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

530 Colonial Avenue

Pelham, NY 10803

September 12, 2018 at 7:30 p.m.

Board Members Present: Terrence Mullan, Margaret Breuninger, Sandy Angevine, Laura Woods, Catherine Campbell, Samm Hinton, Emily Gest, Karen Fellner (beginning with the budget discussion)

Board Members Absent: Jennifer DeLeonardo, Rob Gimigliano, Keith Keaveny

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

The meeting was called to order at 7:45 PM.

Minutes

Margaret Breuninger made a motion to approve the minutes from the August meeting. Laura Woods seconded the motion. The motion to approve the minutes from the August board meeting passed, with Emily Gest abstaining from the vote.

Finance Committee Report

Samm Hinton reviewed the current 2018 financials. She noted that the building maintenance and repairs line item will likely run over expected and it is too early to tell by how much because unexpected things may pop up by year end. It is currently at 62.48% of the budgeted amount. Another line item that may go over is equipment, if more necessary items are purchased by the end of the year. The line item is currently at 84.2% of the budgeted amount.

Terry Mullan asked if the building maintenance and repairs item included both recurring and exceptional expenses. Samm Hinton noted that the line item in the budget accounted for both. Each month, there is a \$950 expense for cleaning. Terry suggested that it might be helpful to create two line items to better reflect discretionary and nondiscretionary items.

Samm Hinton noted that there is a substantial difference of \$27,633.13 between the cash balance from end of year last year and now because the Library is still waiting for a planned contribution from the Friends.

Sandy Angevine made a motion to approve the financials through September 10, 2018. Catherine Campbell seconded the motion. The financials through September 10, 2018 were approved unanimously.

Samm Hinton mentioned she would give an update from the WLS auditor at a future meeting. She did note that the auditor did say that the Library can stay on a cash basis but will need to make some changes to current bookkeeping, including how the value of the building is recorded.

2019 Budget Draft

Samm Hinton reviewed the important items of note in the proposed 2019 budget. The first is the reduction of expected income in the fines, lost books and printing line item. The income from fines, lost books and printing has steadily decreased over the last few years, so the reduction is to account for another expected decrease. The new proposed line item number is \$12,000, a 42.9% reduction.

Catherine Campbell inquired if the reduction is from less books being checked out by patrons, or a failure to recover fines from overdue and lost materials. Tricia Perito responded that there is no way to know exactly, but the continued rise in e-book circulation, and the fact that e-books are being fine free may account for the reduction over time. Samm Hinton noted that the \$12,000 would be under budgeting and that the goal is to be able to more accurately project the line item by 2020.

Catherine Campbell remarked that the Friends contribution has been the same for a number of years, and wondering if it might be worth speaking with the Friends regarding a possible increase. Terry Mullan proposed that the Library should assess the budget and see where fund increases are needed, and then make a proposal for increases for specific line items. In creating a proposal based on specific needs, it also allows the Friends the opportunity to claim specific funding items in any fundraising development materials. In the proposed 2019 budget, the Friends contribution accounts for 9.4% of the total budget.

Samm Hinton remarked she is looking at ways to account for gift transfers used to balance the budget so the balance sheet does not show negative numbers.

The proposed 2019 budget also shows a reduction in the miscellaneous donations, interest and book sales line item, because it has also seen a steady decline over the last few years.

Due to the reductions, there is a proposed increase in the town allocation. Terry Mullan noted that over the last 5 years, the proposed increases have all been approximately 2%, so this would be the largest increase in a number of years.

Proposed payroll increases reflect a 2% cost of living adjustment, an increase in minimum wage, and additional hours per week for certain roles.

Samm remarked that the proposed payroll budget also accounts for the possibility of the retirement plan for all part-time employees, since employees can opt-in at any time to the plan, including after the board finalizes the budget.

There is a 1% proposed increase to collections, meant to help expand the e-book collection.

There is a new line item for professional development, to be covered by the Mayer gift. This is a specific item that allows for more staff to attend the upcoming ALA conference in Washington DC.

Currently, the Library has a cleaning service five days per week. This leaves one day per week where the Library has not been thoroughly cleaned ahead of visits from patrons. Thus, there is a proposal for an increase in employing a cleaning service from five to six days, so the Library always looks it best for the patrons every day that is open. Tricia Perito has reached out to the cleaning company we currently use, and the estimate they proposed was a substantial increase to the current \$950 per month. Tricia Perito will be reaching out to other companies to get a sense of the market rate for cleaning cost ahead of the final budget proposal.

The proposed equipment item increase reflects the equipment schedule that was put together last year. Many of the original items are 5 years old. Tricia Perito noted that two of dehumidifiers broke this year and would need replacing. Terry noted that the money market account is a capital account to help fund items as they break. However, the Library does not currently have mechanism to fund that account over time.

Samm Hinton reviewed the proposed equipment purchases for 2019, including a computer, monitor, printer, digital camera, CCTV, iPads, and dehumidifiers. There is also a proposed addition of a pop up tent for events, such as Wolf's Walk. Several Trustees suggested the removal of a digital camera from the list, as mobile phones can be used to take high-quality photographs and images can be stored for free on the cloud-based services.

Emily Gest noted that the communications committee is still in process with a town survey and focus groups, which may outline changes that will require funding next year. There was discussion as to when the budget needs to be agreed upon by the board and whether a vote was required before and after the presentation to the Town. The Board will vote on the proposal in October ahead of the meeting with the Town and then vote on the final budget at year-end once the Town has approved it.

Tricia Perito noted that the capital account had previously been funded from a balance in an account in case of any challenges getting funding from the Town for unexpected needs of the Library.

Tricia Perito asked Samm Hinton how incoming grants might be reflected in the Income line item, as well as the Town's required matching of said grants. Samm said she is still working through how best to reflect that in the financial sheets.

Catherine Campbell asked for discussion around funding the dehumidifiers using the capital account. Samm Hinton noted that the \$2400 expense would be the cost to replace one dehumidifier.

Catherine Campbell made a motion to approve the funding of \$5000 for the replacement of two dehumidifiers using the capital account. Emily Gest seconded the motion to approve. The motion to approve the funding of two dehumidifiers using the capital account at a cost of up to \$5000 was approved unanimously.

Buildings and Grounds Committee

2018 Grant Update

The Library applied for a grant of \$91,300 and the Town agreed to match funds up to \$46,000 for the renovation of the bathrooms and the concrete sidewalks in the front of the Library.

There were three bids for the repair of sidewalks. One of the bids was offered with a discount with the Town if the work started quickly. Tricia Perito will be reviewing the bids, with the Building & Grounds Committee.

Communications Report

Emily Gest gave an update on the upcoming community focus groups being held at the Library on September 13 and October 29. The first focus group was held August 16. Fliers have been posted in several parts of town and digitally on Facebook. The top line takeaway from the first group is that the Library has a lot of great offerings. The group was very engaged and happy with the library and had great ideas for improvements.

Emily Gest asked the Friends to provide a link to the Library's website or the survey on the Novel Night website and has not heard back.

Emily Gest provided an update on the proposed survey. Currently, the survey will take 9 minutes to complete. Sandy Angevine remarked that the survey should result in actionable data rather output that is just good information to have, otherwise too many questions will result in incomplete surveys. She also recommended randomizing the questions. Sandy Angevine will review the survey based on her expertise and provide feedback. Terry Mullan also noted that the survey should specifically dive deeper into looking at the Library hours to get a better sense of the community needs for the Library being open.

Next step: Board Trustees to give feedback to Emily offline.

An update was provided on the website redesign. The proposal for which has already been Board approved. The next step is to create a project plan for the website redesign.

Policy Committee Update

Sandy Angevine explained the background for two proposals, one to the Memorandum of Understanding with the Friends and the other to Section 5 of the By-laws. Previously, a birdbath had been purchased by the Library without prior Board approval. The Library staff had raised part of the money, and the Friends were asked to fund the remaining amount needed for the Library to contract for the purchase and installation a birdbath on Library property in honor of retiring Librarian Lillian Heckler. While the Library's gift policy allows the acceptance of gifts without Board approval if the gifts do not require on-going maintenance, the Library By-laws require Board approval for all contractual commitments made by the Library.- The new additions are to clarify (i) that Board approval is needed to request funds from the Friends and (ii) when Board approval is needed for Library purchases.

Catherine reviewed the proposals as drafted. The proposed addition to the memorandum of understanding states that either the President of the Library Board or, at the President's request, the Board of Trustees is required to approve any requests to the Friends for funds, prior to such request.

The second proposal is an addition to Article 5 of the bylaws (as section 5.5.) to state that any permanent changes to the Library grounds or structure will require Board approval.

The Trustees will review the proposals and vote at the October meeting.

President's Report

Terry Mullan reminded the Trustees that the financial committee has its presentation to the Town in October. Terry Mullan said he would be asking the different committees for metrics to report from the last year.

Director's Report

Tricia Perito provided her report. There are now 12 WLS libraries that have opted into automatic renewals. Tricia Perito said that it is too early to tell if this will be something for the Pelham Public Library will want to implement. There are many variables; especially since the WLS member libraries vary in size.

Overdrive, the e-book lending software, usage went up again with an over 22% increase.

The Library staff had a presence at Wolf's Walk, which was a successful outreach to the community. The presence resulted in 18 new cardholders and newsletter subscribers. The staff felt it was a good place for outreach and will consider participating again in 2019.

This year's summer reading program had 65 kids plus their families attend the ice cream party with participants reading over 400 hours this summer.

September is Library Card sign-up month and there is an ALA campaign "My Library is Incredible." There is also a social media campaign going on in conjunction with the campaign.

Program and Outreach Committee Report

Laura Woods gave an update on the new summary of programs. There was a correction from the last report because some of the adult programs were counted in the children's categories.

Overall, the Library had more programming year over year, though the children's programming numbers are below what was expected. This may be reflective of how programs have been classified. Some programs that have previously been children's may now be intergenerational programs.

Next step: Review the classification of the programs and see if that had an impact on the number of children's programming.

Old Business

Tricia Perito inquired about the Building grant project.

| The meeting was adjourned at 9:45 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, October 3, 2018.

Respectfully submitted,

Margaret Breuninger
Secretary

Addendum:

To do list:

1. Financial Committee to work on 2019 budget proposal. Board members to review current proposal and provide feedback to Samm Hinton.
2. Board members to review the proposed memorandum of understanding and addition to the bylaws.
3. Board members and committee chairs to think of metrics to include in budget presentation.
4. Programs committee to look deeper into counts to see if changes to classification of children's programs may have resulted in decrease.
5. If possible, the grant committee to provide an update.