Other Expenses. Tricia said she sent an invoice to the Town for the amounts still owed, as the Town had agreed to pay these expenses, but the Town sent her the invoice back. Dan explained that the Town needed an original invoice from the law firm. Tricia agreed to discuss issues of confidentiality and legal privilege with Catherine and resubmit the invoice.

On the balance sheet, Samm added a column showing the end of year numbers for 2016. As of June 30, for the first time in 2017, the Library is in a better position than at the end of 2016, with positive net income.

Margaret Y. inquired about whether the Klein Foundation donation should be included in the Summary of Library Gifts table. Tricia expressed that she might prefer not to add it to the table, because the money would be spent this year. Samm said she would take a closer look to decide how it should be handled.

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

Buildings & Grounds

- Security Update

The new security system was installed this week. However, the contract was not signed prior to the work. Dan said the Town will sign the contract once Tricia sends it over. Margaret Y. stated that in the future, the general rule should be that if there's going to be a contract covering specified work, the work should not be started until the contract is signed.

The new security system now works, there were a couple of initial issues that the technician came and fixed today.

Tricia noted that there was still some patching and painting work that needed to be done around the panels, and Carl said he'd add these items to the odds and ends list.

Staff does not have their key fobs yet, but WLS has said that the fobs can use the same port as the cameras at no extra cost. Tricia will follow up on this and on assigning new unique codes to each staff member.

- Driveway Update

Carl will meet tomorrow with Detco to stake out the signs for the change from two-way to one-way traffic flow in the Library's driveway. The paint work will be done in the evening and will need to dry overnight. Carl predicted that the work will be complete by July 21.

Dan confirmed that the Town would post constables at the Library during the first week of school to help with the transition.

There was further discussion about how to inform the public of the traffic flow change. Tricia will arrange for larger, more prominent notices of the change to be posted at the Library and coordinate with Cathy Taylor to:

- Post the change on the Library website;
- Include it in the Bookmark;
- Post to various Pelham Facebook pages; and
- Disseminate through Pelhams Plus.

Tricia also talked to Peter Giarrizzo about including information about the traffic flow change in the back to school welcome packet.

- Documentation Needed for 2016 NYS Library Construction Grant

The State has formally approved the grant, and Karen has prepared two separate sets of specifications for the work – one for the door and one for the ramp work. Carl will send the specifications out to contractors to solicit bids.

Tricia noted that there may not be very many contractors in the automated door field. Dan asked Carl to follow up with Ralph for contractor names and told Tricia that there needed to be three bids.

Carl said that once contractors had been selected, the work should take about a week and possibly could be done by early fall.

- Potential Grant Project

Margaret Y. asked about the possibility of submitting a new grant this year. The application would be due at the end of August.

Prior discussions focused on seeking funds for a lobby renovation. No clear goals emerged from this discussion. Sandy suggested that the Board consider seeking funds for bathroom renovations. Tricia agreed that the bathrooms were very old, and the children's bathroom is currently out of order due to the broken toilet tank. The Board agreed that this was a good idea but no vote was taken at the meeting approving a project. Karen will pull together a design and biddable specifications for all three bathrooms and she and Carl will get an estimate and assist Tricia with the paperwork to submit a grant application. Dan McLaughlin communicated that the Town would need to approve as well for anything to move forward given that 50% of the cost of any work would be supported by the Town of Pelham.

Tricia noted that the library had a new toilet tank on order for the children's room bathroom, and that she would continue to pursue that avenue as well so that the bathroom would be functional in the meantime.

Policy Committee

- Draft Confidentiality/Law Enforcement Policy Review

Jennifer presented drafts of a revised Privacy Policy and new Law Enforcement Policy.

The Law Enforcement Policy would be a new policy for the Library, and was presented for discussion. Tricia asked that the proper person at WLS look over the proposed policy before the Board voted on its adoption. The policy provides a detailed series of steps for staff to follow if law enforcement presents the Library with a search warrant, subpoena, or other court order.

Jennifer then discussed the revised Privacy Policy. The revised policy brings in the wording from New York State law on the confidentiality of library records and includes a more explicit statement on the Library's commitment to not sharing user information and Library records with third parties. Tricia asked how this would impact individuals picking up Library holds on behalf of their spouse or other users. Jennifer and Catherine advised Tricia that under the policy and the New York law, individuals would not be able to pick up materials for other adult users without that user's consent. Tricia, Jennifer, and Catherine will discuss further the form of this consent or release. This would not apply to parents picking up materials for minor children, as minors do not have the same right to privacy vis-a-vis their parents.

Terry made a motion to adopt the revised Privacy Policy, Margaret B. seconded, and the Board adopted the revised Privacy Policy unanimously.

President's Report

Margaret Y. asked Dan whether discussions with the Town on transfer of the Library's title were now closed, and Dan said he believed that Peter was still waiting to hear from the Library's lawyer. Catherine will follow up.

Director's Report

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

- The change to the 2014 Construction Grant extension was approved, and the balance of \$702.11 can be applied to the parking lot signage project. The Detco proposal was for \$1,825, and Tricia had not identified the source of funds yet. The Board discussed and decided that the funding could come from the Klein monies.
- Tricia gave a report on the search for a librarian to replace Lilly. She and Sandy had spoken to four candidates thus far. One was being asked back to do a sample story hour.
- Tricia reported that the 2017 construction grant process had changed slightly, but the changes should not affect the Board's plans to submit a grant request for the bathroom renovation work.
- Tricia said she would send around the PLDA Minimum Standards – Summary of Proposed Changes to the Board.
- Tricia reported that she had spent a good deal of time in the past month or two on maintenance issues, including a toilet for the children's room bathroom and pest issues, and hiring.
- Summer reading sign-ups had started, brochures were sent out through the schools, and Library staff presented about the summer reading program at school assemblies.

The Board then discussed the issue of the door counter. Terry and Tricia met to go through the issues around the counter. Tricia has manual logs, and Terry and Tricia were able to run some reports. Dan stressed that having an accurate count of the number of Library patrons was crucial to the Town, and Margaret Y. pressed Tricia to make progress on the door counter before the next Board meeting.

Communications Committee Report

Cathy Taylor gave a presentation about newsletter open rates as well as other communications issues. Newsletter open rates for 2017 are up slightly over 2016, in part due to the email database being a little cleaner. Generally speaking, newsletter open rates tend to be in the teens, so the library's open rate in the 25-29% range is high. She included some information in the updated chart about desktop versus mobile open rates, and the majority of the opens tend to be on mobile devices. There was some discussion about thinking about whether the newsletter template worked well on mobile devices or if there might be a better presentation format.

The topics for upcoming newsletters are mapped out. The Friends selected *The Wizard of Oz* for this year's Pelham Reads; the August newsletter will contain a teaser, and the September newsletter will focus on Pelham Reads to help the Friends build momentum.

The Board discussed with Cathy some social media issues, including as whether the library (or individual Board members) should respond to comments on social media sites, such as the various Pelham parent Facebook pages. Cathy opined that there would always be mixed comments and discussion, and that so long as the discussion was not spiraling downward out of control, to let it go. If anyone saw comments that were headed that way, a thoughtful and fast response would be necessary.

Program Committee Report

Laura reported that she and Tricia had met to discuss programming and agreed that additional programming, particularly for children, should be added to the schedule. The Board discussed the lack of programming for the older elementary school age group. Tricia and Augusta explained that this ties in with personnel needs. Lilly is retiring, and a new children's librarian will be hired as soon as possible. The Board needs to consider the funding available to perhaps hire a part-time children's librarian or other part-timers to provide more programming. Tricia will follow up with Laura.

Nominating Committee

Action Items

- Terry Mullan – To serve on the Nominating Committee

Margaret Y. nominated Terry to join the Nominating Committee, Laura seconded, and the Board unanimously approved.

- Terry then presented three candidates to fill the slots opening on the Board.
 - Emily Gest – Filling Everett Potter's 2nd term expiring 9/30/2021. To serve on the Communications Committee

Emily brings 20+ years in communications roles, in both the private and public sectors, including nonprofit communications. Carl nominated Emily to the Board, Margaret B. seconded, and the Board unanimously approved.

- Rob Gimigliamo – To serve a regular 5-year term starting 10/01/2017 and expiring 9/30/2022. To serve on the Buildings & Grounds Committee

Carl's term is expiring at the end of September and he is stepping down from the Board. Rob is the Director of Facilities in the Bedford Schools, he's been a contractor in Pelham. He's met with Karen, Carl and Terry. Margaret B. made a motion to nominate Rob to the Board, Laura seconded, and the Board approved unanimously.

- Keith Keaveny – Filling Margaret Young's 2nd term expiring 9/30/2019. To serve on the Finance Committee

Keith is an insurance actuary with experience in business analysis who has lived in Pelham for two years. He would backup Samm on the financials, and met with Terry and Samm. Samm nominated Keith to the Board, Margaret B. seconded, and the Board approved unanimously.

- Terry Mullan – Filling Margaret Young's officer role as President through 9/30/2018

Everett nominated Terry to fill Margaret Y.'s remaining term as President, Margaret B. seconded, and the Board approved unanimously.

Dan asked to be provided with the new Board members' resumes so that he could present them to the Town Board.

Other Business

This was Margaret Y. and Everett's last meeting. They received certificates for their service. Dan thanked them for their service and added that the Town Board had noted its appreciation for their service at its most recent meeting.

The Board Meeting adjourned at 9:31 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, September 13, 2017 at 7:30 p.m.