Somers Library Board of Trustees
Regular Meeting Agenda
Wednesday, December 12, 2012
7:30 pm

Meeting Called to Order: Barbara

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

Announcements and correspondence: Christmas with the staff, December 17-19

Approval of minutes of Regular Meeting of 11/13/12

Treasurer's report:
Approve abstract #12; Budget modification

Director's Report (copies sent to all Trustees): Approve: 2013 Salary Schedule; Schedule of Employees' vacation days in excess of ten days carried into 2013; 2013 Holiday Schedule

Foundation - Liz: Guest --Rose Corbett, President of the Somers Library Foundation

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine: 2013 Budget; Update on cash reimbursements for recent building expenses prepaid for town
Building - Ian, Bill, Barbara: Roof replacement; Elevator; Parking lot
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 partner

Friends of the Somers Library - Jean

The next regular monthly Board meeting will be at the Library on Wednesday, January 9, 2013 at 8:00 pm, following the Organizational Meeting at 7:30 pm. Please inform the new President, Jim Hasl, if you cannot attend.

SOMERS LIBRARY - P.O. Box 443, Somers, NY 10589
Tel: 232-5717; Website: www.somerslibrary.org

Somers Library Board of Trustees
2013

Mr. Ian Carnow (2014)
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438-6122 (cell); 232-1586 (home)
ijc@neilcarnowarchitect.com

Mr. Jim Hasl, President (2014)
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Somers, NY 10589
277-1002
jhasl@seismic-marketing.com

Mr. William F. Kehoe (2014)
61 Raemont Road
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Mrs. Elizabeth Mignardi, Corresponding Secretary (2013)
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liz557@gmail.com

Mrs. Laura Parisi, Vice President (2013)
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Yorktown Heights, NY 10598
455-2472
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Mrs. Pat Miller, Library Director
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Mahopac, NY 1054l
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Mrs. Jean M. Reidy (2015)
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Mrs. Barbara Stockwell
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Mrs. Ann Westerman, Treasurer (2016)
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Mrs. Christine M. Williamson-Canavan (2016)
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SOMERS LIBRARY
BOARD OF TRUSTEES

Schedule of 2013 Meetings

The second Wednesday of the month at the Library
At 7:30 pm

January 9, 2013

February 13, 2013

March 13, 2013

April 10, 2013

May 8, 2013

June 12, 2013

July 10, 2013

August 14, 2013

September 11, 2013

October 9, 2013

November 13, 2013

December 11, 2013

12/6/12

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

MEETING MINUTES
November 13, 2012

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

The members present were: Ian Carnow, Jim Hasl, Liz Mignardi, Jean Reidy, Barbara Stockwell, Ann Westerman, and Christine Williamson-Canavan.

Members absent were: Bill Kehoe and Laura Parisi.

Library Director Pat Miller was also present.

Announcements and Correspondence
WLS will be holding their annual meeting tomorrow in Pocantico Hills starting at 6:00 p.m. Maureen Sullivan, President of the American Library Association will be the keynote speaker.

A request was made to put a sign by the roadway indicating that the Library is open during the parking lot construction, as it now appears that it is closed.

The President of the Alpha Pi Chapter of the Delta Kappa Gamma sent a thank you letter to the Library, with a copy to the Town Supervisor, thanking staff member Val Herman for speaking to them about the Library's use of Pinterest. They also sent a donation to the Library.

Approval of Minutes
Mrs. Stockwell made a motion to approve the minutes of themonthly meeting held on October 10, 2012 as submitted. All were in favor.

Treasurer's Report
The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #11, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve theAbstract of Audited Vouchers #11, dated November 13, 2012 in the amount of $93,119.78 which included voucher numbers 74088 to 74110. All were in favor.

The contractual amount spent this past month was $39,374.19. There was $315.04 spent from the Gift Fund. Last month, $30,767 or 86% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: WLS (semi-annual fees) $23,772.89; Dutchess Environment Construction (hazardous waste disposal) $3,776; Baker and Taylor Books $3,723; Metro Fuel (winter

heating oil delivery) $3,539; Midwest Tape (library materials) $1,078; and NYSE&G $977. Payroll and benefits charges were $53,745.59. Total Library spending for all accounts was $93,119.78.

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 October 23, 2012.

Hurricane Sandy – As a result of no electricity due to Hurricane Sandy, the Library was closed for a full week. The day it was reopened, the network equipment failed. Late fines on returning books were waived. Since a State of Emergency was declared, these days that the Library were closed will not affect the required number of days to be open.

Copier Leases – The lease for the copiers is up at the end of the year. Mrs. Miller is researching options.

Visit to Sharp – Mrs. Miller will be visiting Sharp in Mahwah, New Jersey to look at portable interactive LCD screens and new copiers.

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

Voting – Voting went on as scheduled despite the storms and work in the parking lot.

Additional Space Needed – Room to store the DVD's and books in the teen section is at a premium. New shelving will be added.

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

Volunteers Recognition Event – A Volunteers Recognition was held last month, after which Alan Sklar did a reading of Poe's ***The Pit and the Pendulum.*** A lovely time was had by all.

SAT Practice Session – The SAT Practice session held in October was a success.

Social Media – The numbers for Twitter and Pinterest are increasing daily. The Somers Library Pinterest boards now have over 7,000 followers. Those for Facebook are staying steady.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – Mr. Hasl thanked those who came to the Budget Hearing. The two new requests for updating the website and materials expansion were not approved.

Mr. Hasl and Mrs. Miller met with the Town Finance Director. Some concerns were discussed. In particular, a conversation took place about the Library fronting money for bills that should be ultimately paid out of the Town budget, not that of the Library.

Reimbursement to the Library will be made within the month of payment being made. This new procedure has been received in writing.

At the request of the Town Supervisor, Mrs. Miller was asked to forecast spending for the last quarter of the year. Those figures were given to her.

A motion was made by Mr. Hasl for a budget modification to increase the Library General Fund 005.7410.2 Equipment by $33,895; increase the Library General Fund 005.9950 Transfer to the Town of Somers General Fund by $16,105; and increase the Library General Fund 005.3842 State Aid Members Item by $50,000. This is being done to pay for the new air conditioning system and new roof funded by Bullet Aid from New York State. All were in favor.

Building –Mr. Carnow reported that it has been a quiet month despite the two storms experienced. The building experienced no flooding or other storm related damage, and the roof, which is still under construction, sustained no damages as well. There was a minor roof leak in an area between the new and old roofing just after the nor'easter, but it was rectified by the roofers.

Work continues on the roof and the parking lot. Hopefully both will be completed on schedule.

A project initiated by the Library staff to give Mrs. Miller's office a makeover with new furnishings is underway. When details are complete, the budget will be presented to the Friends by Vicki DiSanto for approval.

The elevator contract was approved at the last Town Board meeting and will be signed by the Town Supervisor.

It is proposed that the heating and air conditioning contract will be one contract servicing all Town owned buildings.

Space is in the Children's Room is becoming an issue. Mr. Carnow is working on options to relocate areas so that all have the room that they need.

Bylaws and Policy –There was no report this evening.

Long Range Planning – Mr. Hasl will meet with the Committee and staff to devise a plan to expand the materials, which was eliminated from the proposed 2013 budget.

Personnel – One of the student pages resigned and will be replaced. There is also need for a substitute librarian that would be on call.

Public Relations – The majority of the last Committee meeting was spent on the new logo. A discussion also took place about the changes that need to be made to the brochure.

As has always been done in the past, the Trustees will bring holiday treats for the staff during the week of December 17.

Resident Bob Reidy will have his oil paintings on display at the Library during the month of December.

Technology – Last month's meeting had to be cancelled due to the storm. It will be rescheduled. Mr. Carnow will invite Andrew Weinstein regarding an E-Reader partnership to the December meeting. All were asked to email their questions to him prior to that meeting so he can forward them to Mr. Weinstein.

Since funding for a new website has been eliminated from the 2013 proposed budget, Mrs. Miller is researching alternatives, and will also meet with Tammi Savva to review the Town's website.

Somers Library Foundation
The President of the Foundation, Rose Corbett will be attending the December meeting. All were asked to think about larger projects that they can seek grant funding for. A little over $6,000 was raised at the 5K Run in September and will be used for Program Room improvements.

Friends of the Somers Library
The Friends did not meet in October, but will have their November meeting tomorrow.

NEW BUSINESS

Slate of Officers – The Nominating Committee presented the 2013 Slate of Officers:

President – Jim Hasl
Vice President – Laura Parisi
Treasurer – Ann Westerman
Corresponding Secretary – Liz Mignardi

There were no nominations from the floor. A motion was made by Mrs. Stockwell to accept the Slate of Officers as submitted. All were in favor.

The meeting was adjourned at 10:20 p.m. The next meeting will take place on Tuesday, December 12, 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 December 12, 2012

ACTION ITEMS:

Holly Rivlin – I am asking Board approval to hire Holly Rivlin as a substitute Librarian I **(L14362)** at a salary of $24.67/hour, effective December 1, 2012.

Anika Jagow – I am asking Board approval to hire Anika Jagow as a student page **(L14365)** at a salary of $8.00/hour, effective December 1, 2012 to replace Craig Dammeyer who resigned October 18, 2012.

I request Board approval to increase library staff salaries 1.5% in 2013 in alignment with Town-proposed CSEA staff increases.

The following employees request the following number of carryover days into 2013 beyond the 10 days allowed by the library bylaws:

- Patricia Miller 8.35
- Rosemary Schwabe 8
- Margaret Widman 4.43

I request Board approval for the attached proposed 2013 holiday schedule.

PERSONNEL:

A staff meeting was held November 28th. Meeting minutes were emailed to Library Board, Board secretary and Town liaisons.

On November 14, Barbara Stockwell, Jim Hasl and I attended the 53rd annual meeting of the Westchester Library System at the Historic Hudson Valley Library in Pocantico Hills. The two speakers were Terry Kirchner, Executive Director of WLS and Maureen Sullivan, president of American Library Association.

BUILDING:

Work continues in replacing the remainder of the library roof.

The Town Board has given the Supervisor approval to sign the elevator maintenance contract with Schindler. After the dates are updated, the contract will be submitted to the Supervisor for signature.

The Town invited another HVAC contractor to walk through the Town buildings (including the Library) to offer a maintenance contract.

In addition to ordering more metal shelving for the children's, teen, audio, and DVD sections, the Heritage Hills woodworking club has offered to build some custom shelving under the circulation desk (for DVD sets) and downstairs in a custom section near a support beam.

MISC.

Westchester Library System rolled out a new version of the user online catalog on November 28. It is a more visual front end with a more accurate search engine (like Google and Amazon). In addition, with staff assistance, users can set up IDs to log into their accounts instead of typing in library bar codes. There is also an option to retain lists of items previously checked out.

As our two Sharp copiers have come to the end of their 3-year leases, I am recommending that we purchase them from the leasing company and contract with a local company that specializes in Sharp equipment to offer maintenance/toner service.

I recommend that we contract with Piper Mountain to update the library's website using their content management system, and signing contract before the end of 2012 to take advantage of their introductory discounted rate.

Respectfully submitted,
Pat Miller

2013 Holiday Schedule

Tuesday – January 1 – New Year's	Closed
Monday – January 21 – Martin Luther King Day	Closed
Monday – February 18 – President's Day	Closed
Saturday – May 25	Close at 1 pm
Monday – May 27 – Memorial Day	Closed
Thursday – July 4 – Independence Day	Closed
Saturday – August 31	Close at 1 pm
Monday – September 2 – Labor Day	Closed
Monday – October 14 – Columbus Day	Closed
Monday – November 11 – Veterans Day	Closed
Wednesday – November 27	Close at 1 pm
Thursday – November 28 – Thanksgiving	Closed
Friday – November 29 – Day after Thanksgiving	Closed
Tuesday – December 24 – Christmas Eve	Close at 3 pm
Wednesday - December 25 – Christmas Day	Closed
Thursday – December 26 – Day after Christmas	Closed
Tuesday – December 31 – New Year's Eve	Close at 3 pm

Library will close on Saturday Oct. 12 or 19 (Tentative Date) for Soccerfest and June 29 Town's Independence Day

The library will be open Tuesday, November 4 Election Day and be a floater holiday.