

**MEETING OF THE BOARD OF TRUSTEES
OF THE TOWN OF PELHAM PUBLIC LIBRARY**
530 Colonial Avenue
Pelham, NY 10803
May 2, 2018, at 7:30 p.m.

Board Members Present: Terrence Mullan, Sandy Angevine, Margaret Breuninger, Keith Keaveny, Jennifer DeLeonardo, Emily Gest, Laura Woods, Catherine Campbell, Rob Gimigliano, Samm Hinton

Board Members Absent: Karen Fellner

Also in attendance: Town Liaison Dan McLaughlin, Library Director Patricia Perito, Adult Services Librarian Augusta Turner

Meeting was called to order at 7:48 PM.

Approval of April Meeting Minutes

Catherine Campbell asked for clarification on two sections of the meeting minutes.

Keith Keaveny made motion to approve the amended minutes. Emily Gest seconded the motion and the minutes from the April meeting were approved unanimously.

Finance Committee Report

Samm Hinton reviewed the April financials. One item of note was that the miscellaneous donations line item was already over what was projected. Terrence Mullan notes that \$1000 in grant money from Morgan Stanley had arrived in April and asked if that addition was reflected in that line item as this money has often had its own line item in the financial reports.

Next Step: Patricia Perito and Samm Hinton will look into this gap to see if the money that came in that line item is indeed from Morgan Stanley.

Samm Hinton also noted that the Library had also received a donation from the Klein Foundation of \$2000.

Samm Hinton reviewed the balance sheet and explained that the checking account number is smaller than previous months because the Library pays out of its own fund balance before the Friends monies and the Town allocation arrive. The accounts tend to balance out again in July.

Terrence Mullan asked which date the former bookkeeper had prepared the books, wondering if had been prepared up to the 24th of April. Samm Hinton was not sure if that was the previous process, and has ideas for how the financials can be pulled throughout the month. This includes budget forecasting based on line items that we know.

Terrence Mullan asked when the Board should vote as to when the Library should move from a cash accounting system to an accrual accounting system. Terrence Mullan expressed that the Board will need information in order to make the vote and thinks that

there needs to be more time to prepare a presentation to the Board. Samm Hinton has already prepared a project plan for how a rollout of accrual might look for 2018-2019.

Samm Hinton explained why the Library building was not documented on the books as an asset. The reason the building is not on the books is because it was purchased at \$1 and fixed assets are included on the books at the price paid. If the Library put the building on the books, the value on the books would only be \$1. Catherine Campbell mentioned that there was a cost to build and renovate the Library building, and that could be reflected in the value. Samm Hinton said that would be considered a capital improvement. Patricia Perito noted that the Friends might have the records of money spent on the building, and library furnishings and equipment, since they raised the money for the purchase and renovation of the original church building before the Library officially opened.

Samm Hinton also noted that the Library would need to figure out how to reflect internal assets (e.g. furniture, books) on the books.

Next Step: Terrence Mullan asked if Patricia Perito could see how other libraries do this. Patricia Perito and Samm Hinton noted that the documents are public domain and they are investigating. Keith Keaveny suggested that they look at libraries of similar size rather than comparing libraries of larger size.

Samm Hinton also mentioned that as we move from cash to accrual the Library may want to close our books for a period of time. Samm Hinton noted that the Library might need a consultant to help with the transition as the Library changes accounting systems. She has looked into several different avenues of finding a consultant and thinks the scope of work will be 15-20 hours. Samm Hinton presented her proposed project plan and discussed how this process is outlined to kickoff ahead of budget preparation. Much of the work over the next few months will include identifying and working with an outside consultant for the transition process. The work this summer could be the implementation for the new accounting method.

Catherine Campbell asked if we could hire the bookkeeper for more hours during this period so that we do not need an outside consultant. Samm Hinton said that for the work needed the Library needs someone with specific experience to help with that transition. Catherine Campbell asked if moving to accrual could be more time consuming for a bookkeeper and if we need to scope for more hours per week once the system is in place. Samm Hinton said yes, and she needs to think about how many hours per week the new system will require from the bookkeeper.

Catherine Campbell made a motion to push the vote on accepting the April financials to the June Board meeting. Jennifer DeLeonardo seconded the motion and it was approved unanimously.

Sandy Angevine asked if the Library should operate on the assumption that the Board will decide move forward with accrual. Terrence Mullan noted that there are two strong reasons that we should move forward, as accrual is best practice and our auditor has recommended we do so in an audit.

Next Step: Samm Hinton will prepare a proposal around moving to accrual accounting and hiring an outside consultant for review at the June meeting.

Buildings and Grounds

The Building & Grounds Committee will move forward with installation of the anodized aluminum doors. Rob Gimigliano provided a photo mock-up of the back door with the anodized aluminum finish of which the cost was already approved by the board as part of the 2016 WLS Construction Grant application. Additional bids were presented for action: One item is for the electrical work, of which there are two quotes, one for \$1430 and one for \$2360. There is also a door removal and frame entrance quotes, one for \$3700 and one for \$3800. After discussion on the process of awarding bids, some members felt it was to fait accompli move ahead with the lowest bid.

Next Steo: Patricia Perito will make contact with the vendors of winning bids to move forward.

Rob Gimigliano noted that once the acceptance of the bid is signed it could take six weeks for installation. Patricia Perito will need to file a request for progress report and extension with the state by May 15. Extensions are usually granted for one year.

2018 Grant

Rob Gimigliano shared a document with a 5-year buildings and ground maintenance plan. This includes multiple projects that can be selected as a project for a WLS construction grant application.

It was noted that the Town would have to agree to contribute half of the funds for the grant amount.

The need for new carpet was discussed, and it was noted that new carpet is not something that can be applied for in this grant. Jennifer DeLeonardo noted that previously there had been discussion about whether we would even want new carpet if the Library is hoping to do a construction project that may require new carpet to be replaced in the near future. Patricia Perito noted that new carpeting has already been agreed upon in the original Mayer gift.

Patricia Perito noted that patrons have complained about allergies and that she suspects the carpet may be partially the issue.

Dan McLaughlin asked if the carpet could be removed and hard wood floor put down to help with the allergy issue. Rob Gimigliano noted that new carpets manufactured today have come a longer way and that there are hypoallergenic option but all carpets should be cleaned on a regular schedule.

Sandy Angevine noted that this is something that comes up every year and Samm Hinton noted that carpet cleaning is budgeted for this year and the thinking was that the cleaning should not until after the snow and rain seasons.

Keith Keaveny found the list of the WLS construction grants awarded in 2017 in his email and shared it with the Trustees. Terrence Mullan asked what the largest state grant the Library had asked for and Patricia Perito said it was the grant for the roof replacement.

Next Step: Terrence Mullan asked that the proposed projects be prioritized by need ahead of a June vote.

Director's Report

Patricia Perito highlighted some items from her report that was emailed ahead of the meeting. She noted all the performance appraisals have been completed.

Patricia Perito provided a list of the libraries that have gone Juvenile fine free which includes Yonkers, White Plains and Mamaroneck.

Tricia and the Circulation Support Supervisor attended a daylong regional training session about Program Outcome at the Mid-Hudson Library System HQ As guests of WLS. The first survey were given at the Sew & So program. Patricia Perito noted that the patrons were satisfied with the program and that the surveys help libraries assess how successful programming is and can help inform programming decisions in the future. The Library will be displaying some of the Sew & So program projects soon.

New programming highlights include a third grade book club led by volunteer Margo Hastings.

The library is working on the 2018 summer reading program, and the theme is Libraries Rock!

The library has an opportunity to host an intern this summer through PACT. The cost would be \$200 and the intern could help with the summer reading program.

Patricia Perito noted that the after school hours at the library have become unpleasant. There have been a group of teens that have been hard to keep occupied at the time they are here and that it is a time-consuming challenge for the staff. Emily Gest asked if there had been any contact with the parents and Patricia Perito noted that there are many children. Samm Hinton has also been here and said the kids are loud and unruly and not receptive to adult supervision. Augusta Turner noted that Oz Coto-Chang has tried to engage with the kids and they have not been interested.

Next Step: Terrence Mullan asked that there be a programming agenda item for June since there has been discussion in developing new kinds of programs for these age groups.

Dan McLaughlin asked if there was any thought about having a constable at the Library during the after school hours. Patricia Perito said she would be happy with a constable visiting the Library for a set period of time to see if that helps mitigate the issue.

Jennifer DeLeonardo asked if they had previously tried programs, and Patricia Perito noted that they have tried coloring, movies, games and others, but nothing seems to interest this group of teens.

Personnel Committee

Upon recommendation of the Director and Personnel Committee an Action Item of staff hires was presented.

Samm Hinton made a motion to approve Gail Vildales as a part-time bookkeeper at \$21.00 an hour wage effective May 8.

Emily Gest seconded the motion. The motion to approve Gail Vildales as a part-time bookkeeper was unanimously approved.

Emily Gest made a motion to appoint Augusta Denunzio to Librarian II at an annual salary of \$60,000 effective May 1.

Jennifer DeLeonardo seconded and the motion to appoint Augusta Denunzio to Librarian II at an annual salary of \$60,000 was unanimously approved.

Emily Gest made a motion to approve the appointment of Ruth Konigsberg as Substitute Library Clerk at \$12.60 an hour effective April 28.

Sandy Angevine seconded. The motion to approve the appointment of Ruth Konigsberg as Substitute Library Clerk was unanimously approved.

Grant Improvement Committee

Terrence Mullan provided an update of the Grant Improvement Committee meeting. The attendees were Terrence Mullan, Jennifer DeLeonardo, Catherine Campbell, and Emily Gest. Terrence Mullan asked a personal friend, who had built libraries, to come and look at the basement of the library and see if it could ever be used as occupied space. Jennifer DeLeonardo has looked into seeing if we could mortgage the building to help potentially fund new projects. Catherine Campbell took notes at the meeting. There was much discussion and brainstorming around what the potential projects could be. There was also discussion around the different ways the project could be funded.

The meeting was adjourned at 9:24 pm.

Next meeting: The next meeting of the Board of Trustees will be June 6, 2018.

Respectfully submitted,

Margaret Breuninger

Secretary/Trustee

Addendum: Next Steps

1. Investigate gap in miscellaneous donation line item – Patricia & Samm
2. Look into how other libraries document physical assets (furniture, etc) on their books. - Patricia
3. Presentation of proposal for accrual accounting plan and hiring of outside consultant – Samm
4. Make contact with vendors of winning bids for electrical work and door frame work – Patricia
5. Prioritization of proposed projects for WLS Construction grant application – Buildings & Grounds Committee
6. Programming agenda item in June to discuss new kinds of programs for teens – Programming Committee