

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

530 Colonial Avenue

Pelham, NY 10803

January 8, 2020 at 7:30 p.m.

Board Members Present: Keith Keaveny, Catherine Campbell, Margaret Breuninger, Terrence Mullan, Judy Shampianier, Sandy Angevine, Jennifer Meyer, Emily Gest, Rob Gimigliano

Board Members Absent: Lisa Robb, Karen Fellner,

Also in attendance: Library Director Patricia Perito, Town Library Liaison Maura Curtain, Adult Services Librarian Augusta Turner

The meeting was called to order at 7:35 PM.

Minutes

JM made a motion to approve the minutes from the December 4 meeting. JS seconded the motion and the motion passed.

Finance Committee Report

KK reviewed the 2019 income statement. The statement shows that in 2019, the Library's expenses were under budget. Items of note included: the fines line item was under the budgeted amount, some of which may be accounted for from the fine free month in September. TM noted that the gifts are reflected under income, though they are spent in the expense line items. There were two donations made to the Library reflected on the income sheet. On the balance sheet, KK and PP noted that the grant money came in and was put into the Capitol account.

MB made a motion to approve the actual versus year to date budget line items through December 31, 2019. EG seconded the motion and the motion passed

TM introduced MC in the official capacity as the Town Liaison to the Library.

AT shared photos from the Kids New Year's Eve program. The program was highly attended.

As part of the change in auditors, there is a new process to sign a management representation letter as part of the audit. The letter is under review by the Trustees and there are comments and notes from several members of the Board. TM asked PP to set up a meeting to review with the policy committee.

Action Item: Approval of Budget

KK walked through the changes in the budget proposal made due to the final Town budget/Library appropriation and final WLS fees. The new proposal reflected some excess budget that was divided among line items determined by PP and KK. CC asked what happens to the new full time Librarian funds since the Library has not yet hired someone. KK noted that the Town will begin to pay that salary once the Librarian is hired.

TM asked how the line item for the Communications Consultant will be rectified once the new Librarian is hired. KK noted that the line item will be absorbed into the salary of the full time role and will no longer operate as a separate line item. TM asked JM to discuss this change with the Friends, since historically they contributed the funds for the Communications Consultant.

CC made a motion to approve the 2020 operating budget. SA seconded the motion and the motion to approve budget passed.

Action Item: Transfer of Funds to Capital Account

KK explained the proposal to transfer funds to reimburse the cost of the basement dehumidifiers. TM inquired about moving the surplus for the 2019 budget into the capital account. PP had asked to move \$2807 from that surplus from the buildings and grounds line item to the Capital account.

KK made a motion to approve the transfer of funds to the Capital account. RG seconded the motion and the motion was passed.

Buildings and Grounds

RG noted that the back stairs near the employee entrance will be replaced. Estimated completion is Jan 13. PP needs a RFP for the 2018 construction grant for the bathrooms. RG noted that the RFP might be advertised in local papers to get a good number of bids. TM asked what the impact of the construction will be on patrons. As part of the RFP, there should be a mention to keep one functioning bathroom at all times. JM asked if the budget included this work, and PP noted that the Library has received the funds as part of a grant TM asked for a formal RFP to be presented to the Board for a vote at the March meeting, along with the prescribed dates from the state.

Communications Committee

MB gave a brief report about the push around driving notary services to the Library for K registration. AT noted that Oz had reached out to the schools regarding getting bookmarks placed in the books Kindergartner's receive on the first day of school. JM noted that the Pelham Education Fund had put a box in DeCicco's and inquired whether the Library or Friends could do one as well.

PP had a conference call with Phil the web developer and PP is ready to share the web design with the committee.

Personnel Committee

The Committee had a meeting ahead of the holidays to create a job description and it was shared with the Communications committee. MB gave some feedback. JS pointed out that one line may read like the Library provides tech help and language should be added to be more specific. TM asked if all of the full-time Librarians have a note about acting in place of the Director, and PP noted that they all do.

EG noted that the description needs to add the annual report, and that the candidate should have excellent writing skills and AP style. EG recommended that there be writing samples or a writing test.

Program Committee Report

The Committee is planning on meeting this month to plan for 2020 and report to the Board in March. December highlights included Kid's New Year's Eve, Toy Story 4, Animal Embassy, and a local photographer talk. TM noted that the December data was not included in the report, and PP said that the December data is still being gathered.

EG noted that there are some opportunities to review newsletter opens, door count, and hours. There was also a year over year increase in museum passes checked out and adult patrons added.

TM asked PP and AT if they had any notes about what worked well. TM noted that there was feedback to push events more than just once on Facebook. MC asked if the Library ever sends emails working with the Pelham Rec email list. EG asked MC what Town newsletters there are in order to cross promote initiatives across different email lists.

TM recognized the efforts of AT and PP and the Library Staff to make great programming.

TM gave an update from the December meeting regarding the ask for creating a draft of what a non-reimbursable grant would look like to kick off a project with Plan A to explore what future projects might be for the Library. TM sent the write up before the holidays.

Director's Report

PP will be canvassing a county-wide list, following Civil Service rules, once the Librarian job description is approved. The appointment needs to be made by the Library Board. EG asked if the communications committee can be involved and PP said typically one or two Board members are included in the interviews. PP explained how the list works for canvassing to the Board, and several board members inquired about how the communications part of the role is assessed.

The PLDA Finance committee will be looking at the finance model that determines annual fees for member libraries to WLS for IT services. Wireless service may be divorced from the model.

PP reported that the New Rochelle Public Library is going fine-free for juvenile materials.

There is another book launch program planned for Feb 5.

PP noted in her report that since this year marks the 25th anniversary of the Library. All the Trustees agreed that this is a rich opportunity to publicize the Library.

PP shared that she watched a webinar regarding the #ebooksforall campaign that would be educational for the Board to better understand ebooks and licensing for libraries. TM noted that the ask had been for a presentation on this, and that it might be better to provide the Board with the brief notes on the presentation. AT had notes on the presentation. She shared that it's a myth that e-books are less expensive due to the change in the model and the revenue paid to authors. All publishers have different standards and rules for the purchase of e-books. Macmillan will only provide one copy e-books in the first 8 weeks of sale, because of the perception that Libraries are undercutting profits. The ALA is trying to look and see if there are anti-trust violations. JM asked how e-books are checked out of libraries. AT explained the Overdrive process.

JM also shared an article about local real estate plans that might be considered as part of the grant planning.

Meeting adjourned at 9:18 PM.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is March 4, 2020

Respectfully submitted,

Margaret Breuninger
Secretary

1. KK and PP to review the balance sheet with Gail to understand the mechanics of the placement of the grant money for year end.
2. TM and PP to have meeting to discuss the audit letter.
3. Buildings and Grounds to have a formal RFP for the Board to approve and the prescribed dates from the state.