

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

530 Colonial Avenue
Pelham, NY 10803

September 13, 2017, at 7:30 p.m.

Board Members Present: Terrence Mullan, Sandy Angevine, Carl Pannuti, Margaret Breuninger, Keith Keaveny, Jennifer DeLeonardo, Samm Hinton, Emily Gest, Laura Woods, Catherine Campbell, Karen Fellner (through the buildings and grounds report)

Also in attendance: Library Director Patricia Perito, Librarian Augusta Turner, Friends of the Pelham Public Library Member Lisa Kiernan

Terry welcomed the new Trustees Keith Keaveny and Emily Gest. He also noted that this is the last meeting for Carl Pannuti as his term as Trustee ends September 30, 2017.

Friends of the Library Report

Lisa Kiernan was present to give an update on the latest meeting of the Friends of the Library. Lisa noted that the Friends previously approved a software program for their analysis of donor contributions and information.

Since this is an off year from novel night, the Friends are organizing Pelham Reads for this November. This year the theme is Pelham Reads *The Wizard of Oz*. There will be a variety of events at the library on November 4th including a scavenger hunt around Pelham where people will find their way to library. There will also be crafts, a spoken word activity, and a STEAM activity. The Friends are hoping to create activities that will target different age groups, including a spoken word event geared towards adults.

On November 5th, the Pelham Picture House will be hosting a screening of the film version of *The Wizard of Oz* and show Oz related movies made by children who attended their summer camp. The elementary schools will be incorporating the books into lessons and the middle school had featured the book on its summer reading list in hopes that some children would read it. The Facebook page for Pelham Reads should be live this week.

Tricia noted Battle of The Books wraps up about two weeks before Pelham Reads. Terry asked if there is any potential for crossover with other charitable events in town happening this fall. Lisa remarked that chronologically the events wouldn't overlap with other events, including the Art Center's fall programming.

Minutes

The minutes of the July 12, 2017 meeting were approved.

Finance Committee Report

Before giving her overview of the financials, Samm mentioned that there are changes that need to be made to documents and Debra was not available to make the changes in time for the Board meeting. They are not ready to approve at this meeting but will be voted on at the October meeting.

Samm is looking into ways to present the financials in a way so that the board can see how they financials have changed from meeting to meeting. The new presentation of the financials will be showed at the October meeting.

As far as things to review this meeting, Samm opined that the fines and lost books line item appears low but usually picks up later in the year due to the summer months when people being on vacation and circulation is larger than usual. She also noted the \$17,500 contribution from the Friends as well as the aid from the state of New York had come in.

Under expenses, a variety of expenditures had come up over the summer, including bathroom and grounds repair. There were also higher expenditures around programs, including story time, which we had to outsource staffing in the period of time that the Library was without a new children's librarian. The WLS Technology spending is currently higher than the budget for the year because the initial budgeted amount was based on the equipment the Library had last year. Because the Library has since installed a new wireless access point the expense was incurred and prorated. However, this will be the last we incur under this line item this year.

Legal expenses that have been incurred are still pending from the conversations about transferring the deed to the Town. Catherine noted that the Town is supposed to incur the cost over \$2500. Sandy asked if this is an expenditure we should expect next year and if it something we should budget for.

On the balance sheet, the Library's net assets are in a good place, though the balance does reflect the increased expenditures over the summer.

Preliminary 2018 Budget

Samm noted that this time of year is when she begins to look at the different areas of spending and assess where we would like to make changes for the 2018 budget. She will also be looking at the current budget and how we have been tracking to stay on budget for the year. For example there may be some areas that run slightly over budget that will need to be adjusted for 2018, like building and grounds, and equipment. Samm also noted that we might want to look at how certain funds are allocated, like supplies and the line item marked miscellaneous. She also mentioned that as a board we would assess the necessity for any increases to the professional development budget. Samm will meet with Tricia and get something to send to the finance committee next week. Terry asked if we were tapped out on budget for patron and promotional supplies budget or if there was a plan for funding for the rest of the year. Tricia has asked the Friends to help fund the materials for K-Day. Tricia does not expect all of the supplies to be used entirely and will attempt to keep both lines under budget when combined. There was no motion to approve since there are still some changes to be made and the financials will be reviewed for approval at the October Board meeting.

Buildings and Grounds

Carl asked Tricia about how implementation of one-way traffic in the Library driveway was going. The constable was on site the first day of school and Pelham Manor police had been on site for about an hour or so school days during pickup to enforce the one-

way traffic. So far with the law enforcement present, the traffic has been moving according to plan.

Samm attended the Board of Education's informal coffee meeting on September 13. She reported that the Board of Education is discussing creating informal drop off points around the schools, and Samm mentioned that any changes they make, may impact the after school traffic around the library.

Carl gave an update on the 2015 grant monies have been spent and Tricia noted that the library had received the payment from the Town. As part of the 2016 Grant, Carl gave an update on the bid process for the Carol Place handicap entrance and after asking a variety of sources, the committee has only received one bid. Carl is comfortable with the bid and moving forward with the work to have it complete before any fall/winter inclement weather. Catherine made a motion to approve moving forward with the work to the entrance. Sandy seconded, and the motion approved unanimously.

Carl reminded the Board that it had been discussed to apply for grant monies for bathroom repair. After evaluation, it was noted that the bathroom needs cosmetic repair, and will not need a full renovation—the cosmetic repairs will suffice. Karen and Rob [Gigliamo](#) will be putting their focus on renovations and repairs to the two lobbies. Karen will be able to create designs and the application needs to be submitted with bids by August of 2018. Terry explained why there would not be an application for a 2017 grant. Due to timing, and lack of a board vote, the decision was made not to move forward with a 2017 grant and focus solely on applying for a 2018 grant. Terry noted that there would be a calendar created to track the deliverables for the application process for 2018 so that the application stays on task.

Policy Committee

Jennifer gave an update on the law enforcement policy review noting that Tricia sent the policy to WLS. WLS just responded regarding with small edits and the policy should be ready for review by the October Board meeting.

Catherine gave an update on the conflict of interest policy, which is required by law for non-profit organizations. As an entity that is subject to both non-profit and municipal laws, the Library is required to have a conflict of interest policy as well as a code of ethics. Catherine edited the Library's current code of ethics and drafted a conflict of interest policy to bring the Library up to code. Catherine's recommendation is that these two policies are different enough to keep as separate policies, rather than combining them. She also noted that these drafts had not yet gone through committee.

Terry asked what the policies were meant to control, and Catherine noted that the conflict of interest was to maintain a financial ethics (e.g. personal gain from bids on work done to the library), and the code of ethics sets the standard for approaching ethical quandaries. Catherine noted that the Board members and key employees are required to disclose potential conflicts and sign the policy once a year. It is the role of the secretary to keep these documents whether electronic or hard copy. Catherine is taking comments on the policies and will accept them before a vote at the October Board Meeting.

Catherine remarked that there is now a non-profit provision for Board members to vote electronically. However, the provision stipulates you need a 100% response and unanimous vote in order to do so. Tricia noted that votes could not be held electronically due to the Library's requirement to adhere to Open Meeting Laws. Catherine will look into if there are any circumstances when an electronic vote may be possible.

President's Report

Terry outlined priorities to help move the Library forward in 2018. These include increased programming to get people into the library in hopes that transactions will follow. Another priority will be how to adapt to the changing landscape of technology, particularly those areas that children focus on.

Another priority will be an emphasis on more-focused Board meetings and aligning the committee chairs to meet in advance so the monthly meetings are more effective. There will be an effort to increase review time of materials that will be voted on at each meeting.

Director's Report

The director's report was electronically sent in advance and reviewed by Tricia. She reported the following:

Scarsdale Security installed the new security system and keys have been distributed.

A new children's librarian, Oz Coto Chang, was hired and began working at the Library on August 28. He had previously worked at the library and the staff is excited to have him back. Tricia noted that in August, Story Time was particularly hectic, and that in some cases the library had to double up on story time sessions. Oz has started to do some of the weekly story time programs. The Junior League has reached out and will be doing two Tuesday story times per month. They will also be engaging a local artist to do an activity workshop once a month on Saturday afternoons.

Tricia reviewed the Minimum Standards for Public Libraries in New York State and the proposed changes. These are standards libraries have to meet every year to receive or maintain a charter. Tricia provided an overview and reviewed the standards with the Trustees. The changes are open to comment until September 25 and Tricia has invited board members to provide feedback. One area highlighted was the requirement to have an operating plan that needs to be revised every five years. The policy committee will be reviewing the document.

The Library is prepping for Battle of the Books tournament in mid-October. Librarians Augusta and Oz are both coaching teams for the tournament.

K-Day, traditionally held in September, has been moved to October 28 from 12-3 pm. Jennifer noted that the weather at that time of year can be difficult so there should be a contingency plan in case the activities move inside. Tricia is already planning for next year and hoping to secure an earlier date.

Personnel Committee

A Library organization chart was distributed. Sandy noted that most of the employees at the Library are part time. The personnel committee met last week to discuss any issues and have identified some potential issues that may need to be addressed in order for employee retention.

Jennifer inquired if there had been any update on whether there was funding to hire a part time employee to help with an increase in programming. Samm had investigated and the budget did not have excess funding in order to support another hire. Sandy noted that any increase in programming needs to be coordinated with an increase in personnel. Jennifer noted that the new minimum standards might make a case to budget for more part-time personnel. Though based on feedback in previous meetings, this may not be possible.

Terry noted that Emily would be doing a case study around activities done at the Library and other surrounding libraries to see what sort of community engagement was done during the solar eclipse. Seeing how other communities drive engagement could help inform how the Library could improve. Jennifer suggested specifically looking at towns and village of similar size to see if we offer comparable services and the suggestion was noted.

Nominating Committee

Terry nominated Sandy as Vice President for the term starting 10/01/2017-09/30/2018. Catherine made a motion to approve the nomination, Laura seconded the motion and it was approved unanimously.

Terry nominated Margaret as Secretary for the term starting 10/01/2017-09/30/2018. Sandy made the motion to approve, Catherine seconded and the motion and it was approved unanimously.

Terry reviewed the slate of Board committees and proposed these updated names for the following committees: Communications/PR, Policy/Legal and Program/Outreach. Margaret made a motion to approve the new names, Jennifer seconded the motion and it was approved unanimously.

Next, Terry reviewed a proposed new slate of committee members and chairs. Jennifer inquired about getting involved in the Collections/Services Committee and Terry asked if she would like to chair that committee and she accepted. Catherine will be joining the Personnel Committee. Catherine made a motion to approve the names as revised, Carl seconded the motion, and it was approved unanimously.

The meeting adjourned at 9:22 pm.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, October 4, 2017.