Somers Library Board of Trustees
Regular Meeting Agenda
Tuesday, November 13, 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 10/10/12

Treasurer's report:
Approve abstract #11

Director's Report (copies sent to all Trustees)

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine: 2013 Budget;
Budget modifications and reimbursements for recent building expenses
Building - Ian, Bill, Barbara: Roof replacement; Elevator
Bylaws and Policy – Bill, Laura, Ann
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: Library Web Site; Library Apps; E-reader partnership

Nominating Committee: Barbara, Laura, Jean, Ann: Proposed Officer Slate for 2013

Alternative Funding Task Force - Liz: Foundation; Library needs

Friends of the Somers Library: Jean, Bill

The next regular monthly Board meeting will be at the Library on Wednesday, December 12, 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
October 10, 2012

President Stockwell called the meeting to order at 7:40 p.m.

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

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

Library Director Pat Miller was also present.

Announcements and Correspondence
WLS will be holding their annual meeting on November 14 in Pocantico Hills starting at 6:00 p.m. Maureen Sullivan, President of the American Library Association will be the guest speaker. Some of the Trustees would like to attend, but this is also the same night of the monthly Board meeting. All agreed to reschedule the Board meeting for Tuesday, November 13 at 7:30 p.m.

The budget hearing for the Library with the Town Board will be held on Tuesday, October 23 at 6:00 p.m. in the Meeting Room at the Town House.

There will be a grant writing workshop on October 16 at the Mahopac Library.

On January 18, WLS will hold their yearly African-American Writers and Readers Literacy Celebration at Tappan Hill starting at 8:00 a.m.

Staff member Val Hermann continues to get positive feedback from what she has been posting on the on-line bulletin board Pinterest.

An email was received from patrons Barbara and Mike Russ complimenting the programs being offered by the Library and thanking them for making them available.

Approval of Minutes
Mrs. Stockwell made a motion to approve the minutes of themonthly meeting held on September 12, 2012 as submitted. All were in favor.

Treasurer's Report
The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #10, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #10, dated October 10,

2012 in the amount of $101,799.53 which included voucher numbers 73798 to 73815 and 73817 to 73828. All were in favor.

The Trustees recognize that the Town Supervisor has pulled the check made payable to Heights Elevator in the amount of $775.

After a very lengthy discussion regarding a bill for recent work done to the air conditioner that services the original part of the Library, the following motion was made by Mr. Carnow. Check #3683 in the amount of $33,895 made payable to C.F. Air Conditioning and Heating, Inc. is pending release until further information is received from Senator Greg Ball's office regarding the issuance of the $50,000 check payable to the Somers Library and until the accounting treatment for the transaction is agreed upon with the Town. The release of the check will be decided upon by the Library Board of Trustees contingent upon receipt of this information. All were in favor.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report, as well as the Staff Meeting minutes from September 26, 2012.

Pages –There have been some issues with the pages. They have all read and initialed a reminder memo of expectations.

Vacations – All staff have been asked to get their end-of-year vacations submitted and approved so the schedules can be done. They are allowed to carry up to 10 days into next year. Anything over 10 vacation days requires Library Board approval. All were reminded that the library will be closed on Monday, October 8 and it is one of their 13 paid holidays. In addition, the Library will be closed on Saturday, October 13 for Soccerfest. This is not a paid holiday. A personal day has to be used.

Volunteer Recognition–a Volunteer Recognition has been planned for Thursday, October 25, from 6:00 to 7:30 p.m. Refreshments are needed. Invitations have been sent out.

DVD/Gaming Rack – A DVD/gaming rack is still needed for under the circulation desk. The Heritage Hills Woodworkers Club will be approached to see if they can build something that is custom made for that area.

NYLA Newsletter – Staff member Mrs. Herman was asked by Rocco Staino, editor of NYLA's (New York State Library Association) E-bulletin to write an article for the next NYLA Bulletin, on the use of social media in Somers Library. This should appear in the October E-bulletin.

Young Adult Programs – All teen clubs have begun for the new school year. A PSAT practice exam session was held and one for the SAT's has been scheduled.

Children's Programs – Storytime and the book clubs have started. Elephant

Appreciated day was held. Upcoming programs include Lego building, therapy dogs and a Halloween story time and parade.

Scout Projects - SHS Junior Sarah Barr completed her work with the Summer Reading K-2 Book Clubs. She is finalizing her paperwork for her Gold Award.Zbynek Gold is doing his Eagle Scout project and will make up permanent stakes to use for our Story Walks.

Savings for the Library – Mrs. Widman continues to work diligently in finding ways to save on supplies needed for the Library.

Friend's Programs – An Irving Berlin concert funded by the Friends was held recently and resulted in standing room only attendance. There was a complaint from a patron that could not attend as a result of this.

Delta Kappa Gamma Group – Mrs. Miller and Mrs. Herman met with the Delta Kappa Gamma group on September 27, and Mrs. Herman presented the Library's use of Pinterest.

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

Statistics – The monthly and year to date circulating statistics were distributed.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – A Committee meeting will be set up for next week to work on the presentation for the budget hearing on October 23.

Building –Construction on the roofs at Van Tassel has been started and the Library roof work will begin shortly.

Work on the Reis Park drainage will begin shortly and will involve a new parking lot surface and design for the area in front of the Library with better drainage and more lighting.

Librarian Vicki DiSanto has been pushing to update Mrs. Miller's office with new furniture and finishes. She has discussed this with Mrs. Miller and the Friends of the Somers Library. Mrs. Miller will pick out furniture and finishes and the Friends will fund the purchase.

There are no updates with regard to the emergency egress pit, the new elevator

Bylaws and Policy –

E-READER POLICY

Mrs. Miller has obtained funding from the Friends of the Somers Library to purchase four Nooks which will be loaned to patrons. They will be loaned for a two week period and may not be reserved or renewed. Overdue fines are $5.00 per day.Mrs. Miller and the staff have decided to code the Readers in the Westchester Library System as 14-day Express similar to how the second copies of popular DVDs are. Under this procedure a user has to pick up the item at the circulation desk and the staff does not have to deal with people who are from outside Somers trying to reserve the items through WLS. Since there are no renewals, the Readers will circulate faster.

A draft of the E-Reader Policy was presented. A motion was made by Mrs. Parisi to approve it with the changes that were discussed. All were in favor.

WLS TRUSTEE INSTITUTE

The Westchester Library System held a Trustee Institute on October 3, 2012 covering Public Library Law. The speaker was James K. Riley, a lawyer who has a practice in public library and municipal law in Pearl River and is an adjunct professor at Pace and LIU. The session was attended by Mrs. Stockwell, Mr. Hasl and Mrs. Miller. During his presentation Mr. Riley discussed 10 torts, personal injury and other suits relating to libraries. They ranged from the frivolous, the library's pet cat attacked a man's 50 pound Lab mix, to the substantive, an 18 year old woman being beaten and raped after hours while using the book drop which was hidden from view. After the assault, she could not see, speak, walk or function on her own. Suits in between were tripping on computer wires and book carts to Internet filtering preventing a patron from accessing web sites pertaining to the Wiccan faith. If anyone desires a copy of Mr. Riley's handout, a copy can be made for you.

A suit of current interest concerns e-Readers and their accessibility for the blind. The United States Department of Justice and the National Federation of the Blind alleged that the Sacramento Library (28 branches) violated the Americans with Disability Act by lending Nooks to patrons because they were inaccessible to the blind. Mr. Reilly's text does not state the remedy that was sought in this suit. However, in his presentation he suggested that one action which might be considered would be to offer iPads and other Reader devices as well. This would significantly increase our cost for the just discussed Nook program that we are currently starting and would increase the demands on the time of the staff. However, it is comparable to us also offering audio books for use by the blind. The e-Reader policies of several libraries were reviewed when ours was being written and only a library in Ottawa, IL mentioned having various types of readers available.

The liability coverage provided by the Town to the Library Trustees and the staff was briefly discussed.

A discussion ensued about whether the Board feels that it would be prudent or necessary for the Library to also offer a Kindle and an iPad in the near future as part of

the Nook borrowing program discussed above.

Long Range Planning – There was no update.

Personnel – There was no report this evening.

Public Relations – Last month 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. A request was made for the Public Relations Committee to review all logos and present a recommendation at the next meeting.

Technology – Mr. Carnow will follow up with a contact he made regarding an E-Reader partnership. The website is on hold until the 2013 budget is approved.

Somers Library Foundation

The 5K Trail Race organized by the Foundation that was held on September 30 was a terrific success. There were about 150 participants and the net profit was $5,938.39. This money will be used toward renovations in the Program Room. Extra special thanks were given to Matt Parisi, organizer of the event and School District teacher Roy Arnesen who assisted. The feedback from the runners was most positive. The portable square was used by Mrs. Mignardi to accept credit card payments on site.

Unfortunately two Board members have resigned, one of which was the Treasurer. A decision has been made to solicit for new Board members, but to waive the previously required $250 per Board member seed money.

Friends of the Somers Library

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

A couple of new potential Board members attended the meeting.

The President is very anxious to get all the paperwork in order.

A discussion continued about the fiscal year dates versus those of the membership year.

The new volunteer who will be helping with the taxes was present.

A request was made to not make any more changes to the bylaws unless absolutely necessary as the recent updates were a work in progress for almost two years.

NEW BUSINESS

Nominating Committee – Members are needed for the Nominating Committee. Mrs. Parisi, Mrs. Reidy, Mrs. Stockwell and Mrs. Westerman have agreed to serve.

The meeting was adjourned at 10:55 p.m. The next meeting will take place on Tuesday, November 13, 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

DRAFT

SOMERS LIBRARY TRUSTEE MEETING
Director's Report, November 13, 2012

PERSONNEL:

There was a staff meeting on October 23d. Minutes were emailed to the library board, board secretary and Town liaison.

Craig Dammeyer, student page, resigned on October 18, 2012.

Due to declared state of emergency and loss of power, the library was closed from Mon Oct 29th and re-opened Mon Nov 5th. However, the network connection to WLS was down on Nov 5th due to failed network equipment. Items were checked out by hand. When the network was restored the following day (Tues Nov 6th), all scheduled staff and 2 volunteers (Chris Adler and Linda Horton) worked through the week's backlog of returns and the inter-library loan items that were delivered the previous week.

I attended a workshop about Grantspace, website of the Foundation Center at the Mahopac Library on October 16th.

I attended the PLDA meeting on Oct 18th. The WLS financial model numbers were run and copies were handed out.

I attended the Somers Library Foundation Board monthly meeting on Oct 24th. Paula Chamoun was a guest and is considering joining the Board. The Board reviewed all that went well at the 5K Race and what could be improved. I will proceed to work with Tim Reilly to upgrade the program room sound system.

On October 25th, we hosted a reception to thank the library volunteers, after which Alan Sklar, local voice actor, did a reading of Poe's ***The Pit and the Pendulum***. Many thanks to Betsy Bishop for organizing the volunteer reception.

I've started meeting with copier representatives as the lease for the 2 photocopiers is coming to an end.

BUILDING:

Roofing work is progressing very well. However, adhesive was used on the rubber membrane on Tuesday, Election Day and the odor entered the Program Room. The Somers Fire Dept installed a commercial fan in the window to draw the fumes out of the room. In addition, parking was very congested in the temporary parking lot during the elections. On Thursday November 8th, we found a large puddle of water that had entered

the hallway near the public restrooms. It was pointed out to Tom Tooma and the roofing contractor and will be addressed.

Besides WiFi that was inaccessible from Monday, October 29th to Thursday Nov 8th and 2 photocopiers that required service, there was no damage to the building from Hurricane Sandy nor the following Nor'Easter. We were relatively lucky.

The program room floor was buffed on October 12th.

MISC:

The Town budget hearing was Tuesday Oct 23rd. Thanks to all board members who attended the meeting and supported the library 2013 budget.

The website meeting with Tammi Savva and Liz Mignardi was cancelled due to the hurricane and will be re-scheduled.

I received the $50,000 NYS bullet aid check on October 22nd and then paid C.F. Heating and Air Conditioning for the HVAC work.

WLS is introducing a new user front end to the online catalog, called Enterprise. Several training sessions are scheduled for staff.

Respectfully submitted,
Patricia Miller