

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

530 Colonial Avenue

Pelham, NY 10803

October 11, 2017, at 7:30 p.m.

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**Board Members Present:** Terrence Mullan, Sandy Angevine, Laura Woods, Karen Fellner, Jennifer DeLeonardo, Samm Hinton (through discussion of budget), Margaret Breuninger, Emily Gest, Keith Keaveny

**Board Members Absent:** Catherine Campbell

**Also Present:** Library Director Patricia Perito, Librarian Augusta Turner (stepped out during executive session), WLS Board of Trustees President Cathy Draper (who left after her talk), Deputy Town Supervisor Dan McLaughlin (arrived during Cathy Draper discussion and stayed until executive session began session)

Terry welcomed WLS Board of Trustees President Cathy Draper to the meeting. She spoke to the Trustees about information she presented at the WLS Trustee Institute, including legal rules and regulations regarding open meetings and the required number of votes to institute a passing motion when only a quorum is present at a meeting.

Terry asked about the possibility of Trustees attending board meetings remotely via video, and Cathy mentioned that it is possible for Trustees to attend meetings via video, however, that means that the public needs to be notified of the addresses of people attending via video.

She also noted that meetings of board committees need to be posted and open to the public. In an effort to be transparent, any information to be discussed at an open meeting that may be of interest to the public should be posted to the Library's website in advance of the meeting, when possible.

She also discussed the changing role of Libraries in communities today, and how the services offered goes far beyond book lending. She reported that she looked at several other local library websites to see the types of programming they offer. Generally, they offer programming for people of all ages, and across a large spectrum of interests that span far beyond reading.

Terry asked if there are any libraries specifically that are successfully transitioning into a community hub. Cathy mentioned that the White Plains Library has opened new, dedicated spaces for different audiences, and that the Port Chester Library offers Spanish-speaking programs to expand the reach of programs to more people in the community.

Augusta asked how we might be able to get up-to-date information of what the community is looking for. Cathy suggested doing an online survey to get data from different community populations. Augusta noted that everyone might not be interested in going online so she suggested using a mailing list and distribute to the whole town.

Keith inquired about WLS construction grants and other grant opportunities that the Library may have. Cathy mentioned that it is worthwhile to look into possible legislative grants in addition to WLS grants, as well as potentially working with organizations. Dan remarked that for WLS construction grants, the Town of Pelham needs to commit 50% of funding, so that it isn't just a Library commitment, it is one

for the town as well. He and Cathy also noted that the Pelham Library has been a recipient of these grants in recent years for projects like the new roof.

Sandy asked the best practice to have the trustee meeting packages available to the public ahead of a Board meeting. Cathy recommended that since the Library meets generally on Wednesdays to have items available the Friday before the meeting as much as that is practical.

Tricia asked if the WLS workspace renovation has been more conducive for work. Cathy mentioned that the team is using space in new ways and led to more creativity and collaboration.

Jennifer asked if Board members meeting one-on-one with staff would count as a meeting required public notice. Cathy responded that one-on-one meetings do not constitute a public meeting, but with more than one member, that does require public notice by law. She also mentioned that there are requirements around holding executive sessions, and that the Board should make sure that all motions are made properly and reflected in the meeting minutes.

## **Minutes**

The minutes of the September 5, 2017 meeting were approved.

## **Finance Committee Report**

Samm reviewed the financials through September 5, which were tabled at the September meeting. She explained that the legal expenses are now reflected correctly.

Sandy made a motion to approve the revised September meeting financials. Emily seconded the motion and the financials were approved.

Samm then presented the financials through October 6. She noted that the net income deficit could be accounted for because the Friends and Town allocations have not yet come through.

Terry asked about the Mayer donation funds of \$6,259 and asked if it was new. Tricia confirmed that it is a new gift. She said the Klein Foundation and the Mayer donations have been the only new gifts outside of miscellaneous income for 2017. Terry noted that we still have the Ralph Mirra gift outstanding and Tricia said the Library would make use of it in 2017.

Sandy motioned to approve the financials through October 6. Keith seconded the motion and the financials were approved.

## **Executive Session**

Terry asked for a motion to go into an Executive Session to review the employment history of a particular person or persons. Samm made the motion and Jennifer seconded. The Executive Session began at 8:24 p.m..

The Board came out of Executive Session at 8:35 p.m..

## **Financial Committee Continued**

Terry put forth the 2018 proposed budget to be presented at the Town Budget Workshop scheduled for 10/18. Samm pointed out the highlights of items that will be changing. The income to come from outside of the Town allocation should remain relatively flat. She noted that that income from fines, lost

books and printing is being budgeted to decrease to align with the trending decline that we are seeing in 2017. Income from Misc. donations has increased so the budget will reflect that trend.

Jennifer asked whether an increased contribution from the Friends has ever been discussed based on their success. Terry remarked that the Friends shared the financials with us and that the contributions are on par with the success of 2016's Novel Night split over two years. Terry noted that moving forward, financial asks should be aligned to asking for a specific use.

In regards to expenses, Samm noticed that the building and repair budget line item is increasing because over the last two years we have we have seen a trend in an increased spending here so the requested increase reflects that.

Other proposed decreases include computer hardware and software as well as computer maintenance.

Many proposed line items are flat, including equipment and library collections. The proposed budget also includes an increase for membership fees to reflect an overall increase we have seen in spending on this line item overall, as well as money for programs, and for WLS Technology. The budgeted line item for WLS is currently only based on a best estimate, since we will not know the actual increase until after the proposed budget is approved.

Regarding payroll, there is an assumption of a 2% cost of living adjustment from the Town, though that will not be confirmed until the Town passes its 2018 budget. It also reflects an increase in minimum wage. The proposed budget also reflects other proposed changes in payroll and benefit costs.

Emily asked if the flat Professional Development line item would be enough, and Samm remarked that the Mayer donation might be used to help offset expenses on this item.

Terry said that the proposed budget increase is on par with years past, and this year's increase is due to the need for more programming within the community.

Jennifer asked if the funding for an increase in programming is really only attributed to other line items, since the proposed budget also takes from another line items (e.g. patron promo). It was discussed that the changes in the allocation of the funding still reflects a true increase in \$2000 increase for that line item.

Jennifer made a motion to approve to proposed 2018 budget for \$692,625. Laura seconded the motion and the proposed budget passed unanimously.

## **Buildings & Grounds**

Karen presented an update on the 2016 Construction Grant. We have moved forward with the bid on the ramp entrance, and we are currently waiting for the company to begin the work. The automatic doors project including the associated electrical wiring are the other projects to be completed as part of the grant funding. There are two electrical bids as well as two construction bids for the project. The bids will be discussed by the Buildings and Grounds Committee, as well as discussing the best time to proceed with the work since the cold weather may not be a good time to replace the doors.

## **Director's Report**

Tricia reviewed the highlights of her report that was sent out in advance of the meeting. She covered the recommendations from the e-content committee of the Public Libraries Directors Association of Westchester. The committee will be voting on changes in an upcoming meeting, and some changes that affect the Pelham Library. This includes Ancestry.com, Bookletters, Morningstar, and Recorded Books. The committee proposed using other software for Bookletters but it may require more staff time and the content will not be identical.

Upcoming programming highlights include popular adult coloring, as well as book clubs, and a WSOS lecture on Demystifying Medicare. Also of note is a lecture by Liz Kemble on Picasso in the Pyrenees.

Sandy made a motion to appoint Oswaldo Coto-Chang as librarian I at a salary of \$52,000 per year. Emily made a motion to approve the appointment and Jennifer seconded the motion. The appointment was approved unanimously.

Sandy made a motion to appoint Jon Parker as part-time clerk at \$12.60 an hour. Laura made a motion to approve the appointment and Keith seconded the motion. The motion was approved unanimously.

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, November 1, 2017.