

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

530 Colonial Ave.

Pelham, NY 10803

March 11, 2020 at 7:30 p.m.

Board Members Present: Keith Keaveny, Catherine Campbell, Terrence Mullan, Emily Gest, Jennifer Meyer, and Lisa Robb.

Board Members Absent: Margaret Breuninger, Judy Shampanier, Sandy Angevine, Rob Gimigliano, and Karen Fellner.

Also in attendance: Library Director Patricia Perito, Adult Services Librarian Augusta Turner, and Town of Pelham Public Library Intern/Admin Program at Manhattanville College Josh Berger.

Terry Mullan called the meeting to order at 7:36 p.m.

Minutes

Update: In 4 graph, p. 3 -- add the word 'program' to the sentence "There is another book launch **program** planned for Feb. 5."

JM made a motion to approve the minutes from the Jan 8 meeting with the update; CC seconded, motion passed.

Finance Committee Report

KK noted that we are getting funds from notaries, donations and book sales but two large items were purchased in Jan. both BookLetters and TixKeeper. In addition the Library is still paying the communications consultant fee since no one has been hired in the Youth Librarian/Communications role. He also noted that the Library purchased museum passes which cost about \$1,500, among other fees, including the WLS fee.

Action Item: Approval of Financials of Mar 2.

LR moved to approve the Jan/Feb. financials to date; CC seconded. Motion passed unanimously.

2018 AUDIT

- Town's Accountants joined the Library Director, Library Trustees LR, KK, and TM and Town Liaison to the Library in a meeting to discuss the Town's audit which included an adverse opinion, impacting the library.
- TM: said due to the Town's issues, the library is also not carrying the expense of employees future post-retirement benefits as required. This is because the Town didn't estimate future liabilities of the payments for post-retirement benefits.

Action Item: Approval of 2018 Audit

- TM: The Town has a few open items; we have worked with Director Perito correct some items, including reassessing how the Library sends payroll to town. TM urged quick action for PP to begin the process of transitioning the library.
- JM moved to accept the 2018 Audit prepared by Chris Kopf, CPA and the year-end financial statements also prepared by PKF. KK seconded.
- Motion passed unanimously.

Buildings and Grounds

- JM said B&G committee met and approved the RFP for the bathrooms.
- TM said there will be two unisex bathrooms. One of the 2 main bathrooms will be operable during construction.
- Discussion ensued concerning the dates of the RFP.
- KK moved to approve the RFP as long as it will be amended to change issuance date to March 12, 2020; proposal due date changed to April 20, 2020 close of day; CC seconded.
- KK withdrew his initial motion when more discussion emerged regarding the date by when construction should be concluded and if work would be permitted during business hours.
- LR made a motion that the work needed to conclude by October 30, 2020; and the B&G Committee chair would determine if late penalty language should be added to the RFP.
- JM seconded.
- The Motion passed unanimously.

Communications

- PT introduced the 2018 Annual Report. CC said she opposed the publication of the 2018 Annual Report because it was outdated and included names of previous board members and might be confusing to the public.
- PP explained that this would be a part of the archive on the website like previous reports that have never cause confusion.
- TM noted this should have been published in 2019. EG noted that the delay was due to both MB and EG's inability to help PP with the project in a timely manner.
- TM set a goal for the 2019 Annual Report to be completed by May 30.
- After suggested edits to language about how library staff are qualified as full-time, CC moved to approve the 2018 Annual Report; LR seconded. The motion passed unanimously.

Personnel

- CC: Youth librarian job posted. There was only one response to the Librarian 1 civil service canvas. PP posted on METRO, NYLINE listserv and NYLA Jobline on Friday. No candidates yet.

Program

- EG and PP described the goals discussed for the Program Committee. The goals were included in the agenda for the meeting.

Friends

- JM said the Friends of the Pelham Library are looking for Novel Night hosts and looking for board members to host.
- TM encouraged board members to host.

No President's Report

Director's Report

The Director's Report was submitted in writing. PP invited Josh to share the success of his sports talk program, geared for fourth through sixth graders and has had three meetings.

Action Item: Approval of 2019 Annual Report

The Annual Report was distributed to Board members prior to the meeting. There were no questions regarding the report. JM made a motion to approve the report and it was seconded by KK. The motion passed unanimously.

Additional Discussion

There was considerable discussion about how to continue to provide ongoing services given the rising public concerns regarding COVID-19. Discussion included book loans from other libraries, staff and patron safety, program attendance and patron visits. It was decided that interlibrary loans would be discontinued and programs canceled until April 1.

There being no further business the meeting adjourned at 9:20 p.m.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is April 1, 2020.

Respectfully submitted,

Emily Gest
Board Member
(filling in for Secretary Margaret Breuninger)