

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

530 Colonial Avenue

Pelham, NY 10803

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

Board Members Present: Terrence Mullan, Sandy Angevine, Karen Fellner, Jennifer DeLeonardo, Samm Hinton, Keith Keaveny, Catherine Campbell, Robert Gimigliano

Board Members Absent: Margaret Breuninger, Laura Woods, Emily Gest

Also Present: Library Director Patricia Perito, Adult Services Librarian Augusta Turner

Minutes

The minutes of the October 11, 2017 meeting were approved. Jennifer motioned to approve the minutes, Karen seconded the motion, and the minutes were approved unanimously.

Finance Committee Report

- Financials through October 27, 2017

Samm reviewed the financials through October 27, 2017. As the Library is getting closer to year end, it is easier to project where line items will end up relative to the budget.

On the income side, the Library is likely to fall short of budget on the fines, lost books, and printing line item by somewhere by \$1,000-\$2,000. As a result of the anticipated shortfall, the line item has been reduced in next year's budget.

Sandy asked if there was a way to run a report of delinquent accounts. Tricia explained that there is an agency that contacts delinquent accounts at a certain level, but not for smaller amounts unless requested. Terry asked Tricia to present to the Board at a future meeting about how the fine process works, i.e. the levels at which the staff at the circulation desk verbally informs patrons they cannot borrow books, the WLS system shuts patrons out, and the collection agency reaches out to delinquent patrons.

The balance of the Friends contribution has come in for the year. Miscellaneous income continues to increase, but not enough to make up the decrease in fines. It is difficult to anticipate whether this increase will continue. State Aid will be a bit under budget this year, but this is because State Aid is sometimes held over to the next year, for instance some of last year's came in this year.

Expenses, building maintenance and repairs is on track for November; barring anything major, this number should be within budget. The Computer hardware and software line item is under budget, but the recent laptop purchase will come through in next month's financials. Equipment is close to budget, but will be slightly over for the year because a new fax machine needed to be purchased after the old one broke. The rest of the items all look on track with the exception of programs and a few others. There is less than \$200 left in the budget, and the Library still have holiday programming. On the two supplies line items, one is over budget, one is under, but they cancel each other out. Water is over budget for the year; the budget for this line item was best estimate because it was the first year the full sprinkler system was in effect.

Overall the Library is in a good position. There are monies from some line items that have not been spent and could be reallocated to cover the categories that are close to or over budget. Terry asked the longer-serving Board members whether there has ever been a budget that went over at year end. Sandy and Catherine responded that there was not in their recollection, but historically, there is usually a transfer of money between categories to reflect where the actual spending and savings ended up at year end. Samm expressed that she anticipates that the budget will net out at the end of the year and the Library will finish the year within its budget.

Terry inquired whether there needed to be caps put on certain spending, in particular holiday programming, to make sure that the Library ends up on budget. Tricia responded that some of the programming funds could come from gifts; for instance, the circuitry STEAM program is already been designated as being in honor of Ralph Mirra, and the same can be done with some of the holiday week programs. The Mayer bequest funds can also be used for holiday programming. Tricia anticipated that only two of the holiday programs would be outsourced, keeping expenses down.

Terry confirmed with Samm that we need to end the year at net zero. However, the Board can wait until the December meeting to decide which line items need to shift.

Under for Other income, the Friends reimbursement came in for the staff dinner. The Library is still waiting on the reimbursement from the Town half of the new security system. Terry asked Tricia to look into the bill and make sure that it was vouchered for this year.

The other large item in Other expenses is the \$5,000 of the NY State Grant. Tricia gave Detco a deposit last week for them to start work on the ramp.

On the balance sheet, the cash balance went up due to the receipt of the Friends' contribution.

Catherine motioned to approve the financials through October, Keith seconded the motion, and the financials were approved.

Policy Committee Report

- Action Item: Proposed Confidentiality/Law Enforcement Policy

Jennifer presented the few changes to the new Confidentiality/Law Enforcement Policy, which was discussed at the July meeting and reviewed by Board members in the interim. Catherine had some cursory *changes that were not material*.

Sandy asked Tricia to train the staff on policy. Tricia indicated that she will explain the policy.

Catherine motioned to adopt the proposed Confidentiality/Law Enforcement Policy with the cursory changes, Samm seconded the motion, and the motion passed.

Buildings & Grounds

Karen presented an update on the 2016 Construction Grant. Detco started work on the ramp last week. The initial work is on the concrete renovation and the steel work, which is subcontracted out. The steel work subcontractors have indicated that there has been additional deterioration since the original estimate provided as a part of the August 2016 NY State grant application process and have provided an estimate of \$1,500 for the additional steel work. Rob asked Tricia what the contractor said happened in the interim. Tricia explained that the grant process bids (the one that was approved) are

more cursory, and sometimes the Library rebids out the work once it is time for work to commence. Rob asked whether the increase in the bid was based on the original scope of work, or whether it represents additional work, and Tricia was unsure.

Terry asked Tricia to clarify for us as a Board where the increase is coming from – is the increase in the bid based on the original work (i.e. the contractor is charging more for the same work) or is it for additional work (i.e. additional sections are being replaced/repared because there has been increased deterioration)?

President's Report

Finance committee – sent out 2015/16 Audit results. Two items were raised for our consideration, and Terry believes we should take steps to remediate both issues.

- Neither the Town nor the Library hold the Library building and land as an asset on its books.
- The Library operates on a cash basis. The audit report questioned the appropriateness of using the cash basis and suggested a move to accrual based system. An initiative to move to an accrual basis was discussed for a January 1, 2018 start date. Samm asked if our bookkeeper has experience with Accrual based accounting on QuickBooks. If she does, maybe we can start in fiscal year 2018.
- After October's meeting, The Library received contact from Cathy Draper (staff member for Assemblywoman Amy Paulin) regarding a legislative capital grant already earmarked for the Library. Three capital commitments are available: \$125K, \$250K, or at \$500K grant. The Library needs to come up with a very legitimate use case. There was discussion to create a new committee to look at what might be appropriate. The legislative grant is a reimbursement grant. Cathy in her unofficial capacity will help us with the guidelines. We need to determine a project and talk about a timeline and should look at pairing with future library construction grants. Augusta stated that she knew patrons who are eager to contribute to an expansion to the Library and suggested expanding committee to outside the Board. It needs to be demonstrated that you can pay for the entirety for it and the Library will need to work with the Town to come up with financing. It was discussed to create a new committee at the December meeting.

Director's Report

Tricia reviewed the highlights of her report that was sent out in advance of the meeting.

- The Battle of the Books took place last month and the Pelham teams did well and had fun. Tricia expressed how much the Library and community appreciated the work of Augusta and Oz working with the teams. The Pelham team placed third and participated in the semifinals. Team members will be writing articles that will appear in local media.
- Oz organized one local author talk after school that was very successful. The next one, featuring local author Gabi DeGrout, is on November 17.
- WLS has a new vinyl cutter for interior signage.
- Tricia went to a Solarize Pelham committee meeting and indicated that the Library was willing to host future information sessions.
- ConEd started a major gas pipeline project down both Wolfs Lane and Carol Place that will take about a month or two. It will impact both the patron's ability to access the Library and the one way traffic flow in the parking lot.
- K-Day was this past weekend. Staff did a short survey on mechanics, and Tricia will compile the results so that the mechanics of the program can be revisited if necessary. Next year's K-Day has already been scheduled for September 29, 2018.
- Detco is working on the attic, where there was moldy sheetrock. An old roof leak was the source of the mold. Tricia anticipates the Town will pay for these repairs. There is also

makeshift shelving in the attic used to store financials, magazines, other supplies, duplicate books, and old catalog stuff. Tricia is hoping to upgrade the shelving to wire and is looking at balance of Klein foundation money for the shelving upgrade.

- Detco also fixed the damage to the ceiling from the skylight leak and the where the pay telephone once was. After the rain last weekend, there was additional leakage that came in along the ceiling beam. Detco believes that it is the acrylic skylights that contract and expand. Detco is going to talk to Ralph about it.
- Upcoming programming highlights were covered.

Action Items

- Board meeting dates 2018

The Board approved the following meeting dates for 2018: January 10, March 7, May 2, June 6, August 8, September 12, October 3, November 7, December 5.
Sandy, Rob passed.

- Holiday closings 2018

A proposed slate of holiday closings for 2018 was presented and discussed. The schedule proposes 12 holidays. Generally speaking, 11 holidays is closer to the norm but it depends on the days some holidays fall. Sometimes this impacts the early closings on the eves since it is the Library's policy to close early but the Library doesn't open until 1 p.m. So the Library's practice has been to close those days.

The Board discussed possibility of a floating holiday or closing a different day to remain open on a Federal Holiday. The Board talked about the possibility of being open to accommodate the community on days school has off. The Personnel manual states a minimum of 10 annual holidays. In recent years, the practice has been more like 10-12 days off.

It was decided to table the 2018 holiday schedule until the December meeting.

Other Business

The Board Meeting adjourned at 9:16 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, December 6, 2017.

Respectfully Submitted,

Jennifer DeLeonardo