Somers Library Board of Trustees
Regular Meeting Agenda
Wednesday, October 10, 2012
7:30 pm

Meeting Called to Order: Barbara

Public Comment
Please limit your comments to no more than 3 minutes

Announcements and correspondence: WLS Annual Meeting, November 14

Approval of minutes of Regular Meeting of 9/12/12

Treasurer's report:
Approve abstract #10

Director's Report (copies sent to all Trustees)

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine: 2013 Budget hearings; Payment of recent building expenses
Building - Ian, Bill, Barbara: Roof replacement; Elevator
Bylaws and Policy – Bill, Laura, Ann: E-reader policy; Open Meetings
Long-Range Planning – Jim, Christine, Liz, Ann
Personnel - Jean, Laura, Christine
Public Relations – Laura, Christine, Jean, Liz, Ann: New Logo; Library brochure;
Technology – Liz, Bill, Ian, Jim: Updated Library Web Site; Library Apps; New Friends Web Site; E-reader partnership

Alternative Funding Task Force - Liz: Foundation

Friends of the Somers Library: Jean, Bill

The next regular monthly Board meeting will be at the Library on Wednesday, November 14, 2012 at 7:30 pm. Please inform the President, if you cannot attend.

SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY 10589

MEETING MINUTES
September 12, 2012

President Stockwell called the meeting to order at 7:35 p.m.

The members present were: Ian Carnow, Jim Hasl, Bill Kehoe, Jean Reidy, Barbara Stockwell and Ann Westerman.

Members absent were: Liz Mignardi, Laura Parisi and Christine Williamson-Canavan.

Library Director Pat Miller and Councilman Richard Clinchy were also present.

Announcements and Correspondence
The Westchester Library System is offering a program on October 3 at 6:00 p.m. in the Hart Library in Shrub Oak about public library law.

Staff member Mrs. Reilly received a complimentary email from a patron for her help with an inter library loan.

Approval of Minutes
Mr. Kehoe made a motion to approve the minutes of the monthly meeting held on August 8, 2012 as submitted. All were in favor.

Treasurer's Report
The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #9, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #9, dated September 12, 2012 in the amount of $84,781.85 which included voucher numbers 73554 to 73572. All were in favor.

The contractual amount spent this past month was $10,548.71. There was no spending from the Gift Fund. Last month, $5,913 or 56% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books $3,620; NYSE&G $1,792; Enviro Waste and Lawton Adams $1,759 (hazardous waste disposal); Midwest Tape $978 (library materials); and Evanced Solutions $630 (library materials). Payroll and benefits charges were $74,233.14. Total Library spending for all accounts was $84,781.85.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES
All Trustees received a copy of Mrs. Miller's Monthly Report. A staff meeting was not held in August due to vacations.

Social Media Article – Rocco Staino of the New York Library Association invited staff member Mrs. Herman to write an article on Somers Library's use of Social Media. She submitted an article entitled "Social Media: The Good, Bad, & Ugly."

Guest Tweet – As Mrs. Herman regularly updates the Library's Twitter account, TechSoup singled her out to tweet on their site for the day as a guest.

Civil Service Test – Mrs. Miller completed the civil service Director II test and submitted it on August 31.

Local Library Services Act Money – The Library has received and deposited the 2012 allocation of the Local Library Services Act money, totaling $5,065.

Pop Up Books – A new program just began that was funded through a grant on making pop-up books. The detail that is involved in making these types of books is amazing.

Girl Scout Gold Award Project – Staff member Mrs. DiSanto is working with a resident Girl Scout on her Gold Award project.

Framed Puzzles – There is a table set up in the Library that has a puzzle for patrons to work on it. One of the patrons has volunteered his time to glue the completed puzzles and build a frame for them so they can be hung in the Library. Since space is at a premium, it was suggested that only selected puzzles be glued and framed, and perhaps they can be raffled off from time to time.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – A motion was made by Mr. Hasl to transfer $83.00 from Library Fund 005.7410.0400 449B Miscellaneous to Library Fund 005.7410.0400 438 Dues. This transfer is being made to cover professional organizations' annual dues. All were in favor.

The Committee will meet again at the end of the month to begin discussing a plan to present at the Town Board Budget Hearings regarding the long range initiative of extending the permanent collection in 2013.

Building –Councilman Clinchy thanked Mr. Carnow for his time and expertise in assisting with the building issues. He has been invaluable.

A new HVAC unit was installed at the Library by CF Heating and Air Conditioning. Installation went well and the Library is noticeably cooler as a result. B&D, the company who previously was maintaining the HVAC equipment, is no longer going to do the maintenance of the HVAC system. CF Heating and Air Conditioning will likely become the new company to do HVAC maintenance, as they have a contract with the Town for other buildings and are the contractor who installed the new HVAC unit. It makes sense for the Town to have the same company provide the maintenance service agreements

for the equipment in all the buildings.

L. Mark Construction Inc., the low bidder, was selected by the Town to do the roof work. The contract has not been finalized and signed by the Town as of yet, due to some outstanding issues and paperwork, but hopefully by mid to late September all outstanding issues will be resolved and work can begin.

Work continues with regard to the issue of the emergency exit shaft and drain. While water is no longer infiltrating the shaft, there are several tests that need to be done to determine exactly what all the issues are and what the potential solutions might be. Woodard and Curran (an engineering firm hired by the Town) is spearheading the resolution of the issue and any testing needed to gather information and Tom Tooma, Assistant Building Inspector has been involved with this issue as well.

As a result of disagreements regarding on-site issues with Heights Elevator, they have terminated their maintenance contract with the Library effective immediately. A new maintenance agreement is being sought from Schindler Elevator and hopefully will be implemented in the next few weeks.

Several severe rainstorms over the past month have highlighted the need to find a permanent solution tothe water infiltration through the foundation wall in the area of the electric room in the basement. Water continues to pour though the wall in that area. Thankfully, the water has not yet found its way into the adult non-fiction area.

Bylaws and Policy –Mrs. Parisi is in the process of reviewing e-reader loan policies to come up with a policy for the four black and white Nooks that were recently purchased. She hopes to have a draft to review at the next meeting.

Long Range Planning – The Committee will meet at the end of the month. Mrs. Herman has been assisting the Committee with providing information necessary to complete the long range plan of adding to the permanent collection.

Personnel – There was no report this evening.

Public Relations – The Summer Reading Program went very well. Mrs. Parisi was able to secure a lot of incentives for the program and was thanked for her efforts.

Mr. Carnow shared some samples of a new logo that he drafted based on the Committee's ideas. All were very pleased with what he showed them. The Public Relations Committee will review all logos and present a recommendation.

There will be a small reception on September 30 at 10:30 a.m. in the Library Program Room when Senator Ball presents the Library with a $50,000 check. Invitations will be sent.

Technology – Provisions have been made in the 2013 proposed budget to hire professional web developer services to complete the Library's new website. This will also allow for purchasing graphics.

Somers Library Foundation
Work continues on details for the Foundation's 5K Trail Race on September 30. There has been support from about 30 local vendors, 3 of which are major supporters.

Friends of the Somers Library
All of Mrs. Miller's requests for the Library were approved.

The Friends met with an accountant who will take over the responsibility of filing the State and Federal returns moving forward.

Although the bylaws indicate that the fiscal year is April 1 to March 31, there are some who think it might make sense to change it to January 1 to December 31.

Eve Kehoe and Kathy Metz were made honorary board members.

Sandy DeSena was welcomed as a new Board member.

Mrs. Westerman attended the last meeting as a guest.

Discussions continued on fundraising ideas and generating new members.

The meeting was adjourned at 9:30 p.m. The next meeting will take place on Wednesday, October 10, 2012 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Library Director
Town Board
Town Clerk
Director of Finance
Friends of the Somers Library
Somers Library Foundation

SOMERS LIBRARY TRUSTEE MEETING
Director's Report, October 8, 2012

PERSONNEL:

There was a staff meeting on September 26. Minutes were emailed to the library board, board secretary and Town liaison.

Val Herman and I met with the Delta Kappa Gamma group on September 27. Val presented the Library's use of Pinterest.

On October 3, Barbara Stockwell, Jim Hasl and I attended the WLS Trustee Institute at the Hart Library in Shrub Oak. Presenter was James K. Riley, Esq. who presented legal case studies in the last year or two relating to public libraries. The circulating Nook case was one of particular interest.

I have been asked to speak at the next Somers Rotary meeting (October 15).

BUILDING:

The Town signed the roofing contract and work has begun on the Barn and Police building. The library will follow.

There will be a major drainage stormwater project in Reis Park between October 15 and December 1. As I get details and dates, library service may be affected. I will give as much advance notice to the library board and to our patrons as possible.

MISC:

The Foundation ran a very successful first fundraiser – the 5K race on September 30. Work can now proceed on repairing and upgrading the sound system in the program room.

The Friends' concert on Sept 30 (Wanda Grachowski and friends performing Irving Berlin) was so popular that it was standing room only and people were turned away.

Jim Sparks' program, "Consciousness Explained" was also a very popular program, based on the follow-up survey.

The ***Somers Record*** ran a very complimentary article in the October 4th issue covering the grant-funded "Memories Alive: Movable Books for Future Generations."

I made copies of the WLS Member Library Statistics 2011 and put them in ever board member's folder.

Budget hearings are Oct 23-25 at the Town House (as Barbara noted in her email).

Respectfully submitted,
Patricia Miller