

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

530 Colonial Avenue
Pelham, NY 10803
October 3, 2018 at 7:30 p.m.

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

Board Members Absent: Emily Gest, Laura Woods, Karen Fellner

Also in attendance: Library Director Patricia Perito

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

Minutes

Catherine Campbell made a motion to approve the minutes from the September meeting of the Board of Trustees. Keith Keaveny seconded and the motion to approve the September meeting minutes was approved unanimously.

Finance Committee Report

Keith Keaveny reviewed the financials through September 28. He noted that the fines, lost books and printing line item will likely come in under the estimated amount for the year.

He also noted that the capital balance account, which is currently at \$26,000, will reflect the purchase of two dehumidifiers next month.

Terry asked if there were any outliers expected in any line items, noting that the budgeted amounts for membership fees and computer hardware and software line items are close to their budgeted amount. As of now, there are no expected purchases that may effect the budgeted amount.

Terry also noted that there is a notable surplus in the water line item. Tricia remarked that the water bills were higher over the summer due to the sprinklers. The Library's water meter was just switched out. Samm noted that we used less water from the sprinklers this year because it rained more frequently during the warmer months.

Jennifer De Leonardo made a motion to approve the financials through September 28 Catherine Campbell seconded and the motion to approve the financials through September 28, 2018 was passed unanimously.

Buildings and Grounds Community

The committee met on September 21, 2018. The committee discussed updating the 5-year plan and reprioritizing the current project list for the next 5 years. The committee would like to meet with the Clerk of the Works to discuss possible items that may be

incorporated into a 5-year plan. Tricia noted that a carpet replacement is continuously on the plan and the committee is looking into getting a cost estimate to include in the plan and inform any discussions around a funding source. Catherine Campbell asked if this was something that could be covered under a construction grant, and Tricia noted that it could partially be covered if there was other construction work in the area. The committee is looking into carpet tiles, which are more easily replaced over time.

The committee also discussed the plans and bids for the work on the bathroom renovations. There is not final approval on the construction grant for at least a few months on a final grant amount. Rob Gimigliano asked about the process for requesting bids for the bathroom, given that there is not a final grant amount. He was wondering if it was possible to prepare for bids in advance to anticipate an approval so that work could begin as soon as possible.

There were three quotes on the concrete. The work has begun with the Town-approved vendor and the Library is currently waiting for granite.

It was also noted that there is an issue with the DVR for the security cameras, and the cost to repair or replace is currently being captured in the proposed budget.

Action Item: Trustee Nominations

Two Trustees had their terms expire on September 30. The Board is nominating two Trustees to fill terms expires September 30, 2023.

Margaret Breuninger made a motion to nominate Laura Woods and Sandy Angevine to Library Trustee terms expiring and December 2023. Samm Hinton seconded and the motion was approved unanimously.

Action Item: Policy Committee

As per the September Board of Trustees meeting, and reflected in the September minutes, the first proposal is a change to the MOU that the Board or the Board President should approve any request that is over the budgeted grant from the Friends of the Pelham Public Library.

Jennifer DeLeonardo made a motion to approve the change to the MOU, Keith Keaveny seconded and the motion was approved unanimously.

The second item was an addition to Article 5 of the bylaws, requiring Board approval for any permanent changes to the Library's grounds, building façade, exterior structure and interior space.

Margaret Breuninger made a motion to approve the addition to the bylaws. Jennifer DeLeonardo seconded and the motion was approved unanimously.

A version of a weather and emergency closing policy was circulated to the Trustees for review. The purpose of the policy was to establish rationale for the Library staff, Trustees and public as to why the Library would close in bad weather or an emergency situation.

There was a discussion over putting a note on how fines would be collected during such closures, and it was noted that due to the Library dropbox, it is not the current policy to forgive fines, though that may be the practice.

Terry Mullan noted that the policy did not have in writing how the Board would be notified in case of closures. The policy also includes instructions on establishing how the Library might decide if it should close if the Director is unavailable to make the decision. The most senior staff member would make that decision with counsel from The President or the Vice President of the Board.

Policy Committee Update

Terry Mullan noted that there is currently a proposal to but a 130-foot Tower on property near the Library. The Library is the closest building to the proposed site of the Tower. Jennifer DeLeonardo and Catherine Campbell have worked with other groups in Town to draft a letter to the New Your State DOT in dissent of the proposal for the monopole.

The draft of the letter emphasizes the safety concerns surrounding its proximity to the Library. There are concerns around the monopole falling onto Library property, as well as the car and foot traffic that occurs around that area given its proximity to the schools, fields and highway entrance.

Sandy Angevine asked how successful communities have been in blocking the building of such structures and Jennifer noted that there has been many discussions in other communities about this.

Jennifer DeLeonardo noted the other issue is the soil in the area and the issues with flooding that occurs and that thought should be given as to whether this work might cause more flooding. It was also noted that multiple groups in both Villages are also drafting letters.

Sandy Angevine made a motion to write a letter to NYS DOT as a Board against the erection of a monopole tower. Rob Gimigliano seconded the motion and the motion was approved with Keith Keaveny and Samm Hinton abstaining.

Catherine Campbell made a motion to allow the policy committee to complete the letter. Sandy Angevine seconded and the motion was approved with Keith Keavenu and Samm Hinton abstaining.

President's Report

Terry Mullan noted that he working on his report that he is preparing as part of his budget presentation on October 17. The committees will be asked to provide metrics and strategies and goals for 2019. He expects that it should be sent by next week.

2019 Proposed Budget Discussion

Samm Hinton reviewed the budget proposal that the finance committee had prepared..

There is a proposed \$4000 decrease in the fines, lost books and printing expected income based on trends in previous years.

Samm Hinton notes that we have not previously showed transfers from the gift funds that balance the budget. The new proposed budget shows that fund transfers from the Lam and Mayer gifts that are transferred into line items that offset costs in collections and professional development line items.

The current baseline budget proposal is asking for an increase of 6.7% so the committee is asking the Board to see if all of the estimates for line items are necessary. Sandy Angevine asked if there was a way to propose a flat budget while showcasing the next best investment and Keith Keaveny shared the “budget shopping” list.

One substantial item adding to a budget increase is the 2% COLA increase to payroll costs. Terry Mullan noted that it would be helpful to see the increase broken out into mandatory increases that are beyond the control of Board (e.g. increase in minimum wage, employee benefit costs) and those that are optional. Samm Hinton reviewed the proposed increases to staff payroll and a proposed increase in the hours for certain staff.

Jennifer DeLeonardo asked why there was a request to increase the hours for the part-time librarian. This request is a reflection of the increase in programming funds, and programs, which require more time from the full-time librarians to plan and staff said programs. Sandy Angevine proposed breaking out a separate table that might be easier to visually display the breakdown of the optional and non-optional costs as the discussion is presented to the Town.

Samm Hinton noted that there is an increase in the payroll due to opt-ins to the medical plan, and also reflects a budgeted amount for full retirement benefits for all employees, since any employee can opt-in to the pension plan at any time. All of these items below bring that line item to 16.6% at any time.

In discussing the presentation being prepared for the Town, it was discussed if mandatory staff increases were even required to be presented since the staff are Town employees. It was decided that this information should be included as part of the presentation since the Library is an independent entity.

There is a proposed 1% increase to the collections budget driven by the loss of WLS purchases of Overdrive content, so the Library will have to purchase the e-book titles. The circulation of e-books is trending up, and physical book circulation is declining. Samm Hinton asked Tricia Perito for her ideal ask for Overdrive, and Tricia noted that the idea would be to cover what WLS had previously been funding.

There is a new line item in the proposal for professional development funded by the Mayer gift. These funds have previously been available and used but had not been documented in the budget proposal before. The current proposal includes \$2500 to help fund staff members attending the ALA conference in 2019.

The cleaning and building maintenance line items have been separated. This is to better reflect ongoing expenses. The building is currently being cleaned five times a week. Because the building is not cleaned on Friday, the building is not always looking its best when patrons arrive on Saturday. Tricia Perito asked the current company what it might cost to increase, and they said it would be a new contract and a substantial increase. Several members of the Board inquired if it would just be more cost effective to change the days of the week for cleaning. Jennifer DeLeonardo asked Tricia Perito if she could

call the company to inquire about switching days. Terry Mullan also asked that we get other estimates from other companies.

The building maintenance and repairs line item reflects an additional increase for window cleaning, though the baseline budget does not include this item.

The computer hardware and software line item does show an increase in fees of materials that go toward the baseline operation of the library and its website. This line items shows purchases as outlined in the replacement schedule created last year, includes purchase of a monitor, computer and printer. To date those items are working well, and may not need to be included.

The equipment line item shows the replacement of the CCTV DVR, which Rob Gimigliano has analyzed and showed to be broken. He mentioned that the spoke to the company and the equipment probably broke due to a surge, and that a newer model could come with a surge protector.

There is a new line item for capital improvements. Because that is a fixed amount, the Library needs to account for ways to continue to fund the account. Keith Keaveny proposed using 1% of the annual budget to put into the account, though the baseline proposal does have this line item as flat. Terry Mullan said that the baseline should include the money that was spent from that account on the dehumidifiers.

As a baseline, there is no proposed increase as a baseline proposal, though there was discussion around proposed ask for an additional \$2000 to pay for a popular storytime.

Terry Mullan remarked that he had looked at the WLS statistics to review how libraries spend for collections versus programming. Relative to the entire WLS network, the Pelham library is on the higher end of book buying versus programming spending. Patricia Perito noted that there are additional costs the Town pays directly (over and above our allocation) that skews our ranking.

The WLS number fee line item is an estimate based on projected fees, and does not reflect what the actual may be. This is a number that we will not have a final number on that until the budget proposal is sent to the Town.

There was discussion around how the funding and spending of the capital account could be discussed as part of the budget presentation and how it might be explained to the Town. There was also discussion around possibly discussing funding the capital account with the Friends.

Keith Keaveny noted that there needs to be a revised budget proposal that is recirculated with a final draft being sent to the Trustees.

Director's Report

Tricia Perito gave her report.

-In March 2019 there will be a new ILS platform called Equinox/Evergreen. This platform was built for consortiums.

- All Library staff is required to have sexual harassment training by NYS law. WLS will conduct training for 2018 to aid libraries while they implement the new requirements.
- K-DAY was a success! 59 children and families and 140 new card holder signed up this September.
- The dehumidifiers were installed.

The meeting was adjourned at 9:53 PM.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, November 7, 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.