

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

530 Colonial Avenue

Pelham, NY 10803

June 6, 2018 at 7:30 p.m.

Board Members Present: Terrence Mullan, Margaret Breuninger, Keith Keaveny Keaveny, Jennifer DeLeonardo, Laura Woods, Catherine Campbell, Karen Fellner, Rob Gimigliano, Emily Gest (from discussion of overdue fines onward)

Board Members Absent: Samm Hinton Hinton, Sandy Angevine

Also in attendance: Library Director Patricia Perito and Adult Services Librarian Augusta Turner

The meeting was called to order at 7:40 PM.

Minutes

Keith Keaveny made a motion to approve the minutes from the May Board of Trustees meeting. Laura Woods seconded and the motion. The motion to approve the minutes was approved unanimously.

Finance Committee Report

Keith Keaveny gave the report from the finance committee. There was a correction to the April financials, which properly placed the Morgan Stanley \$1000 grant into the Other Income line item. All other data in the April financials was confirmed as correct.

Previously the museum pass program had the majority of renewal expenses in January, however now renewals occur throughout the year, so those expenses are reflected in the financials.

The Library's assessment went up for the first time in five years, which will effect sewer taxes. There are expected to increase to \$864.50 in 2019.

Jennifer DeLeonardo made a motion to approve the financials through May 31, which includes and the corrected April financials. Margaret Breuninger seconded the motion. The motion was approved unanimously

Keith Keaveny gave a report on moving from a cash accounting system to accrual. The recommendation to move to accrual accounting is based on WLS best practices and will give better insight into the Library's financial obligations in years ahead. It was reported that Samm Hinton has looked into hiring an outside accountant to help with this process, which would be approximately \$2000-\$3000 for 15-20 hours of work.

Terry Mullan asked how this may impact the work of our current bookkeeper, and Keith Keaveny noted that there is a higher level of expertise required and may involve more work in the long term.

Catherine Campbell asked if we had earmarked money in the budget for the expense of an outside accountant, and Terry Mullan noted that since this was not an earmarked expense and the Board would need to vote on funding for the accountant.

One example of the need for the new accrual system is that the current cash accounting system does not account for outstanding overdue fines. The Library currently has over \$10,000 in outstanding fines due. The new system would help the Library better account for that line item.

Jennifer DeLeonardo made a motion that on January 1, 2019 the Library will switch from cash based accounting to accrual based accounting. Keith Keaveny seconded the motion. The motion was approved unanimously.

Discussion:

Tricia Perito mentioned that she attended a WLS seminar in which tracking overdue fines was discussed and how that works in an accounting system, and how decisions are made about how these fines are written off. Tricia Perito questioned how receivables work for fines in and out. Terry Mullan remarked that the accrual system is more precise and all fees in and out would be accounted for and at hand so there can be timely conversation about concerns when they come up.

Laura Woods mentioned that there needs to be movement on the project plan if this is to happen for January 1, 2019. Samm Hinton had previously drafted her project plan and the project is currently on track. Terry Mullan said that there will need to be a go/no go on this plan in order to make this work for Jan 1.

Next Step: Terry Mullan asked that the finance committee get together every two to three weeks ahead of the August meeting, since August is a key time in order for the accrual system to be ready.

Margaret Breuninger made a motion to approve an outside accountant to help with the transition at a cost of \$2000-\$3000 dollars from fund balance. Catherine Campbell seconded. The motion was approved unanimously.

Buildings and Grounds Committee

2017 Construction Grant Update

Karen Fellner reported that the rear entry door has been ordered with a deposit placed. It expected to be delivered at the end of June. Tricia Perito submitted a project report to New York State by May 15. Terry Mullan asked how the grant monies are delivered, and Tricia Perito noted that 90% was already received.

2018 Proposed Project List

Karen Fellner met with Tricia Perito on May 17. In looking at the 5-year plan, they came up with 3 items for consideration to apply for 2018 construction grant.

The projects they discussed are:

1. lavatory renovation
2. renovation of the back lobby
3. renovating lighting in several different areas of the library.

With consideration of an application for a separate legislative grant, there may be ramifications in what we may be able to apply for because tax funded construction

grants must be applicable to items that last and are expected to be in use for 10 years after the work is completed.

For a lavatory renovation, some items that could be part of the application could be installing quiet hand dryers, replacing tile and upgrading finishes. This would include all 4 lavatories onsite. This is a fairly small scope of work.

Terry Mullan had a meeting with Dan McLaughlin and Peter DiPaola to discuss a 2018 NYS grant. One of the items discussed was projects, and the lavatories and lobby came up. Terry Mullan said there was agreement that these were areas that were in disrepair. An application for \$80,000 in grant money (with the town required to fund 50% of that) was discussed.

Karen Fellner discussed the lobby renovation: this would include a digital screen, new finished (floor/mat), new cork boards, lighting, and a door to replace the gate.

Terry Mullan asked what a dollar cap would be on the projects so the board could vote.

It was discussed whether or not any project should include work that may be undone by money from a legislative grant or if consideration should be given to including items that could be used again in any new projects that may come about in the next 10 years.

Terry Mullan noted that there is ability to opt out of execution at different times during the grant application and approval process, and the priority now is deciding on a dollar amount that we are comfortable with. The Buildings and Grounds committee suggested a cap of \$80,000 for four items.

A motion to approve the priority of the projects: refresh of four lavatories, lobby renovation (both Carol Place and Wolfs Lane), lighting renovation in Children's Library and replacement of rear steps to library. The motion was approved unanimously.

Karen made a motion to approve a \$80,000 cap to the 2018 grant application. Rob Gimigliano seconded the motion and it was approved unanimously.

Tricia Perito wanted to discuss that the Friends are very interested in the Library moving forward with non-gender specific lavatories. Terry Mullan asked that we push this discussion to August.

President's Report

The exploratory grant committee met with an architect to do a walk-through of the Library in order to get an unbiased review of what projects are possible in his opinion. In regards to the basement, because the property sits on a flood plain, there is a FEMA cap on construction at 45% of the stated value of the building. The Village of Pelham Manor lists that the value of the Library building is \$240,000.

Samm Hinton met with the Town Assessor and all organizations are itemized on the tax assessment as non-dwellings.

Proposal 1: Renovation of the Basement

Proposal 2: Add a second floor above the stacks

Proposal 3: Add a mezzanine in Main Reading Room

Proposal 4: Annex on main lawn along Colonial

It was also discussed with Peter DiPaola and Dan McLaughlin that the Library land and building is not owned by the Town who is not subject to Village Code. The committee is still considering all of the ideas and proposals and the Town is reviewing the findings.

Director's Report

Tricia Perito highlighted some of her report which was sent electronically. She noted that Harrison Library is going fine free for the summer for juvenile materials.

May activity for Overdrive was very high. It is assumed that this is due to the members having access to even more content and many holds were satisfied during this month.

WLS is offering a mini-grant for professional marketing services. Tricia Perito and Augusta Turner are considering applying, and the requirement is a commitment to spend \$500.

There is a new Lego club that started and work is displayed in the Library.

There are additional summer reading programs that tied to the "Libraries Rock!" theme.

Augusta Turner is working on an adult version of the summer reading game.

The Pelham Jewish Center has submitted a proposal to do an educational story time four times a year with themes around Jewish holidays.

Battle of the Books is underway and there is a meeting on June 28th for both the kids and teen teams.

Personnel Committee Report

Tricia Perito shared the resignation of Caroline Coto-Chang as part-time Library Clerk.

The Director and personnel committee recommended the appointment of Ruth Konigsberg as PT Library Clerk at the same wage effective Monday, June 11, 2018.

Emily Gest made a motion to approve Ruth Konigsberg as PT Library Clerk at the same wage effective Monday June 11, 2018. Keith Keaveny seconded and the motion was approved unanimously.

Jennifer DeLeonardo made a motion to accept the resignation of Caroline Coto-Chang as part-time Library Clerk. The personnel committee accepted her resignation and has appointed her as substitute library clerk. Keith Keaveny seconded and the motion was approved unanimously.

Program and Outreach

Laura Woods presented program attendance data as of April of 2018. In regards to the action item regarding programs for teens, Laura Woods mentioned that the committee is turning its attention to finding out more about the needs of the community.

Emily Gest is currently working on drafting a survey in a software called SurveyMonkey. To do this survey, there will likely be a small financial investment. The draft survey has been shared with Trustees for feedback.

The target date for the distribution of the survey is September.

Tricia Perito plans on attending the next meeting of the Friends. Margaret Breuninger suggested that they include an opt-in on their digital RSVP to collect emails of interested parties.

Next step: Committee to provide fully flushed out survey with plan to get this in front of people in Pelham.

Tricia Perito had other items of note before adjournment. One is that the Library did send a patron a ban notice that was returned.

She also noted the security cameras are failing.

Next step: Terry Mullan asked Tricia Perito to share any documentation around the issue with system to Rob Gimigliano who can help try to identify the problem so that the company can investigate.

The meeting was adjourned at 9:29 pm.

Next meeting: The next scheduled meeting of the Board of Trustees will be August 8, 2018.

Respectfully submitted,

Margaret Breuninger
Secretary/Trustee

Addendum:

To do list:

1. Terry Mullan asked that the finance committee get together every two to three weeks ahead of the August meeting, since August is a key time in order for the accrual system to be ready.
2. Programs and Outreach committee to provide fully flushed out survey with plan to get this in front of people in Pelham.
3. Terry Mullan asked Tricia Perito to share any documentation around the issue with system to Rob Gimigliano who can help try to identify the problem so that the company can investigate.