

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

530 Colonial Avenue

Pelham, NY 10803

September 11, 2019 at 7:30 p.m.

Board Members Present: Keith Keaveny, Sandy Angevine, Lisa Robb, Rob Gimigliano, Catherine Campbell, Margaret Breuninger, Karen Fellner, Emily Gest (starting at the personnel committee)

Board Members Absent: Terrence Mullan

Also in attendance: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, WLS Trustee Cathy Draper, Deputy Town Supervisor/Library Liaison Dan McLaughlin (starting at the financial report)

The meeting was called to order at 7:39 PM.

SA opened the meeting by introducing new Trustee Lisa Robb.

Minutes

CC made a motion to approve the minutes from the July meeting of the Trustees as amended. KK seconded the motion and the minutes were accepted.

Finance Committee Report

KK reviewed the financials through August 31st. The financials reflect the Friends contribution and Town allocation.

The Misc. line item is currently negative, and the committee is looking into whether bank fees that changed this item. The collections line item is below budget, showing that the staff has done a good job at spreading the spending over the course of the year.

The final grant reimbursement came in for the automatic door/ramp project. SA asked if that needed to go back to the Town, but it does not due to a voucher that had already been submitted.

KK reported that the balance sheet looks in order. LR asked if the bequests were purpose restricted. PP noted that the Lam bequest is partially restricted and the Mayer gift was based on agreed upon plan to spend, and the Library has additional gifts that are spent with board approval. LR inquired about the status of the building on the financial books. PP explained that the new auditor should return the next audit soon, and we will have recommendations in the future. DM explained the background of the previous audits and the move to the new accounting firms.

KK pointed out that there was a water charge around \$800 and the committee is trying to look into why there is a once a year high bill.

MB made a motion to approve, the financials through August 31, CC seconded the motion.

Buildings and Grounds

RG noted it has been a quiet summer. The new mat has been dropped off at his office and will be brought to the library.

PP gave an update to the B&G committee about the camera server regarding an upgrade. PP has reached out to the vendor regarding an estimate and has not yet heard back. LR questioned if it was a legal liability if there are cameras and no recording, and CC said she was not sure that was the case. SA asked if we could get another quote from another vendor. PP asked if DM could inquire with the vendor and he said he would.

PP noted that she wants to get the back steps painted. DM asked if work had recently been done to the stairs. PP noted that they had been tightened, but not painted in years. RG noted that the stairs do need to be repaired. DM asked RG to follow up to have this fixed.

Personnel Committee

PP noted that we have hired three part time availability librarians available on a substitute basis.

Programs and Outreach Committee

EG gave an update on the programming for the year. To date thru July, 1,486 attendees have attended programs at the library versus 907 last year. She reported that program numbers are strong for the year. The bulk of attendees are children and caregivers.

The museum passes were also up by 2 in July, with 19 checkouts. There were 70 patrons added in July. The author talk attracted 91 visitors. Newsletter open rates for July were 30% which is on par with other months and July 2018—with exception for second newsletter blast which garnered 40% open rate.

LR asked how we tracked program attendance, and PP noted that it was manually tracked on a spreadsheet based on headcount counted at events. LR inquired about the occupancy for the programming room, and PP noted that we do not have one for the room, but for the building it is 162.

Communications Committee

MB introduced Russell Solomon who has been working with the committee on new logos and branding. The committee has worked on developing new logos in advance of the website redesign, which is currently in the works.

RS presented two design options with color palettes.

MB noted that she would circulate the designs for feedback to the Trustees. LR asked about the significance of the initials used in of the original library.

AT noted that many first visitors note the architecture when they visit.

LR asked if RS had looked at the grid in many colors. RS had but it did not look good.

SA asked that the committee consider a brand statement/vision. RG asked if the branding would apply to building interior and RS recommended that brand elements start with signage and posters.

MB reported that there has been a communications plan around amnesty month including e-blasts, social media and a presence at Wolf's Walk.

MB also reported that there has been outreach around K-Day with the Pelham Newcomers and with the Pelham Children's Center.

Policy Committee Report

There was a discussion around the new communications consultant, Ruth Koningsburg. CC will review the contract.

Guest

Cathy Draper, WLS Trustee, spoke at the board. She noted she is here as a resource to the community. CD noted that the Library may be delinquent with our sexual harassment policy. PP is organizing the training with the Town. CD noted that there is a template on the WLS policy. She also noted that there are changes to state employee laws, including safe leave, family leave laws.

WLS is about to engage in an IT audit of their own systems. WLS provides IT much of this service to the Library so if there are issues and concerns to share them.

CD also noted that she works on grants administration for Amy Paulin. CD explained the different grants, such as the WLS construction grants. CD noted that it may be possible for the Library to receive up to a \$500,000 grant from Amy Paulin for the Library. This would be a reimbursement grant without a match required. CD is willing to work with the Library on a nomination for the grant. Once there is a request for more information, there would need to be a more robust application with the financials, budget, etc. The approval process can take up to two years. The Library would need to bond or fund the project in the interim. LR asked if other libraries have done grants through Amy Paulin. CD said a number of peers have done grants such as Eastchester and Tuckahoe.

RG asked if the Siwanoy outdoor classroom was from this grant and EG noted that it was not.

CD noted that these grants are for capital project and often are used for infrastructure.

EG asked if this could be combined with other elected officials for grants and CD said that may complicate the process. LR noted that Foundation grants could work.

AT asked how other libraries have funded their grants in the interim and CD noted that the Libraries worked with their municipalities.

As of now there is no date or deadline but CD recommends that the Library should apply soon.

Director's Report

PP met with Amy Paulin on August 14, and was asked to think about a grant application. PP responded that we were still working on that.

PP attended Wolf's Walk and shared a table with the Friends. There were 14 new card sign ups.

Aileen Dose will attend K-Day in a space suit to promote Hidden Figures and Pelham Reads.

Fall programming is underway. There are book clubs for all of the grades with much focused on Pelham Reads and Hidden Figures.

A new workshop Legacy Letters will teach how to write correspondence that convey their wishes and hopes to those they leave behind.

AT shared photos of the Library on a typical afternoon and it was quite full.

PP received a product demo on Biblioboard and Novelist. SA asked PP to consolidate all of the asks around software for budgetary concerns.

PP noted that she went to a WLS Institute training on space planning.

The meeting was adjourned at 9:29.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is October 2, 2019.

Respectfully submitted,

Margaret Breuninger
Secretary

Addendum:

- B&G committee to sit down with Tricia to go over the 5-year plan in the next 2-3 months
- PP and RG to follow up on stairs
- MB to collect feedback on logos
- Next meeting, discuss the Paulin Grant background

DRAFT