

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

530 Colonial Avenue

Pelham, NY 10803

March 6, 2019 at 7:30 p.m.

Board Members Present: Terrence Mullan, Karen Fellner, Catherine Campbell, Margaret Breuninger, Sandy Angevine, Samm Hinton, Keith Keaveny, Emily Gest (arrived during Director's report)

Board Members Absent: Jennifer DeLeonardo, Rob Gimigliano,

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

The meeting was called to order at 7:40 PM.

Minutes

KK made a motion to approve the minutes from the January meeting, SH seconded the motion and the motion passed unanimously.

Finance Committee Report

2018 Year-End Financials

SH presented revised year-end financials based off of reconciliation with the adjustments made to reflect some minor adjustments.

CC made a motion to approve the 2018 year-end financials, KF seconded the motion and the motion passed unanimously.

February Financials

SH presented the financials from 1/1/19 through 2/28/19. The fines line item is currently 2% higher than expected though this increase may not continue, as there has been a declining trend on this item over the past few years. The Friends line item reflects the increase in their contribution, and the miscellaneous donations also shows an increase based on recent contributions.

Computer hardware and software is at 74% of the allocated budget, which reflects planned purchase of software early in the year. Membership fees and programs also reflect planned expenses (e.g. the museum pass program). The WLS fees reflect the first payment for 2019.

TM asked PP and AT if there were any programs that reflect the spending on that line item. PP noted that the museum pass program is a large expense for that line item, as well as the movie license.

SH notes that there have been new donations added to the other income line item. SH noted that we currently have expected expenses that will be paid for out of the other income. In order to reconcile there would need to be an adjustment to the budget or reconcile those expenses as line items later. TM noted that since there is no strong

preference either way, the financials should stay as is. PP noted that there is an upcoming meeting with a QuickbooksProAdvisor, but for now the financials will remain the same.

CC made a motion to approve the financials through February 28, 2019, SA seconded the motion, and the motion passed unanimously.

Audit 2017

PP noted that the audit is available for Board review. SH noted that she has reached out to the auditor for feedback but has not heard back. DM noted that the Town is currently reaching out to auditors for Town purposes and will get feedback to the Library audit as part of reviewing work.

TD Bank

KK provided background explaining that banks are currently providing interest incentives to open money market accounts. PP had taken the initiative to meet with TD Bank to get details on their money market. TM asked about fees and minimums attached to a new account.

SA made motion to approve the application of a new bank product to switch from a no interest account to an interest account. CC seconded the motion and the motion passed unanimously.

Friends

PP went to the January meeting of the Friends of the Pelham Public Library. They are currently focused on Pelham Reads, though they have not selected a book yet. AT noted that they try to select a book for all age groups which can be a challenge. TM reminded the Board that there is hope that the Library can align on efforts to promote Pelham Reads.

Nominating Committee

TM noted that there is one Trustee seat still open. Currently, there are a few leads of people who may be interested. TM noted that the new Trustee could serve as a liaison with the Friends to serve as a driver to coordinate the efforts back with the Board. TM noted that the other suggestion is that the new Trustee also assist in writing grant proposals.

SH asked who will be taking over the programming committee, and TM noted that EG was put as the head of that committee in the December meeting.

TM noted that the officers terms expired at the end of September, 2018 and we need to elect officers for the new term.

SA made a motion to approved Margaret Breuninger as Secretary through 9/30/2019, retroactive to 10/1/2018. KK seconded and the motion was passed unanimously.

KK made a motion to approve Sandy Angevine as Vice President through 9/30/2019, retroactive to 10/1/2018. SH seconded the motion and the motion was passed unanimously.

MB made a motion to approve Terrence Mullan as President through 9/30/2020 retroactive to 10/1/18. SA seconded and motion was passed unanimously.

Personnel Committee

The committee provided a new org chart of Library employees to the Trustees.

Director's Report

PP noted that the WLS migration is happening next week beginning March 11. PP noted that the staff has been great and AT will be ushering through the migration. PP noted that WLS had a Malware attack. TM asked if the Pelham Library was impacted. PP noted that one public computer was impacted. PP noted that Mt. Vernon Library may be closing during the migration and that may have an impact on foot traffic to the Pelham Library, TM asked if there were any significant issues after the last migration, and PP noted that there were some issues after the last one. TM asked if PP could create a distribution list/call list for the Board so that there could be a response plan in case of any issues.

As part of the migration, the PLDA committee has recommended that fines older than 3 years be purged. TM asked if people with old fines are still have cards in our systems. PP noted that at \$25 fines cards are blocked, at \$5 services are stopped, and cards not used in five years are purged. (Expired patron records are purged from the system by WLS after 18 months past the expiration date. Expired patron records with less than \$25.00 in fines and no lost items are purged after 2 years with no activity. Patron records with unresolved issues will not be deleted.)

DLD noted that Libraries that fail to complete paperwork by the construction deadline will be ineligible for all future construction aid.

New museum passes for 2019 include the New York Historical Society, the Children's Museum of Art in NYC and the Paley Center for Media.

EG and PP went to the JLP service fair on Martin Luther King Day.

PP noted that the WLS Trustee Institute will have a presentation on Open Meeting law on June 12.

Annual Report

PP reviewed the data in the report. The report is due 3/15. PP has not received all of the data from WLS. PP noted that the Library collection number is given by WLS. TM asked if there have been any major reclassifications and PP answered that there has not been.

PP also noted that in 2019 there will be more summer reading programs in 2019 broken out by age.

SA asked if we have a disaster recovery plan and PP said we do not. DM also noted that the Town does not as well.

PP reviewed the Library transactions section of the report. TM noted that there seems to be a trend in decline of children visiting the Library via programming and circulation. AT commented that the children's numbers previously reflected the visits to the schools for the summer reading program, as well as the 2017 report included Pelham Reads.

PP noted the need to address the operating plan in 2019 as part of the requirement for minimum public standards.

SH has reviewed the financial sections 11 and 12 of the report and found them to be accurate.

SA made a motion to approve the annual report minus the following fields (2.13, 2.17, 2.18 and those in section 9) that are awaiting WLS data. MB seconded the motion.

There was discussion as to who will input and review the data from WLS.

EG made a motion to pass the report with the fields to be entered by the Executive Director. KF seconded, and the motion was approved unanimously.

PP noted that the grant reimbursement funds by the Town of Pelham have been reflected in the report.

Communications Report

EG reported that the survey is set to go out tomorrow with a media plan to promote it. There will be outreach by committee members,

MB reported that a brief has been written for the web developer to begin the work on making the website more mobile friendly. It is ready to be given to the developer.

Buildings and Grounds

TM read a report from RG regarding the buildings and grounds committee. There was a visit to the pumps in the basement and there will a test of them this week.

Regarding the basement, a cleaning vendor was contracted to provide second opinion in the basement regarding the presence of mold. The second opinion was to clean the mold and control water. There was an estimate given by a contractor for clean up at \$29,870. That estimate reflects physical removal and disposal of trash, cleaning of surfaces and water based sealing. Next steps include getting another estimate and watch for water in the basement.

The division of safety and health of the department of labor offers independent second review of conditions, and it may be something the Library should explore. Rob attended a presentation in Albany and the speaker is willing to come speak to the board about any further measures.

SH inquired about the debris in the basement. TM noted that it is some items that have accumulated over the years but there are items that have enough water damage that they need to be removed.

AT noticed that she does still see water after a heavy rain in the basement and asked if that would be mitigated. TM noted that Rob had some suggestions for to handle, including use of dehumidifiers and cleaning of standing water. TM noted that that the Library needs to be diligent of monitoring if there is a water event.

AT asked how dust would be handled during any clean up process, and TM noted that there would be use of a negative air machine to contain anything airborne. PP asked if they were going to test the air as well, and TM said that can be a follow up item.

Other Business

CC noted that as Board members should acknowledge the COI policy for 2019. TM to remind Board members and all are due to MB by March 31, 2019.

AT asked about progress on applying for a grant via Amy Paulin's office. As it is a reimbursement grant, the Library is currently looking for funding sources to help with the upfront costs. PP said that our banker also said we could reach out regarding a line of credit for upfront costs.

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, April 3, 2019.

Respectfully submitted,

Margaret Breuninger
Secretary

Addendum:

To do list:

- PP to distribute the 2017 audit for Board of Trustee review for a vote at the April meeting
- PP create a call list for Board members during the migration
- Program committee to review 3.39 and 3.42 in the Annual report and come back to board with information around the drivers around the drop
- Trustees should check personal information on annual report
- TM to send note to Board members reminding them to sign COI policies