

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

530 Colonial Avenue

Pelham, NY 10803

December 6, 2017, at 7:30 p.m.

Board Members Present: Terrence Mullan, Sandy Angevine, Jennifer DeLeonardo, Samm Hinton, Keith Keaveny, Catherine Campbell, Laura Woods

Board Members Absent: Robert Gimigliano, Karen Fellner, Margaret Breuninger, Emily Gest

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

Minutes

The minutes of the November 1, 2017 meeting were approved. Catherine motioned to approve the minutes, Keith seconded the motion, and the minutes were approved unanimously.

Finance Committee Report

- Financials through November 30, 2017

Samm reviewed the financials for the year through November 30, 2017. There are a couple of places on both the income and expense side where budget won't be met, but on aggregate, all line items should net to zero at year end.

On the income side, the largest line item that is short of budget is Fines, lost books, and printing. This line item is under budget by nearly \$3,000. To make up for this, there are several operating expenses that are under budget:

- The largest line item under budget is library collections, currently under budget by approximately \$12,000. However, this amount is not available to make up the shortfall because it has mostly been spent, it just hasn't shown up yet in the cash basis accounting because some items have not been shipped and the billing is on a lag. The number at the end of the year is expected to be on budget, with perhaps a bit left to shift.
- Building maintenance and repairs has a little over \$1,000 left, but usual monthly maintenance (cleaners, etc.) is close to \$1,000, so there will not be much, if any, money left here.
- Computer hardware, software and Computer maintenance have a bit over \$500 left in combination, but the APC (battery backup for computers) went out this week, and will need to be replaced.
- In professional services, there is expected to be around \$900 free.
- In Supplies: Office and library, there is a little over \$3,000 left and this will be the primary category that monies can be shifted from to make up for the income shortfall. Tricia noted that she hoped to order shelving for the attic, a toner cartridge, and some paper, bookmarks, and window clings were on order. Terry requested that Tricia limit spending to operating items for the month of December and push non-essential items such as shelves for the attic to next year so that the library could stay under budget.

Samm also noted:

- Programming is going to be over by a couple of hundred at year end, but the extra funds are going to come out of the Ralph Mirra gift. Terry asked Tricia to confirm that the Mirra donation money will be spent in full by the end of the year and she confirmed.
- The Telephone line item was a bit under budget while and Water was a bit over, but that these two should roughly cancel each other out at year end.
- Net income is on a positive basis, which reflects receipt of the last large installment payment from the Town.

Terry asked Samm where she anticipated the library to be versus budget based on month to month recurring items. Samm replied that assuming no extenuating circumstances, based only on operating expenses, the library should be within \$1,000 of budget at year end.

Sandy motioned to approve the November financials, Jennifer seconded, and the financials were approved unanimously.

Buildings & Grounds

- 2016-17 Grant Update

Tricia reported on the additional Detco estimate that was discussed at the last meeting. The additional estimate from Detco (\$1,500 over what was approved for the ramp project as part of the grant) was in respect of additional work. The original estimate that was presented as part of the grant process covered the upper ramp only. The additional October 11 estimate specified additional work on the bottom ramp that was deemed necessary due to further deterioration in the interim. The opinion is that there's an additional week's worth of work for the whole ramp project to be completed.

- 5-Year Plan Update

Tricia, Karen, and Rob met to discuss the five-year plan and updating it, which they are in the process of doing. The plan contains four tiers of projects in order of importance and is updated each year. They are also talking about a painting plan.

President's Report

Terry laid out his priorities for next year:

- Focus on programming – the program committee did some work and brainstorming on this as part of the Town budget process, and Terry urged Tricia and Augusta to continue to pursue more programming ideas and implementation. Terry said that the goal was to create year over year growth across all age levels. Work done before Town budget meeting.
- Implement auditor's recommendations contained in auditor's report, in particular the move to accrual-based accounting. The goal is to move to accrual-based accounting by 2019 at the latest. Tricia said that Debra Allen (the library's paid part-time bookkeeper) is willing to learn accrual-based accounting, and that there is money in professional development to go toward training. Samm has not yet sat down with Debra to go through the move and get a better sense of the timing of the transition. Samm's recommendation at this time is that the Library should consider running two concurrent set of books from June/July onward.
 - The auditor's report also recommended that the Board consider carry the Library and land as an asset on the books. The finance committee will investigate and come back to the Board.
- Respond to Amy Paulin grant inquiry. One of the first priorities in 2018 is to create a committee to brainstorm and formulate a plan.

Director's Report

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

- All of the PLDA recommendations regarding the change of some electronic products discussed last month were all approved. There will be some discontinuation of products and some new additions in 2018.
- The shared mobile app is expected to be live very soon.
- Tricia urged trustees to consider taking action on the proposal before the FCC to roll back net neutrality, saying that net neutrality is crucial for libraries.
- On personnel matters, the Town is exempt from the NY Paid Family Leave Law and has elected not to participate. Library employees are covered by worker's compensation.
- Oz has put together a schedule of holiday programming that includes Japanese drumming and other programs that are returning from previous years. He has also scheduled another local author, Jack Jacob, for a reading on December 16.
- Augusta has applied to a WLS grant program for \$1,300 to be used to fund an adult evening sewing workshop and sourced 8 sewing machines available through the Fashion Institute for the program.

Tricia noted some additional items not contained in the Director's Report:

- Oz is a notary public, and the Library will be offering the service by appointment for a donation of \$2.
- Augusta has created a new colorful monthly calendar that is being distributed via the circulation desk and on the library's website.
- Tricia visited South Salem library earlier in the month. The library is similar to Pelham; it's a very small library, small tax base, small per capita funding. The library recently completed an expansion from 5,600 square feet to over 7K square feet. The project took 12 years to reach fruition and was funded via grants, private gifts, etc. The South Salem library would welcome a visit from the trustees as a group or smaller groups. Tricia also noted that Harrison recently remodeled in the same footprint and patrons are really using the new space.
- PLA will be in Philadelphia and ALA will be in New Orleans in 2018. Tricia is hoping to go to both.
- Tricia noted that she attended NYLA and found out Interface, another carpet option to consider for the library. She has already gotten two estimates for carpeting from local shops. Carpeting was identified as part of the Mayer gift. The current carpet is worn, coming loose and has not been cleaned in many years. Jennifer asked if it would be a good idea to put off replacing the carpets until after the Board had considered any more extensive capital projects and instead clean the carpets. Tricia and Samm said that there was always money for cleaning the carpets in the budget, but it kept getting put off when other building and grounds maintenance issues arose over the course of the year. The Board suggested that Tricia schedule a time for after the winter, perhaps April, so that it got done early enough in the year that it didn't get derailed again.
- Augusta asked about the timeframe for the Paulin grant. Terry responded that the plan is to put together a committee to discuss ideas and formulate a plan and then to submit an application in 2018, hopefully for funding in 2019.

Tricia reported on fine recovery and presented a chart of Pelham cardholders' currently outstanding fines. She noted that, since 2006, the Library contracts with Unique Management Services for collection services. She spoke with our account rep there, who sent her information about the small balance program (currently, we only use Unique for contacting patrons who owe more than \$30). Under the small balance program, Unique sends a non-threatening letter to those who owe between

\$10 and \$30. Tricia said that our recovery with Unique is good, with recovery at 6:1 and that the Board could think about engaging Unique through this program.

Action Items

- Proposed 2018 Holiday Closings

The following were dates were proposed as 2018 Holiday Closures: January 1 (New Year's Day); January 15 (Martin Luther King, Jr., Birthday); February 19 (Presidents' Day); May 28 (Memorial Day); July 4 (Independence Day); September 3 (Labor Day); November 22 (Thanksgiving Day); November 23 (Day after Thanksgiving); December 24 (Christmas Eve); December 25 (Christmas Day); December 31 (New Year's Eve).

The Library will remain open on Columbus Day and full-time staff will receive a floating holiday.

Catherine motioned to approve, Keith seconded the motion, and the motion to approve the proposed holiday closing schedule passed unanimously.

Other Business

Catherine asked Terry what type of feedback he was requesting from the trustees regarding the potential Amy Paulin grant. Terry replied that he would like to hear from those who are interested in being involved on a committee to explore ideas and move the process forward.

The Board Meeting adjourned at 9:00 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, January 10, 2017.

Respectfully Submitted,

Jennifer DeLeonardo