

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

530 Colonial Avenue

Pelham, NY 10803

April 5, 2017, at 7:30 p.m.

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**Board Members Present:**

Margaret Young, Laura Woods, Sandy Angevine, Everett Potter, Carl Pannuti, Terrence Mullan, Margaret Breuninger, Catherine Campbell, Samantha Monroe Hinton (entered during the policy review)

**Board Members Absent:** Karen Fellner. Jennifer DeLeonardo

**Also Present:** Library Director Patricia Perito, Augusta Turner

**Minutes**

Catherine had two edits on the March meeting minutes. One was to add "John" as a first name reference when we mention John Pierpont. Second, she questioned the use of the word "extrapolating" when referring the door counter data in the Annual Report. Catherine will email Jennifer her comments directly.

The amended minutes of the March 1, 2017 meeting were approved unanimously.

**Friends of the Library Report**

There was no representative from the Friends of the Pelham Public Library in attendance. Patricia attended the Friends Meeting on 4/4/2017 and got an update on Pelham Reads. The Friends are targeting the first week in October for events tied to "The Wizard of Oz." The Friends are currently looking at database options for record keeping. One is Salesforce and one is a software Eileen, Friends Co-President, is familiar with through Pelham Education Foundation. They are hoping to vote on which software to implement at their next meeting.

**Policy Committee Report**

- Action item: – Open Meeting Policy

Catherine presented the amended policy, which she feels meets the current standards. Catherine also noted that the revised policy changes the language about how we post our meetings, to include "local media" and our website.

Because NYS Education law requires that the Board meet only four times per year, Patricia suggested that we use less specific language around the frequency of meetings in case there are changes in the future. This change was agreed to and incorporated into the policy.

Catherine motioned for approval; Carl seconded the motion and the motion passed unanimously. The board adopted the policy as amended.

Separately, it was discussed that we do not post the Board meeting agendas or the By-laws. Catherine said we can post the By-laws but we will need to remember to update them as they change. Patricia agreed that we will post the By-laws on our website. Patricia noted that the charter documents also specify the range of trustees and the Library would need to apply for a charter amendment if the

By-laws were changed. Catherine stated that the current By-laws specify the number of board members as 11.

Catherine then presented a list of Standard Titles for Board Policies to help streamline how we communicate. She also proposed that we use Arial 12-point font for online publishing and Times New Roman 12 point for print publications.

### **Finance Committee Report**

- Financial Report for the period ending March 30, 2017

The expected contribution from the Friends has still not arrived. The first of two payments from the Town is expected in April. Therefore, the balance in the checking is at a relative low point for the year.

Samm noted that at this point in the year we are expected to be at 25% of the budget. In most areas we are at the expected costs with the exception of the WLS and membership fees. These fees, like the museum pass program, are paid in their entirety at the beginning of the year.

Margaret reminded the Board that legal expenses (related to the issue of Library ownership) in excess of \$2,500 will be paid by the Town. Catherine will review the recent legal bills, and then Patricia will send the town an invoice for the expenses over \$2,500. Margaret Y. noted that we should put legal expenses on page two of the income statement, as they are not included in the annual operating budget.

Terry motioned to approve and Laura seconded and the financials were approved unanimously.

Since the last meeting, Samm reviewed the cost of adding three employees to the NYSERS retirement plan. Our original estimate of the cost to add the three employees was too high. Samm reviewed the tiered system of retirement costs, and several existing employees cost less than originally budgeted. Therefore, even after including the three new employees in NYSERS, the library's budget for fringe benefits is \$15,000 lower than the original total budget without these additional employees.

### **Program Review & Summary**

Laura presented her review of our current programs and noted that the Museum Pass has seen increased participation this year. Currently, the Guggenheim museum pass is the most popular.

Laura, Patricia and Augusta met in March to discuss 2017 programs and how to promote the library's current offerings. Laura noted that WLS automatically purges cards where there has been no activity for two years, which affects overall cardholder numbers.

Collections numbers have gone down because of a project to catch up on weeding over the last two years to keep the stacks more organized and visually appealing. Patricia mentioned that a library shelf should be optimally two-thirds full. When the bookshelves are too tight, it makes it difficult to find and remove books from the shelves. Augusta also noted that over the last two years call numbers and the database were cleaned up. In this process, it was discovered that there were call numbers assigned to books that were no longer in the collection, which may have led the collection numbers to be previously inflated. Therefore, the collection numbers may have not gone down as much as it seems.

Margaret asked if the purge and data clean up is going to be a continual effort or if we are going to continue to do large purges which will cause continued large decreases in the collection. Patricia said

she believes that the collection should remain fairly stable now, although keeping the collection and library catalog up to date requires consistent maintenance.

Children's programs are still very popular, including the two bilingual story times that are led by community members.

September is library card signup month. Laura mocked up messaging around a proposed mailing to get community members to sign up for a library card. Other ideas were to have staff go to the train station, or to have the Friends incorporate sign ups at Novel Night.

Patricia asked Everett about potentially marketing the Mango languages program to people who are traveling and planning vacations. The program included Little Pim, a language program for children. Augusta suggested printing bookmarks around the use of Mango languages targeted to the schools.

Another idea that came up was how to work more with the schools and to advertise our homework help program at back to school or open house nights.

Margaret Y asked why the number of children's programs that are not story time programs had declined by 30. Patricia noted that the last snowstorm had cancelled two story time sessions so sometimes little things might have a bigger effect than one might expect. Laura and Augusta will double check the numbers for 2016 because it does seem that the number of programs was comparable.

## **Buildings & Grounds**

- Security Update

Terry gave an update on the Scarsdale Security contract. Patricia has executed the contract and returned it to Scarsdale Security.

- Estimate for Staff Stair Replacement

Carl is working to get pricing for the stairs and will update at the next meeting.

- Remaining Funds from 2014 NYS Grant

Patricia noted there may be a lift charge for the delivery of the trashcan. Patricia is trying to coordinate the delivery with the installer and see if they can help assist with the delivery. Patricia is in the process of finalizing the sign order. Carl asked Patricia to send all of the latest estimates to him and Karen so he can help make sure the remaining balance of the grant money is spent.

- Documentation Needed for 2016 NYS Library Construction Grant

Carl and Karen presented the grant information and hope to have approval by the end of May.

- Driveway – Traffic Flow, Chain at Entrance When Closed

Carl mentioned that Karen had prepared a plan illustrating the flow of traffic in the driveway, which can be discussed when Karen is next present. The plan was shared with John Pierpont, who had no problems with it.

Separately, as Dan was not at the meeting, Catherine reported on a conference call Margaret Y and Catherine held with Dan to receive an update on Town discussions with the Village of Pelham Manor  
Town of Pelham Public Library Minutes 3/1/17

regarding the Library's traffic flow plan. On the call, Dan reported that (1) Town Mayor Pete DiPaola met with Village Administrator John Pierpont regarding this matter, (2) John agreed the Library does not need to implement a chain at the parking lot entrances, (3) John advised that the one-way flow of driveway traffic not be taken to a Town Board meeting prior to implementing the plan, (4) John will notify the Village Board of the Library's intention to implement the original site plan's traffic flow, and (5) in response to an inquiry on whether the Village will help to paint arrows and add signage for the new traffic flow, John Pierpont said the Library will be responsible for all costs. Carl will reach out to Ralph to discuss how to move this forward.

A discussion was held on how to handle any negative feedback that might result from the change to traffic flow at the Library.

Carl discussed the timing of the implementation, and July 1 was proposed. He suggested having a police officer present when school resumes in early September.

### **President's Report**

Margaret Y mentioned that the Library's Communications Consultant was updating the annual user-friendly version of the Annual Report to share with community.

The AUD report is due to the NYS Controller's Office on April 30. It will need to be approved by Peter DiPaolo in place of a Library Treasurer.

Catherine confirmed that the date for her gathering of the Library Trustees and their partners at her home is April 21.

### **Director's Report**

The director's report, which was sent out prior to the meeting, was reviewed in part by Patricia. She reported the following:

The Annual Report was submitted and returned by WLS with some anomalies noted and some changes. The biggest change was to the number of sessions to an online publication which went up from 900 to 5,252. There were corrections to the adult literacy sessions and attendance as well as some of the dates of the trustee vacancies.

Patricia mentioned that after the success of Novel Night, the Friends may want to know how their contributions are spent, which may help them with their fundraising efforts in the future. Patricia made suggestions describing the Friends' 2017 allocation. Terry suggested that we give them a more general list of the most tangible items that they helped fund. Patricia will send this to the Friends.

Patricia noted that the proposed Federal budget could have an effect on the Library, including reduced funding for online resources and the Summer Reading Program.

Patricia circulated a WLS strategy proposal to Board Members and asked that any feedback or questions be sent to her by April 7. The proposal focuses on staff development and cost efficiencies.

The Library App is due to launch on June 1. There may be a beta version available in May. The virtual desktop rollout is expected to be complete by this summer and the WLS computers will be swapped out. WLS will be ready to rollout staff laptops; however, Patricia is unsure if we will utilize staff laptops.

The Public Library Directors' Association will form a grant working committee to review the New York State Library Construction Grant application process and review.

Patricia attended a Sound Shore Libraries meeting for the One Book, One Community program, The book that was selected is Mark Kurlansky's *1968: The Year that Rocked the World* for the 2018 program planned for April which also included national Library Week. Patricia will work with Carol Ipsen on developing a program and budget proposal. Margaret Y recommended Patricia speak to the Friends regarding this event and see if they may be interested in partnering.

Patricia reported that the flagpole light had come out of the ground and has been repaired.

Patricia noted that she will be working with WLS IT to regarding a door counter. Patricia also noted that there has been much change to technology and door counters in previous years. Margaret Y asked Patricia to get a quote and document why there is need to replace the current counter if that should be the case.

Margaret Y made a motion to move into executive session under the grounds of financial history to discuss a contractual issue. It was seconded by Everett. The motion was unanimously approved and the board went into executive session at 9:38 PM.

The Board Meeting exited executive session and adjourned at 9:42 p.m.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, May 3, 2017.