

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

530 Colonial Avenue

Pelham, NY 10803

July 10, 2019 at 7:30 p.m.

**Board Members Present:** Terrence Mullan, Keith Keaveny, Rob Gimigliano, Catherine Campbell, Margaret Breuninger, Emily Gest

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

**Also in attendance:** Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Romina Levy

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

**Minutes**

CC made a motion to approve the minutes from the May meeting of the Trustees. EG seconded the motion, and the minutes were accepted unanimously.

**Finance Committee Report**

KK reviewed the financials through June 30<sup>th</sup>. He noted that miscellaneous donations and interest incomes are above budget expectations through the year. PP noted that there was a donation of \$500 for notary services (as mentioned in May meeting) and another donation from a patron of \$100.

KK flagged items that are close to the 2019 budgeted amount. The miscellaneous line item is at 85% so KK will work with PP to monitor the spending. Computer hardware and software is currently at 74% of the budget, membership fees is at 85% which reflects spends that were made earlier in year, and this line item also includes professional memberships.

The Morgan Stanley grant funds came in for \$1000. In total we are in a net positive income for the year, which is reflected in the balance sheet.

Following up on what was discussed in the May meeting, KK noted that we are a 501c3, and not required to file.

EG made motion to accept the financials through June 30. CC seconded the motion and the financials were accepted unanimously.

**Buildings and Grounds**

RG worked with PP on pricing for the mat as part of the grant. The mat was ordered and PP will submit the paperwork to the state.

PP spoke with RG about the cameras. PP said she will follow up with the vendor.

RG and TM noted that we will not submit a 2019 WLS grant request. TM asked PP for any word on the 2018 grant proposal. The NYS budget significantly cut the amount of library construction grants from \$34 million to \$14 million for 2019. PP remarked that the

change in funds does not reflect the 2018 proposal but we still have not heard anything about the application.

EG asked why the Library was not going to submit a grant proposal for 2019. TM noted he reached out to the Town to see if they would be supportive of matching grant funding and at this time their decision was made not to apply. Since the Library did not have any projects fully on the list, TM noted that the Board should look to projects for a 2020 application.

As a member of the WLS grants committee, PP noted that state did pass laws that would fund construction grants for 2019-2020.

### **Communications Report**

MB reported that the Committee has had a call with Phil Price regarding the website redesign. Phil had shared templates and the committee offered feedback. The committee is now waiting for his changes to the template.

EG noted that the survey results and focus group will be shared in September. At this time EG plans to correct the public record in *The Pelham Post* about the survey data.

EG and MB also spoke about the focus groups that were done with the staff. Common themes included use of space and hours. EG also noted that in a future discussion we should discuss how we can partnering/leveraging relationships with other organizations and how we may utilize their space. PP noted that she spoke to the Picture House leadership regarding a project that PBS is organizing, however the program came very late so it was difficult to coordinate. EG noted that working with others is a way to get more visibility and serve the community in new ways.

EG noted that the photos of the book launch event for Karen Dukess showed that the space can be utilized for larger events. AT noted that there were 91 people who were very happy. TM asked if they were Library patrons, and AT noted that many attendees were friends of the author but there were people who came based on promotion from the author as well.

TM opened the floor for public comment.

RL noted that there were people at the event who were wondering why there were not more events held at the Library and said she would connect PP with those who might be interested in hosting events there.

TM closed the floor for public comment.

EG proposed that as part of the strategic plan the board trustees should start to do more community outreach and liaise with other community groups to increase the Library's footprint.

EG also noted that communications consultant Cathy Taylor had resigned. The committee has developed a job description and it was posted online. So far there is one candidate. MB asked who on board needs to meet with the candidates and TM noted that 2 to 3 people should be involved. TM asked that PP prioritize the things that Cathy should focus on in the next 2 days.

### **Nominating Committee**

With three vacancies, the committee brought forth three candidates for potential Trustee seats.

TM proposed Judy Shampanier as Trustee to replace Jennifer DiLeonardo's 1<sup>st</sup> terms expiring 9/30/2022. TM and CC performed the interviews with candidate. TM did the overview of the Library and CC spoke with her regarding the legal aspect of the Trustee role.

CC made a motion to approve Judy Shampanier as Trustee to replace Jennifer DiLeonardo's 1<sup>st</sup> terms expiring 9/30/2022, MB seconded and the motion passed unanimously.

TM proposed Lisa Robb as Trustee to replace Samm Hinton's first term expiring 9/30/2020. TM and KK performed the interviews. KK spoke with her regarding her financial expertise.

EG made a motion to approve Lisa Robb as a Trustee to replace Samm Hinton's first term expiring 9/30/2020. KK seconded and the motion passed unanimously.

For the vacant seat expiring 2023, TM, SA and KF met with Jennifer Meyer. This Trustee role would be to coordinate and be a partner to the Friends. Both CC and EG know Jennifer Meyer personally and remarked she would be a good fit for the Board.

MB made a motion to approve to approved Jennifer Meyer as Trustee to fill the vacant seat, RG seconded and the motion passed unanimously.

Nominating committee shared a Trustee committee review and some committees had changes:

1. Rob Gimigliano as chair of Buildings & Grounds
2. Keith Keaveny as chair of Finance budget

CC made a motion to approve the committee roster, EG seconded and the motion passed unanimously.

### **Personnel Committee**

CC noted that SA and PP had a committee meeting. The committee discussed the communication consultant opening and addressing the lack of subs for the Library. The committee agreed with PP that they would need to find more subs. Most of the current subs are only available on weekends. TM asked how subs are recruited. PP noted that she posts on the WLS website. PP found one candidate and circulated the resume so far and is hoping to find more.

### **Policy Committee Report**

CC noted that PP flagged that our code of conduct does not reflect vaping rules around the Library. The action item is to include "or vaping" to the Library's code of conduct.

CC made a motion to amend the code of conduct to include "or vaping." KK seconded and the motion passed unanimously.

**Director's Report**

PP noted that the popular Miss Keila story time program, will be continuing only through August, since she is relocating. PP had an idea to expand story times into local parks. PP also wanted to schedule a second Drag Queen Story Hour for fall and TM asked that a programming committee meeting be scheduled ahead of scheduling that program.

PP shared her Library Amnesty program proposal. She noted that September would be a good time to do it as school is starting and would give students a chance to begin the year with a clean slate. She noted that the financial impact will be difficult to assess, though the Library does collect about \$1000 in fines monthly. This proposal does not include wiping lost materials cost or the fees of collection agency if associated with the account. This proposal defines amnesty as checking things in fine free for the month and wiping out old fines. PP noted that the new ILS (Integrated Library System) has an amnesty mode and could be turned on easily.

CC asked when one might advertise this so people don't start racking up fines in anticipation of amnesty. PP noted that this would be best communicated in August, and EG said the last two weeks of August would be best.

PP also noted that the migration corrupted fine history data and it is hard to associate fines with actual reasons. TM asked if this requires any additional staff resources and PP noted that it does not. TM noted that this would be a way to give back to the community.

MB asked how we would define the success of the campaign. TM asked if we would be able to calculate the impact on collection.

TM opened the floor for public comment.

It was noted that the Library tracks checkouts, it does not track returns. PP said she would check in with other libraries who have done this and see how they measure success. The Library would be able to track at month end how many fines were forgiven versus the average of a normal month. AT noted that the technology is new and the data reporting system may not be reliable.

TM closed the public comment portion.

EG asked if there was a way to still collect fines or donations during the period. CC said the Library cannot solicit funds. TM noted that the Library could divert patrons to donate to the Friends in lieu of fines.

CC made the motion to approve the Library amnesty proposal with the Amendment to the proposal that will include a report back to the board that includes data that is consistent with what WLS captures. EG seconded and the motion was approved unanimously. The Communications committee will work with Library on awareness campaign. KK thinks that the Library's notary work will help pay for this initial program, but fines are not a small line item and will need to be considered in the future. TM notes this is a one-time approval until the Board approves again.

The trustees reviewed the resume Miriam Saphra to be a PTA librarian for the Pelham Library.

CC motion to approved Miriam Saphra as a PTA librarian, KK second the motion and it passed unanimously.

The meeting was adjourned at 9:13.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees is September 11, 2019.

Respectfully submitted,

Margaret Breuninger  
Secretary

Addendum:

- Comms committee will report timeline for website redesign in September meeting
- Comms committee will work with Tricia on plan for launch of Amnesty program
- Official programming update in September meeting
- Action item to research charter and confirm if bylaws can be changes to appropriate number of trustees instead of set number
- For future meeting, include the committee descriptions
- PP set up programming committee meeting in advance of to setting up a second Drag Queen Story Hour