

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

530 Colonial Avenue

Pelham, NY 10803

August 8, 2018 at 7:30 p.m.

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

Board Members Absent: Margaret Breuninger, Karen Fellner, Sandy Angevine, Rob Gimigliano

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

The meeting was called to order at 7:38 PM.

Minutes

Samm Hinton made a motion to approve the minutes from the June Board of Trustees meeting with corrections to the description of the proposals (clarifying that Proposal 2 was to add a second floor above the stacks, and Proposal 3 was to add a mezzanine in the great room) under the President's Report. Catherine Campbell seconded the motion and the motion to approve the minutes was approved unanimously.

Finance Committee Report

Samm gave the report from the finance committee on the financials through August 2.

Some of the smaller income line items are below budget, in particular the fines, lost books, and printing line item. At current levels, this line item would be \$2,500 short on an annualized basis. Samm noted that this line item being below budget is a recurring issue year to year, and that even though the budget for the line item is reduced each year, it is never reduced enough. She noted that this line item should be looked at more closely during the budgeting process this year.

Terry Mullan asked if a report of the current outstanding fines could be run so that the Board can get a better sense of what fines are due to the Library.

Samm confirmed that the Morgan Stanley \$1,000 grant has been reallocated from miscellaneous income to other income.

On the expense line items, the equipment line item is high for this point in the year, but all major purchases for the year are complete, so the number should be on budget for the year. Tricia Perito noted that she planned to use any remaining funds in the line item for shelves for the end caps or a handheld vacuum. The programs line item is also high, but a large portion of the spending goes to summer programs, and so the numbers should be on budget for the year.

Terry asked if there are any line items where there would be no additional expenditures for the rest of the year. Samm said that the only line item where no more expenditures

were expected is the WLS/Technology line item, and there is not extra money in any of the line items at this point.

Catherine made a motion to approve the financials through August 2. Keith Keaveny seconded the motion and the motion was approved unanimously

Samm noted that the committee has started the budgeting process, but that it is difficult to do this early in the year. She asked that the various committee think about what expenditures are of interest for next year so that those could be considered for inclusion in next year's budget. She anticipated that there would be a tentative budget for presentation at September's meeting.

Next Steps:

1. Terry asked that a new report of the outstanding fines be run prior to the next meeting.
2. Committees should contact the Finance Committee with any proposed expenditures for the coming year so that those can be included in the budget as appropriate.

Action Item: Accrual Accounting

Samm gave a report on moving from a cash accounting system to an accrual system. At its June meeting, the Board approved the switching of the Library's accounts from cash based accounting to accrual based accounting as of January 1, 2019, and the allocation of \$2,000-\$3,000 to engage an outside accountant to help with the transition. This approval was based on an initial proposal from Your Part-Time Controller. Your Part-Time Controller's per hour rate is on the lower side and they have prior government experience.

Samm and Keith met with a manager at Your Part-Time Controller about moving to a modified accrual system (in which the Library would recognize expenses when incurred and income when actually received). The hourly rate that would be billed is \$140/hour, and manager and partner hours are at no additional charge. However, after a more in-depth conversation, the number of hours estimated for the job far exceeds the initial estimate. Based on further discussions, the estimate is 12-14 days at 7 hours a day for a total of \$11,800-\$13,800. Samm went through the proposed scope in the estimate and, in her opinion, there are some areas that could be cut back a bit, but there are not areas for significant cuts. In particular, 60% of the estimated work would be the chartered accounts revision, which is necessary so that the Library chart of accounts would have the correct line items.

Given the expense, the recommendation of the Finance Committee is that the conversion to an accrual system be tabled, and the Library not move forward with the accrual basis or modified accrual basis at this time because the costs are not worth the benefits. At some point, the conversion process might be worth it if the Library underwent capital improvements that the Board wanted to depreciate or there were some other change in situation. The current recommendation is to make some tweaks to the current process that would allow the committee to generate some of the financial information that would have been available under the accrual system. This would allow the Board to get a better sense of the financial condition of the Library. The committee can trace the Library's position at year end separately without moving to the accrual

basis. Samm will meet with the WLS auditor to see if he has insight into how other WLS member libraries handle these issues (half of WLS libraries use the cash basis and the other half use the accrual basis) and get suggestions for maintaining a better sense of the financial position of Library.

Another option is to have a QuickBooks Pro person come in and look at whether there might be a better way to set up the Library's accounts in QuickBooks or worthwhile reports that could be run on an ongoing basis.

Additionally, the Finance Committee will meet with the Library's auditor to discuss his recommendations.

Emily Gest made a motion that the Board support the Finance Committee's recommendation to cease the transition to the accrual based method of accounting. Catherine seconded the motion and the motion passed unanimously. The Board will continue to look at the question going forward based on the WLS Best Practices and auditor's recommendation.

Buildings and Grounds Committee

2017 Construction Grant Update

Terry Mullan reported that the rear entry door has been installed. Tricia noted that the inspector has approved the work, and thus the work is complete. Tricia does not anticipate that there will be leftover funds.

2018 Proposed Construction Grant

Terry had a meeting with Dan McLaughlin and Pelham Town Supervisor Peter DiPaola to discuss a possible 2018 NYS Library Construction Grant. Terry proposed an \$80,000 project be submitted to the State; the Town would be required to fund 50% of the amount if the grant proposal was approved by the State. The lavatories and lobby were discussed as possible projects, and Terry said there was agreement that these areas are in disrepair. In addition, the staff/program room stairs need more permanent repair or replacement.

Dan and Pete responded with an approval from the Town for the Library to submit a grant proposal for a project not to exceed \$60,000. The Town's contribution would be capped at \$30,000.

Karen Fellner met with Tricia on May 17. In looking at the five-year plan, they came up with items for consideration to apply for 2018 construction grant. They discussed the following projects:

1. Staff/program room stairs
2. Lavatory renovation
3. Renovation of the back lobby
4. Renovating lighting in several different areas of the library.

The Buildings and Grounds Committee has started process of getting drawings and bids from various contractors for the stairs and bathrooms. The Board discussed switching to

two non-gender specific lavatories and this will be incorporated into the plans that are being drawn up.

Replacement of sidewalk concrete in front of the Library were raised as an additional item for consideration for inclusion in the grant. Tricia confirmed with WLS and the State that this type of work could be included in the construction grant application. Tricia is looking into getting bids for this project.

Before the vote, Terry noted that there is the ability for the Board to opt out of execution of the grant application (or a portion thereof) at different times during the grant application and approval process. Opt out could occur as late as early October.

Keith made a motion to approve a spending cap of \$50,000 for the purpose of replacement of sidewalk that is currently being administered by the Town. Samm seconded the motion, and the motion was approved unanimously.

Communications Committee Report

Action Item: Website Redesign

Tricia has obtained a bid to make Library's website more mobile friendly. The bid from Price Digital, which designed and maintains the current website, is \$2,737.50. The Communications Committee believes that the bid is reasonable and the Library website needs to be made mobile friendly, as more and more users are accessing the website and newsletter from mobile phones or tablets. The Communications Committee recommends going forward with the work.

Tricia clarified that the money would be taken out of the Mayer gift.

Emily went through the estimate and explained the scope and content of work.

Laura Woods made a motion to approve spending \$2,737.50 from the Mayer gift for the purpose of hiring Price Digital to do a redesign of current website in order to make it more mobile friendly. Jennifer DeLeonardo seconded the motion and the motion passed unanimously.

Terry asked for clarification on the timing of the new website and Emily estimated the updated site would be a Q1 2019 deliverable.

Next step:

Terry asked Emily to come back with a more precise timeline for launch of the new website.

Action Items: Survey Monkey Proposal

The Communications Committee is requesting \$400 from the Mayer gift for a SurveyMonkey subscription. The subscription would allow for an unlimited number of surveys per year and one thousand responses per month. The Communications Committee plans to promote the survey through social media, at various sites around Town, on Facebook, and other community outreach. The goal is for the results to help inform decisions on programming, the operational plan and future projects. The survey

will coincide with a series of community focus groups. The first focus group is planned for a week from tomorrow, and the committee has been publicizing it through flyers.

Emily noted that the survey can't be printed until the Library subscribes. Once the subscription goes through, the committee will copy edit and fine tune the questions.

Emily also noted that the free version of SurveyMonkey only allows for 10 questions. There were 30 questions in the last survey that was done 11 years ago.

Samm made a motion to approve \$400 spend out of the Mayer gift for the purpose of a one-year subscription to SurveyMonkey. Laura seconded the motion and the motion passed unanimously.

Catherine asked about the mechanics of the tabulation of results. Emily clarified that there would be no additional costs to get the analytics.

Next step:

Terry requested that the Communications Committee circulate the totality of the survey to the Board for comments and come back with a plan for getting the survey out to the community.

President's Report

Terry introduced a discussion of the budget process and annual packet to the Town. The packet provides the Town with an update of the Library's year to date and seeks budget approval for 2019. He noted that he would be following up to parcel out sections of the report to various committees.

Terry asked that:

1. Committees make an effort to translate ideas into numbers ahead of time so that items can be included in the proposed 2019 budget.
2. Committees work to update sections of the report.

Director's Report

Tricia highlighted some of her report which was sent electronically.

She noted that:

- The 2017 Office State Comptroller AUD was submitted following Town signoff.
- Automatic renewals have begun in Westchester. Similar to the fine-free movement, many libraries in Westchester and across the State are moving to automatic renewals. WLS turned on this option within the system on August 1, making the technology available for those libraries that wanted to opt-in. Eight libraries have done so thus far, including Mount Vernon. She is concerned that if new books go out to other libraries in ILL, materials will be subject to automatic renewals, and stay out for longer therefore leaving less items available for our cardholders who use the Pelham Library as their primary library. This might also increase the number of books we need to borrow from other libraries to satisfy holds.
- The integrated library system is up for renewal next year. It is renewed every four years, and two systems are being trialed right now. A PLDA committee will

choose the system in the next month. If the choice is made to migrate to a different system, the staff will need training and there will be preparation work. No additional costs would be borne by the Library, because the system and training sessions are covered by the WLS fees, but there would be professional development costs in the form of transportation to training sessions and hiring substitutes to cover staff during trainings.

- There have been additional increases in activity for Overdrive.
- The PLDA or Public Library Directors Association has assigned a committee to work with WLS to investigate online registration for library cards.
- The summer reading program had 157 participants, a slight increase over past years. Based on attendance numbers, it seems like there is a need for more programming for toddlers.
- Augusta is launching an adult version of summer reading game that includes a drawing for a Kindle. 24 people are involved, and sign-ups are ongoing.
- In Larchmont, the Board formally decommissions equipment and Tricia raised this as an action the Board might want to consider in the future.
- She will review an Almstead proposal for plantings by the front signs with building and grounds. Terry tabled discussion for the next meeting after buildings and grounds can review the proposal.
- The firethorn and vines beneath have been removed from the ramp area.

Next Step:

Tricia will review the Almstead proposal with the Buildings and Grounds Committee.

Program and Outreach Committee Report

Laura presented a summary of the attendance numbers for programs. The numbers are trending up, the Library added slightly more programs in the young adult and adult categories.

Programming attendance numbers are down slightly for younger children, attributed to weather-related issues in the spring, not being at assemblies at the elementary schools as usual for summer reading kick-off, and the number of programs for children being down slightly. However, a third story time was just added.

Next step:

Terry requested the Program Committee to review the drop in numbers for children's story times.

Other Business

Terry asked if Tricia met with Rob Gimigliano about the security camera issues. Dan emphasized that we should investigate the problem because there seems to be recurring problems. Dan would like some more history on the problem, the money that was spent and the last repairs that were made to the cameras. Then sit down with Guardian Security to ask more investigative questions.

Next step:

Terry asked Tricia to meet with Rob so that Rob can help try to identify the problem. He asked that Tricia then meet with Guardian Security so that Guardian can investigate the issue.

The meeting was adjourned at 9:15 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, September 12, 2018.

Respectfully submitted,

Jennifer DeLeonardo
Trustee

Addendum:

To do list:

1. Terry asked that a new report of the outstanding fines be run prior to the next meeting.
2. Committees should contact the Finance Committee with any proposed expenditures for the coming year so that those can be included in the budget as appropriate.
3. Emily to revert with a more precise timeline for launch of the new website.
4. Programs and Outreach committee to provide draft survey to Board so that Board can review and comment on the draft before it is launched.
5. Tricia will review the Almstead proposal with the Buildings and Grounds Committee.
6. Program/Outreach Committee will review the drop in numbers for children's story times.
7. Tricia will share any documentation around the security system issue with Rob and meet with him so that he can help try to identify the problem. Tricia will then meet with Guardian Security so that Guardian can investigate the issue.