

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

530 Colonial Avenue

Pelham, NY 10803

September 9, 2020 at 7:30 p.m.

Board Members Present: Terrence Mullan, Karen Fellner, Catherine Campbell, Margaret Breuninger, Lisa Robb, Judy Shampanier, Sandy Angevine, Keith Keaveny, Emily Gest, Jennifer Meyer

Board Members Absent: Rob Gimigliano

Also in attendance: Library Director Patricia Perito, Librarian Augusta Turner, Town Liaison Maura Curtin (from finance committee)

The meeting was called to order at 6:32 PM.

Minutes

SA made motion to approve the minutes from the July 8 meeting of the Board of Trustees. KF seconded and the motion passed unanimously.

Finance Committee Report

- KK reviewed the financial report.
- On the revenue side there was some income from fines, notary services, and the Friends' allocation was received.
- Expenses: Professional services seems high due to the inclusion of payment to the communications consultant, which was not on the original budget.
- The water line may go over budget due to an increased water bill in July and August.
- The cleaning service will be within budget, inclusive of the additional day of cleaning.
- On the balance sheet, the fund for the capital account shows \$67,309. KK reviewed that the account had been filled with \$41,085 funds from the NYS Library Construction grant program payment for 90% of the project. The account had also had \$3,032 put into it to replace the cost of the 2019 spend on dehumidifiers. The difference is \$26,224.
- KK reforecasted the 2020 budget based on actual spending and changes. This includes itemized changes to payroll, a reduced collections fees item, and the previously approved increase on the communications consultant. With the adjustments, the budget went from \$785,833 to \$762,810 with a savings of \$12,223 as of June 2020. This could potentially be an annual savings \$42,000 if the full time librarian is not hired by the end of the year.

LR made a motion to accept the financials as of August 31. MB seconded. The motion passed unanimously.

JM made a motion to accept re-forecasted 2020 operating budget, CC seconded. The motion passed unanimously.

Buildings and Grounds

- KF gave an update. The work on the bathroom has not started. The contractors need direction from the Board to start the project. KF noted that there was discussion about how to fund the project.
- PP reviewed the expenditures out of the capital account in the last 5 years. The purchase of dehumidifiers was the only use of funds of that account. Based on previous conversations and the data, TM suggested that the Library use \$23,223 from the capital account towards the renovation of the bathroom. That would leave approximately \$3000 in the account. The remainder of the project would need to be funded by the Town.
- AT asked if there would be funds to potentially look at air filtration issues during the winter months. MC said she would speak to the Council, and noted that expenses over \$300 are often covered by the Town. TM asked if the Library could upgrade to the better filtration system. PP will look into this and find out if the filters could work with the current system. TM asked her to come to the October meeting with a plan. PP attended a program on HVAC systems.
- JS made a motion to spend up to \$23,223 from the capital account toward the renovation of the bathrooms so that the work can begin this year pending Town approval. SA seconded the motion. The motion passed unanimously.

Communications Report

- MB gave her report and presented the 2019 Annual Report for approval by the Board.

EG made a motion to approve the 2019 Annual Report. SA seconded. The motion passed unanimously.

Friends Report

- JM gave her report from the Friends.
- To tie into the 25th anniversary of the Library, the Friends will be doing an appeal. There are also plans for another CouchFest this fall.

Nominating Committee

- TM notified the Board that he is not seeking re-nomination as Board President and SA will be stepping down from her role as Trustee. Since there is not a current replacement for Board President, TM will act as interim president until a replacement is named.

JS made a motion to nominate KF, TM, LR to full terms as Library Trustee starting 10/1/2020, expiring 9/30/2025. JM seconded. The motion passed unanimously.

JS, Made a motion to approve a slate of officers. EG seconded.

TM nominated to a 2-year term as President beginning 10/1/2020, expiring 9/30/2022.

CC nominated to a 1-year term as Vice President beginning 10/1/2020, expiring 9/30/2021

MB nominated as a 1-year term as Secretary beginning 10/1/2020, expiring 9/30/2021.

JS made a motion to approve the slate of officers. EG seconded. The motion passed.

Director's Report

- TM asked PP to do a review of the phased reopening plan. CC asked how Phase 3 was going. Curbside pickup is busy and notary and Library card services are busy as well. Curbside pickups is as follows: June 208, July 525, August 389. Total 1122 curbside pickups since the Library reopened. The number of Patrons accessing the library during patron hours is 81 in July, and 540 in August. The ILL is up to pre-COVID volume.
- Books are now being quarantined for 7 days before being checked in and circulated.
- TM asked PP about programming in the spring versus the late summer. PP noted that in the spring there was more demand due to the transition into virtual learning for students. PP noted that some libraries are grouping programs together and co-sponsoring them.
- PP noted circulation is starting to grow again. Programming highlights include the coding program and the end of summer ice cream party. The book club participation is down, partially with people not wanting to do e-books or virtual meetings. AT noted that that book clubs will evolve.
- PP shared that Ruth Konigsberg has accepted a position at another library. As a result, Ruth is resigning from her PT Librarian position as of September 11, but is willing to stay on as the Communications Consultant.

LR made a motion to move into executive session to discuss the employment history of a particular person. CC seconded and the motion passed.

The board exited executive session at 7:55 pm, and the regular meeting reconvened.

JS made a motion that with RK's resignation of her PT Librarian position, the Board to continue to offer the role of communications consultant to RK but revise the monthly fee at the rate that existed pre-Covid-19, commencing on Oct. 1, 2020. KK seconded and the motion passed.

Other Business

The meeting was adjourned at 7:58 pm.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, October 7, 2020.

Respectfully submitted,

Margaret Breuninger
Secretary