

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

530 Colonial Avenue  
Pelham, NY 10803

November 7, 2018 at 7:30 p.m.

**Board Members Present:** Terrence Mullan, Margaret Breuninger, Samm Hinton, Rob Gimigliano, Keith Keaveny, Jennifer DeLeonardo, Laura Woods, Catherine Campbell (through the finance committee report)

**Board Members Absent:** Emily Gest, Karen Fellner, Sandy Angevine

**Also in attendance:** Library Director Patricia Perito, Town Liaison Dan McLaughlin (through the Policy Committee Report), Managing Librarian Augusta Turner

The meeting was called to order at 7:36 PM.

**Minutes**

Keith Keaveny made a motion to approve the minutes from the October Board meeting. Samm Hinton seconded and the motion to approve the October meeting minutes was approved unanimously.

**Finance Committee Report**

Samm Hinton reviewed the financials through November 1, 2018. The line item for fines, lost books and printing is lower than budgeted for 2018 by 5,524.91, though this was expected. It is not likely that the Library will meet the budgeted number by the end of the year.

The financials reflect that the Library is still awaiting a small amount of state aid and a Town reimbursement for the 2017 grant was received.

As discussed in our prior meeting, funds from capital fund were used to pay for the dehumidifiers in the basement and that withdrawal is now reflected in the account.

In terms of the Library's balance sheet, the cash accounts are as expected.

Jennifer made motion to approve the financials through November 1, 2018. Margaret seconded and the motion to approve the finances through November 1, 2018 was approved unanimously.

**ACTION ITEM: 2019 Proposed Operating Budget**

Terry Mullan shared the results of the October budget presentation with the Town. The Town votes on the final Town budget on December 13, 2018.

Terry Mullan stated that in January 2018, the board voted to approve the operating budget at December meetings moving forward. Previously, the operating budget was approved in January after the Town had approved their final budget

Tricia Perito asked if moving the date could be problematic if the Town did not approve their budget. It was noted that if the Town does not approve its budget on December 13, then the Library Board will have a contingency plan to revisit the final operating budget.

Keith Keaveny talked through the budget proposal that was made to the Town. As had been discussed, the biggest increase was to the payroll line item, with increases due to cost of living adjustments and employees opting into various benefit programs like retirement and medical insurance.

The Mayer donation is reflected now in the budget as a line item transfer, though it had not been previously. This will help to show a balanced budget.

There is a proposed capital improvements account increase is \$2400 to offset the monies spent of the dehumidifiers in 2018.

WLS fees show an increase of \$1400, though the WLS fees for 2019 have not yet been established.

Samm Hinton noted that previously the Library was showing an unbalanced budget, so the gifts, like some donations, are now reflected as line item transfers in order to better reflect the appropriated monies so that we are no longer budgeting to a deficit.

Samm Hinton made motion to approve the proposed budget, Jennifer DeLeonardo seconded the motion and the motion to approve the proposed 2019 operating budget to the Town was approved unanimously.

Tricia Perito asked what the plan would be if the Town would not fully allocate the amount in the proposed budget. Jennifer DeLeonardo asked if any increase from the Friends would have any impact on the budget. Terry Mullan responded that once the budget is set, any increase would not result in an increase in line item spending since the budget will have already been approved. Terry Mullan asked Catherine Campbell and Jennifer DeLeonardo of the Policy committee if the Board could approve the final operating budget with a contingency that the Trustees could revisit the budget in case the town did not approve. Catherine Campbell and Jennifer DeLeonardo said that was possible.

### **Buildings and Grounds Community**

Terry Mullan asked for an update on the dehumidifiers. Rob Gimigliano notes that the dehumidifiers are installed, and has recommended that they be elevated so that they will not receive any water damage in case of flooding. Two Aprilaire units were installed, as well as a pump to keep water away from one of the units. They were installed and are working properly.

Rob Gimigliano noted that there was a remark from a vendor doing work in the basement that there may be mold. Tricia Perito had called a company to give an estimate on what testing for mold would cost. The estimate is approximately \$750. Rob Gimigliano also called another company for a second opinion and that company's suggestion was to clean the mold. Tricia Perito remarked that the company that tests the mold is not allowed by law to clean or do the abatement. Keith Keaveny noted that this could be possibly circumvented by companies dividing their services across two LLCs.

Rob Gimigliano does not know if the mold is currently active but he believes that it is most likely dormant. Terry Mullan asked that the Building and Grounds committee set up a meeting with representatives from the Town to discuss next steps.

Samm Hinton asked which vendor provided the comment about the mold. Tricia Perito said the person did not want to be a named source but shared that this was a usual vendor of the Library performing routine maintenance.

### **Communications Committee**

Margaret Breuninger mentioned that the final focus group was held on October 29. The link to the survey is not yet live. It was agreed that the communications committee will present the findings from the focus group at the December meeting.

### **Action Item: Policy Committee Report**

The impetus for the updates to weather and emergency closing policy was discussed. Catherine Campbell and Terry Mullan had noted that the Library had been closed on 3/7/18 without pre-notification to the Board.

Jennifer DeLeonardo asked if the policy was meant to be public facing or for use internally, as the revised policy still contained language for the public. Terry Mullan asked if the Library had other policies that are public facing. Catherine Campbell noted that many policies are up on the website for the public. It was noted that this language should be available to the public outside of the policy and just be featured on the website.

Terry Mullan asked if there was any data about missed phone calls during closings due to weather or emergency. Tricia Perito noted that these calls are directed to voice mail. Samm Hinton asked if anyone is aware who sends the Village of Pelham Manor messages via text message.

It was discussed the policy should be internal, and there should be language that includes how patrons can find information about weather and emergency closings.

Samm Hinton made a motion to approve the weather and emergency closing policy as non-public facing, Keith Keaveny seconded the motion. The motion to approve the weather and emergency closing policy as non-public facing was approved unanimously.

### **President's Report**

Terry Mullan, Keith Keaveny, Samm Hinton presented the proposed budget in October. The presentation was made with 50-60 minutes of Q&A. Once again, the Town was pleased with the packaging of the Budget. One point that was made was specifically about the foot traffic coming through the Library and what is driving people to come to the Library. The question was specifically around how programming drives people to the Library. In the presentation, Keith Keaveny made the point that the non-discretionary spending was the source of most of the budget increases. There has yet to be feedback on the budget from the Town.

Terry Mullan also noted that Laura Woods will be stepping down as a Trustee and her last meeting will be December 2018.

### **Action Items: Proposed Meeting Dates**

Tricia Perito reviewed the proposed Trustee meeting dates for 2019. One change is that the August meeting was moved back to July—all other proposed meetings are the same months as 2018. The rationale around moving the meeting to August initially was to allow for more time to review any grant requests to the State of New York as it is closer to the application deadline. The August meeting move was also intended to allow for more time to prepare for the budget presentation to the Town.

Jennifer DeLeonardo asked if moving the meeting back would make the grant application more difficult. Tricia Perito remarked it would not be any easier in August.

Catherine Campbell suggested that the September 4 meeting should be moved to September 11 in order to account for people traveling and settling in the week of Labor Day.

Catherine Campbell made a motion to approve the 2019 meeting dates of the Board, Samm Hinton seconded. The 2019 Board meeting dates were approved unanimously.

Tricia Perito shared the proposed 2019 holiday closings. There are 11 days in total, which include two half days. Tricia noted that in 2018 the library was open on Columbus Day for the first time though it was slower than usual that day. Tricia Perito suggested that Columbus Day be a floating holiday for the staff but the Library remain open as in 2018. The Library is required to offer a minimum of 10 holiday closures as per the personnel manual. As floating holiday is for full-time staff only and those who work would be able to take another day off.

Terry Mullan asked Tricia Perito to document the foot traffic and attendance of Columbus Day 2018 compared to the three other Mondays in October.

Samm Hinton made a motion to approve the 2019 Library holiday closing dates, Margaret Breuninger seconded and the motion to approve the 2019 Library holiday closing dates was approved unanimously.

### **Action Item: Library Annual Report to the Community**

Tricia Perito shared that the minimum standards require a Library Trustee vote on the annual report to the community. Tricia distributed the annual report to the community to the Trustees as had been previously reviewed by the communications and outreach committee.

Samm Hinton asked how the information was selected and why we might feature items that showed a decline year over year. Margaret Breuninger remarked that for the public, statistics need context so it is important to include for transparency.

Jennifer DeLeonardo asked about the decline in Wi-Fi usage. It was noted that many people have unlimited plans on their phones. Tricia Perito also noted that the system now currently keeps you logged in for a period of 24 hours, whereas previously people would potentially have to log in multiple times.

Terry Mullan asked that the Trustees be given more time to review the document and to table the review for the December meeting. Feedback from Trustees is due to Margaret Breuninger no later than November 21.

**Director's Report**

Tricia Perito gave her report.

Judy Hellman, who has been with the Library for over 13 years, has resigned effective November 16.

Augusta Turner is now a Notary Public, a service which has been popular at the Library.

Tricia Perito will be getting in touch with the members of the personnel committee regarding the vacancy due to Judy's resignation.

Civil service notified the Library that the labor class employees are now afforded section 75 protection.

PLDA is reinstating annual dues, which are \$40.

The new sexual harassment law went into effect on October 9, and Tricia is working with the Town to obtain their policy. Tricia Perito will also look into how the Library will train volunteers as required under the new law.

PLDA voted to discontinue Mango languages in favor of Duolingo. There will be an additional 40K allotment to digital resources and the addition of Tutor.com.

The meeting of the Friends on November 12 has been moved to a new location. Catherine Campbell asked if anyone was attending to present a new MOU. Terry Mullan and Jennifer DeLeonardo will be schedule a separate meeting to discuss the new MOU.

The Annual WLS meeting is November 15, 2018.

Laura Woods discussed the programming stats and some of the items. She noted that the current numbers reflect the effort of an increased focus of young adults. And the decline in children's programming attendance reflects the fact there were no school assemblies in 2018 and that shows a significant decline. Terry Mullan asked if the Library had asked to schedule assemblies in 2018. Augusta noted that there had been challenges in the past getting on agendas.

There was discussion around how the programming numbers are counted and it was discussed whether or not there should be a stricter way of measuring participation.

The meeting was adjourned at 9:13 PM.

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

Respectfully submitted,

Margaret Breuninger  
Secretary