

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

530 Colonial Avenue
Pelham, NY 10803

December 5, 2018 at 7:30 p.m.

Board Members Present: Terrence Mullan, Margaret Breuninger, Karen Fellner, Sandy Angevine, Samm Hinton, Keith Keaveny, Laura Woods, Catherine Campbell (from the finance committee report), Emily Gest (from the finance committee report), Samm Hinton

Board Members Absent: Jennifer DeLeonardo, Rob Gimigliano

Also in attendance: Library Director Patricia Perito, Town Liaison Dan McLaughlin, Managing Librarian Augusta Turner

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

Minutes

Catherine Campbell inquired about the date of the Town budget approval as reflected in the November meeting minutes. Dan McLaughlin confirmed the date recorded was correct.

Keith Keaveny asked that an amendment be made to reflect an increase in medical insurance for staff as well as a misspelling of his name.

Sandy Angevine made a motion to approve the minutes from the November Board meeting as amended. Catherine Campbell seconded and the motion and it was approved unanimously.

Finance Committee Report

Keith Keaveny reviewed the financials through November 29, 2018. The fines, lost books and printing line item is at 79.99% as of November 29. It is still expected that this line item will come in under the budgeted amount for the year.

The collections line item does not reflect the November spending yet, and budgeted amount it is expected to be used by the end of 2018.

The payroll and salaries line item is also expected to be over the budgeted amount for the year. This is due to the increase in programming which requires more librarian hours. The program line item looks to be under budget, and even with planned programs, this line item may still come in under budget for the year.

Keith Keaveny reviewed the balance sheet and all looks in order. One construction grant item for \$217 was paid. Terry Mullan asked to confirm if the checking account was the account in which funds were always deposited and withdrawn and Keith Keaveny confirmed that was correct.

Samm Hinton made a motion to approve the financials through November 29, Catherine Campbell seconded and the motion and it was approved unanimously.

Revisit of 2019 Budget

The town approved the 2019 Library allocation of \$601,268. The original proposed budget request had asked for an increase to \$630,059. The finance committee has looked at the line items and developed some recommendations for trimming the proposed budget to meet the allocation.

Dan McLaughlin commented that the Town struggled with keeping the entire Town budget cap under 2%. This resulted that the Library in receiving a 2% increase to the 2018 allocation. The Town also noted that the Library had other expenses of \$44,000, like Con Edison, snow plowing, and landscaping which was not included in the Library's budget proposal and were paid by the Town. Dan McLaughlin asked the Trustees to work on having those bills not currently reflected in the Library's budget be paid by the Library moving forward. This will help in the accuracy of annual reporting to the state, particularly around how much public support is provided to the Library. If the Trustees will work on this transfer of accounts that are currently in the Town's name in 2019, these items will already be part of the Library's budget when it comes time to do a budget proposal for 2020. The expenses will remain Town operating expenses. Then they can be factored in to any asks for future operating budget increases.

Sandy Angevine asked if the Library taking on these expenses meant that the Library could seek out other vendors for these services. Dan McLaughlin and the Town Board believe that because the Town has bigger contracts, the pricing will be better for the Library using those same vendors.

Terry Mullan noted that the Trustees should make a decision of when to implement this change, because while these items are operating expenses for the Town, they are not in the Library's proposed budget. There is a possibility for the Library to take over these accounts in 2019. Terry Mullan also noted that we may need to revisit the metrics reported to WLS, particularly the percent of public support.

Samm Hinton and Keith Keaveny presented their recommendations to reduce the proposed 2019 operating budget. One suggestion is to approach the Friends to increase their contribution. Another thought is to help increase miscellaneous income by offering an additional service at a small fee to help increase more income. Another thought is to ask for a suggested donation from patrons who attend programs.

Emily Gest inquired if other libraries charge fees for things, and Tricia Perito noted that while some private libraries may charge for some services, most public libraries do not. Augusta Turner noted that some libraries charge for program materials. Laura Woods noted that there used to be book sales once a year. Emily Gest asked if the Library could ask for donations or if that was only the area of the Friends. The fundraising for the Library can only be done by the Friends.

Keith Keaveny noted that the finance committee does more detailed budgeting on the staff hours. The current proposed budget was built on the assumption that all employees would opt into medical and retirement. In a previous year, several employees opted into the retirement plan after the operating budget was approved—the current operating budget was built to prevent any gaps. If the board changes the 2019 proposed operating budget to reflect only employees that are currently opted in, there may be a reduction to the budget. However, given that the Library employees can opt in at any time that runs a risk of the same issue occurring again.

On the payroll salaries line item, Samm Hinton reminded us that the Board had budgeted for COLA increases, increases in librarian and bookkeeper hours, and increases in pay for required minimum wage. The 2% COLA increase reflected account for \$8500. The additional hours accounted for the bookkeeper is \$2500 and a part time librarian is \$3100, cost about \$5600 in total.

Samm Hinton also noted that the final fee amount from WLS came in \$40,573, about \$1,000 more than was in the budget proposal.

The Board had proposed for more money for programs and supplies. Tricia Perito noted that overall program costs go beyond the line item the cost of funding the program, as they require librarian hours for training and planning of the programs. It was proposed to reduce this line item by \$2000.

The capital improvements line item reflected and increase to reimburse the capital account following the purchase of the dehumidifiers. This added \$2400 to the budget and was a proposed removal. Tricia Perito noted that there would be a need from the Town to potentially help with emergency items.

It was also noted that the computer hardware and software line included the upgrades per the equipment schedule, and all of those line items appear to be in working order.

There was also a discussion around the claims auditor and the cost of the time to review checks. The Library currently writes about 50 checks per month, which are reviewed by the auditor. The Trustees agreed this is a needed service.

Terry Mullan asked if anything could be cut around the miscellaneous line item. Tricia Perito noted that this line item is usually funded by the Friends and is used for expenses that are generally not paid through public funds. Samm Hinton noted that this line item was \$1000 in 2017, and could be cut by \$250 and it was agreed that it could be cut by \$200.

The Library collection item is a total of \$62,900, which includes \$5,200 from the LAM bequest. There is a proposal to cut collections by \$2,700.

With all proposals considered, the deficit left is \$3400 to be made up by more income or by more cuts. Augusta Turner asked if there had been a consideration of increasing fines. Tricia Perito noticed that increases are a deterrent to checking out books. WLS is migrating to a new system which may result in a new fine proposal, and the migration may result in purging old fines out of the system. Terry Mullan asked if the Library is set to a fine schedule by WLS, and Tricia noted that the Library can set its own fines.

Terry Mullan suggested to reduce programs by \$3400, and to make up the funding with bequest funding to balance the budget.

Tricia Perito noted that the Library has looked at how other libraries process passports for a fee. This is very labor intensive for the staff. Terry Mullan asked that Augusta Turner and Tricia Perito present more on the possibilities of passports at the next meeting. Augusta Turner also noted that Library could sell E-Z pass, and Dan McLaughlin noted that this would not compete with the Town, as the Library is open different hours than the Town's offices.

Terry Mullan noted that the changes to the budget proposal should be reflected in a new print proposals so that Trustees could review and vote at the January meeting.

Buildings and Grounds Community

Karen Fellner reported that Rob Gimignano attended a mold remediation presentation by the NY State Department of Labor.

Communications Committee

Margaret Breuninger presented the result of the three focus groups held in August, September, and October. There were 17 attendees, 16 English speaking. Many of the participants were frequent library users and had very warm things to say about the staff and the Library. However, there were several opportunities and notes to highlight.

One of the opportunities was around use of outdoor space for programming. Terry Mullan noted that there was an email circulated about licensing around showing copyrighted materials outside. Emily Gest noted that there may be ways around this as other local clubs are showing movies.

Another item of note was the issue around parking or entering the Library during school hours. While parking is an issue at the Library during school pickup, the whole area around the Library has issues around school pickup times due to the proximity of the middle school, high school and elementary schools.

Focus group participants also noted that they would like more Library hours. Mullan asked Tricia Perito the last time there was analysis of the rationale current operating hours the Library. Tricia Perito responded that it had been many years.

Emily Gest gave an update on the survey plans. She is still working to incorporate the feedback from Tricia Perito's latest round of edits. It was discussed that results of the focus group should be incorporated into questions in the survey, which should be deployed after the holidays.

Nominating/Personnel Committee Report

Terry Mullan thanked Laura Woods for her service as a Library Board Trustee.

Terry Mullan nominated Emily Gest to replace Laura Woods' vacancy as Chair of Programs/Community/Outreach committee. Sandy Angevine made a motion to approve the nomination and Keith Keaveny seconded and the motion to approve was passed unanimously.

President's Report

Terry Mullan reported that the Library received a call from someone with question about Drag Queen Story Hour. The person lodged a threat against the Library. Tricia Perito reached out the Trustees and it was reported to Pelham Manor Police Department. The Pelham Manor Police Department has settled the matter and The Library will move forward with the program.

Director's Report

Tricia Perito provided the door counts from Columbus Day as compared to other Mondays in October. Based on this, Tricia Perito presented the proposed holiday closings for 2019.

Margaret Breuninger made a motion to approve the 2019 holiday closing calendar and Emily Gest seconded the motion. The motion to approve the 2019 holiday closings was approved unanimously.

Tricia Perito noted that Westchester County has approved an Earned Sick Time Act that will go into effect at the end of March in 2019.

Tricia Perito received the sexual harassment policy from the Town and the Library has until next October to provide training for employees and volunteers.

Tricia Perito found that there was a balance in grant monies and she explored how other Libraries are displaying door signage, including laser cut door signage.

Tricia Perito also noted that stroller parking is still an issue along the accessibility ramp and shared a photo.

Augusta Turner attended a WLS Overdrive presentation in October and there have been substantial growth in e-book and e-audiobook circulation.

WLS is celebrating its 60th anniversary this year. Tricia Perito noted that she will send the minutes from the WLS and PLDA meetings to Trustees in the future.

Tricia Perito also noted that the 2020 Census will be online only, and that libraries will be expected to play a big part in the census effort.

The Library is starting a new program called TechGirly, led by Alli Feldman, a junior at the High School.

Terry Mullan asked why the Battle of the Books competition is not in our count of our programs. Tricia Perito noted that other Libraries do not include the competition in their counts, so it will not be included in ours.

Other Business

Emily Gest asked if the Library could ever accept furniture donations. Tricia Perito commented that all furniture should be commercial grade. Catherine Campbell responded that there are no guarantees with donations from a private home. Tricia Perito also noted that there is money for furniture in the Mayer donation.

The meeting was adjourned at 10:09 PM.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, January 9, 2019.

Respectfully submitted,

Margaret Breuninger

Secretary

Addendum:

To do list:

Tricia/Augusta – Present more information about passports

Finance committee – provide paper proposed budget that reflects new proposal based on cuts discussed at December meeting