

Somers Library Board of Trustees
Regular Meeting Agenda
Wednesday, February 8, 2012
7:30 pm

Meeting Called to Order: Barbara

Public Comment

Please limit your comments to no more than 3 minutes

Announcements and correspondence

Approval of minutes of Regular and Organizational Meetings of 1/11/12

Treasurer's report:

Approve abstract #2

Director's Report and Staff Minutes (copies sent to all Trustees)

Girl Scouts project

Reports from standing committees:

Budget and Finance - Jim, Barbara, Bill, Christine: Budget modifications;
Encumbrances
Building - Ian, Bill, Barbara: Roof maintenance agreement; Flood damage
repairs; A/C; Town RFP for Building Conditions Report
Bylaws and Policy – Bill and Laura: Gallery Policy; New Provisions in Open
Meetings Law
Long-Range Planning – Jim, Claire, Christine, Ian, Liz
Personnel - Claire, Jean, Laura
Public Relations – Laura, Claire, Christine, Jean: Geek the Library;
30th Anniversary; new logo
Technology – Liz, Bill, Ian, Jim: Amazon Affiliate Program contract;
NYLA and PayPal payment options; updated Library web site;
new Friends web site

Alternative Funding Task Force - Liz: Foundation status and events

Friends of the Somers Library: Claire and Jean

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

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SOMERS LIBRARY BOARD OF TRUSTEES

P.O. Box 443, Somers, NY 10589

MINUTES OF ORGANIZATIONAL MEETING

January 11, 2012

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

The members present were: Ian Carnow, Claire Damon, Jim Hasl, William Kehoe, Liz Mignardi, Laura Parisi, Jean Reidy, and Barbara Stockwell.

Christine Williamson-Canavan was absent.

Library Director Patricia Miller was also in attendance.

2012 STATE OF THE LIBRARY

Despite a flat Contractual Expenditures budget for 2011, the Somers Library still established new records in attendance, services and events. Unfortunately, due to significantly increased operating costs, the Library Board decided, with regret, to close on Sundays and use the freed up funds to enable the Library staff to maintain the high level of service its patrons have grown to expect. To help make it easier for commuters to visit the Library, some morning, evening and Saturday hours were added.

One of the highlights of 2011 was the first Library Day held in early September. This was largely due to the support of the League of Women Voters who proposed the idea and volunteered to cosponsor the event along with the Friends of the Somers Library. Our objective was to build awareness of the services offered in a modern library and to garner support for future library initiatives. The support from throughout the Town was overwhelming and endorsed the fact that the Library is really the heart of our community. Twenty four organizations, Town officials and over 100 volunteers participated in making this day a success. There were display tables, children's games, e-reader training, a book sale, a cake sale and free food and beverages, compliments of the Lions. Library Day was not designed as a fund-raiser. However, the Friends of the Library netted \$4,800 that day which they subsequently designated for the purchase of new chairs and a sofa for the library to replace the existing comparable 30-year-old furniture which had seen very extensive use and was beyond repair.

The number of programs offered to the public once again increased (the latest figures for 2010 showed growth of 28% and a 42% increase in the number of attendees over 2009). E-reader one-on-one and group training and expanded delivery to the homebound and Somers Manor topped the list of adult services. Practice SAT and PSAT tests and follow up were offered to teens along with

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babysitting classes as well as more book, gaming and anime clubs. The children's summer reading program increased by 32% in 2011 over 2010, with 217 children enrolled. 46 families participated in the "Read to Me" program. The therapy dog program is now year-round and the Book Buddy program whereby 35 older book buddies mentor young readers grew. Story times were coordinated with the Parks & Recreation Department's summer camp and meaningful projects were created for student volunteers needing to earn community service hours. The outdoor story walk in the Park has become a regular and popular family program.

Somers continued to be on the leading edge of technology. It was 8th in Westchester County (of 38 libraries) in the number of Overdrive e-book downloads. Seminars and individual instruction on e-readers encouraged patrons to get started. Twitter followers reached: 3,164 and Facebook 436 and a new Google+ social networking site was added at the end of the year with 17 followers.

Due to diminishing budgetary funding, the Library Board voted to set up a foundation to raise additional money to help finance new ventures and improve existing services. As of the end of the year, the incorporation had been completed and the application for non-profit status filed. The Board of 12 members is planning to hold several events during the 30th anniversary year in 2012. More Board members are still being recruited.

The aging building continued to present innumerable challenges, exacerbated by four serious storms which resulted in flooding and other damage. However, ¼ of the roof was replaced in the most problematic area financed from the remainder of a 2009 NYS grant to cover new boilers obtained by the Library Director plus an East of Hudson grant procured by the Town. A list of building repairs and upgrade needs was provided to the Town for consideration in 2012.

In October, in line with the Town's 2% off the schedule payment for non-union employees, the Library Board was able to authorize a one-time 2% lump sum payment to library staff following 3 years of flat salaries. This special payment was 2% of the employee's annual salary. The staff has been operating with an increased workload since two positions (one senior clerk and one part-time clerk) left unfunded in the annual budget since 2009, accompanied by higher operational costs, caused a decrease in spending power. However, the staff has continued to provide new services, and offer their own free time to complete additional projects. Fortunately, the Library Board's request for a slightly higher budget in 2012 to cover increased WLS and fuel costs was granted.

The Friends of the Library continued to provide generous support throughout the year aggregating \$26,850 in the form of payment for educational and other programs including materials and supplies, children's educational computers and story time benches, the new chairs and sofa and also for books. They also

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obtained a donation of a 32" digital TV from the Patrick Casabona Foundation for use by the teen clubs as well as public use. The Friends' endless financial support in these difficult times is even more appreciated.

All in all, as a result of the hard work of the Library Director and her staff and the backing of many local organizations and volunteers, along with the cooperation of other town departments and the Town Board, the Somers Library once again increased its patronage and added services to match the community's evolving needs.

BOARD ORGANIZATION

At the December 14, 2011 meeting of the Library Board of Trustees, the Board accepted the recommendations of the Nominating Committee for the slate of officers for the year 2012:

- President - Mrs. Barbara Stockwell
- Vice-President - Mrs. Laura Parisi
- Corresponding Secretary – Mrs. Jean Reidy
- Treasurer – Mr. Jim Hasl

The Library's *Bylaws* state that no member of the Board may serve as President for more than two consecutive years. In order that Mrs. Stockwell may serve again for the year 2012, the Board also voted to suspend this provision.

In accordance with the Library's *Policy Statement*, the newly elected officers of the Board of Trustees shall be signatories of the Library's bank accounts at JP Morgan Chase Bank. The required forms have been signed by the elected officers, certified by the Corresponding Secretary and are on file with JP Morgan Chase Bank. Both Supervisor Murphy and Deputy Town Supervisor, Richard Nicholson are also signatories on the General Fund checking account established for library payroll purposes only (Account # 670-3083798).

In order that the Committees of the Library Board of Trustees are fully staffed, there was discussion regarding assignments. The Committees for 2012 shall be as follows until further adjustments are made:

BUDGET & FINANCE - Chair - Mr. Hasl, Mr. Kehoe, Mrs. Stockwell and Mrs. Williamson-Canavan

BUILDING - Chair – Mr. Carnow, Mr. Kehoe, and Mrs. Stockwell

BYLAWS & POLICY - Chair - Mr. Kehoe and Mrs. Parisi

LONG-RANGE PLANNING – Co-Chair – Mrs. Damon and Mr. Hasl, Mr. Carnow, Mrs. Mignardi, and Mrs. Williamson-Canavan

PERSONNEL - Chair - Mrs. Damon, Mrs. Parisi and Mrs. Reidy

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PUBLIC RELATIONS - Chair - Mrs. Parisi, Mrs. Damon, Mrs. Reidy and Mrs. Williamson-Canavan

TECHNOLOGY - Chair – Mrs. Mignardi, Mr. Carnow, Mr. Hasl and Mr. Kehoe

An updated roster of the Library Board of Trustees and the proposed monthly Board meeting schedule were distributed to the Trustees via email. The meeting schedule is based on the normal meeting date of the second Wednesday of each month at 7:30 pm in the Somers Library.

When necessary, special Board meetings also may be held at a time and place to be announced in advance.

Copies of these items will be sent to the Town House and the meeting dates will be posted on the Town's Schedule of Meetings, as required by the Library's *By-Laws* and the Open Meeting Law. The roster of the Trustees and the meeting dates shall also be posted on the Library's web site. Mr. Kehoe moved that these actions relative to the Trustee's roster and Board meetings be taken. All were in favor.

FINANCE

Library Director Mrs. Miller discussed the status of the 2011 expenditures versus the budgeted amounts. Mrs. Stockwell moved that the Treasurer be authorized to make additional year-end budget modifications if necessary, and recommended by the Library Director, and report them to the Board at the next Board of Trustees meeting for approval. All were in favor.

List of 2011 Encumbrances and Accounts Payable

Mrs. Miller and the staff have prepared a list of items to be encumbered and paid in 2012 from the 2011 expenditure budget. The list will be forwarded to the Finance Department so that they will be recorded in our financial records in the year 2011 business. This list may be updated as needed. It will be finalized and approved at the February Board meeting.

Chart of Accounts and Adopted Budget for the Year 2012

The Library General Fund Chart of Accounts and the Adopted Budget for the Year 2012 has been prepared by the Library Director and copies presented to the Trustees. After discussion, Mr. Hasl moved that the Library Board formally adopt this Library Budget, based on the Town's Adopted Budget as adopted by the Town Board on December 8, 2011. Approval was unanimous. Copies of the Library General Fund Chart of Accounts and Adopted Budget also will be given to the Finance Department for their use in preparation of our financial statements during 2012.

Local Library Service Aid Funds

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The amount of Local Library Service Aid Funds received in 2011 aggregated \$8,708, \$4,703 of which was the 2010 award and \$4,005 of which is 90% of the total 2011 allocation.

Internal Revenue Service 2012 Standard Mileage

The Internal Revenue Service has set the 2012 standard mileage reimbursement rate at 55.5 cents per mile for the use of personal cars on an employer's business. This is unchanged from the mid-year adjustment that became effective on July 1, 2011. The reimbursement includes: gasoline, oil, maintenance, repairs, insurance and vehicle registration fees. Mr. Kehoe moved that the Library reimbursement rate for the year 2012 be established at 55.5 cents per mile. All were in favor.

PERSONNEL

Library Director Mrs. Miller presented the Trustees with copies of the *2012 Salary Schedule* for all employees and an analysis of the *2012 Substitutes Budget by Function*. These salaries are based on the budget adopted by the Town Board on December 8, 2011 and the Library Board action tonight. It was noted that one Library employee will be receiving a longevity payment during 2012. After discussion, Mrs. Damon moved that the *2012 Salary Schedule* be approved as presented. Motion approved. Mr. Carnow moved that the *2012 Substitutes Budget by Function* also be approved as presented. This motion was likewise approved.

A copy of the *2012 Salary Schedule* has been forwarded to the Finance Department for payroll purposes. The schedule of employee vacation days applicable to 2011 permitted to be carried over to 2012 was approved at the December 14, 2011 meeting.

The Town Board liaison for 2012 to the Library Board of Trustees is Councilman Richard Clinchy.

There being no further business, the 2012 Organizational Meeting adjourned at 8:20 p.m.

The regular monthly meeting immediately followed.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Library Director

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Town Board
Town Clerk
Director of Finance
Friends of the Somers Library



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

MEETING MINUTES

January 11, 2012

President Stockwell called the meeting to order at 8:20 p.m.

The members present were: Ian Carnow, Claire Damon, Jim Hasl, William Kehoe, Liz Mignardi, Laura Parisi, Jean Reidy, and Barbara Stockwell.

Christine Williamson-Canavan was absent.

Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

Thank you cards were received from the staff for the treats the Trustees brought them during the holidays; and both from Mrs. Miller and Mrs. Schirmer for the gift cards the Trustees gave them for Christmas. The Trustees also bought the staff a tapestry to be hung in the stairwell leading to the bottom floor of the Library. It was just presented to them today and they were very pleased.

An email was received regarding State Senator Hugh T. Farley (R,C, I - Schenectady) reporting that he was named Chairman of a newly-created Senate Select Committee on Libraries. This 19-member bipartisan body was established on January 10th through passage of a Senate resolution. Hopefully one of the local Senators will be assigned to this Committee.

Mrs. Reidy recently met up with one of the Substitute Librarians who was pleased to report how delighted she was to be part of the staff at the Somers Library and what a nice Library it was to work for.

Mrs. Damon shared an article that someone sent her regarding a library in California that is not in a very affluent area. Their per person library contribution is almost double of what Somers' is.

Approval of Minutes

Mrs. Damon made a motion to approve the minutes of the regular monthly meeting held on December 14, 2011 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #1 and the Somers Library Vouchers were distributed. The Gift Fund for this month will be shared at the next meeting. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #1, dated January 11, 2012 in the amount of \$63,938.07 which included voucher numbers 71193 to 71216. All were in favor.

The contractual amount spent this past month was \$11,141.55. There was no Gift Fund spending for the month. Last month, \$7,851 or 70% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: W.T. Cox \$4,217 (yearly magazine purchase), Baker and Taylor Books \$1,915; NYSE&G \$886; Alliance Entertainment \$433; Staples \$418; and CIA \$702. Payroll and benefits charges for December were \$52,796.52. Total Library spending for all accounts was \$63,938.07.

DIRECTOR’S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller’s Monthly Report. A staff meeting has not been held since the last meeting because of the holiday.

Money Transfer – Mr. Hasl made a motion to approve the following 2011 transfer as requested by the Finance Director:

From: Library Fund (005.2683) Insurance Recovery \$4,411.66

To: Library Fund (005.7410.0400) Contractual Expense \$4,411.66, line .452 Building Repairs

To cover the damaged Library heating circulating pump and to remediate the water damaged basement floor and remove the carpeting.

All were in favor.

Donations – Donations were made to the Friends of the Somers Library and directly to the Library including the following: A \$1,000 donation from the Pelavin trust, in honor of Milton Pelavin was once again received. The funds are earmarked for the purchase of audio CD books and The Teaching Company materials. A 32-inch flat screen TV for programs and youth activities and \$600 to be used for reference materials from the Patrick Casabona Foundation. Custodian Angelo DiLegge bolted the new flat screen TV to the TV cart to deter theft. The Heritage Hills Women’s Club donated \$100 and Trustee Mrs. Mignardi donated \$100 to replace some worn out and well-loved children’s books.

Amnesty Day – Based on previous success, Mrs. Reidy made a motion to allow Mrs. Miller to hold another Amnesty Day for all overdue books and DVD’s during the 30th Anniversary Celebration on the 1st Saturday in April of the Library becoming a Town Library. All were in favor.

Northern Westchester Watercolor Society – The Northern Westchester Watercolor Society proposed hosting a Portfolio Day in the Library Program Room and would like to be able to sell their watercolors and donate 20% of the profits to the Friends of the Somers Library. Mrs. Miller will present this idea to the Friends.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – It has been confirmed that the Library is not exempt from paying the MTA payroll tax in the amount of \$1,715 for the year 2012 due to the fact that the Library is a town library.

Building – The heavy electrical breaker panel door fell off its hinges in the public restroom hallway. Mrs. Miller requested quotes from two electricians to repair or replace the door. The custodian, Mr. DiLegge, created a temporary cardboard cover so that the breakers and wires are not exposed to the public.

Linoleum tiles in the staff lunch room are popping up. Mr. DiLegge is replacing them as needed with spares found in storage.

The Friends of the Somers Library subsequently designated the net amount they realized during the September 10th Library Day toward the purchase of new chairs and a sofa to replace the existing comparable 30-year furniture which had seen very extensive use and was beyond repair. This new furniture is a big improvement, not available from our current operating budget. Mrs. Reidy will send a thank you to both the Friends and the League of Woman Voters for making this purchase possible. Mrs. Parisi will notify the Somers Record and Daily Somers as well.

The Committee will research the monthly cost to service the elevator as it seems that what the Library is currently being charged is a bit costly.

There is no update on the RFP's the Town Board was going to issue for maintenance work needed to be done on all the Town buildings.

Bylaws and Policy – Exhibit Coordinator Belinda DiTeri has submitted revisions to the latest draft Library Gallery Policy. When the existing text has been updated, the Committee and the Library Director will review and comment on them before submission to the Board.

The Library Board of Trustees adopted the Friends of the Somers Library Policy at their August meeting. It was then forwarded to the Friends for their review and comment, which they anticipate will be done at their February meeting.

Long Range Planning – The Committee met just before the holidays with staff members Vicki DiSanto and Val Herman. A lot of good ideas are being shared.

Personnel – There was nothing new to report, but Mrs. Miller would like to credit the staff for working so well together and the Trustees thanked Mrs. Miller for her leadership.

Public Relations – The Committee was not able to meet due to the holidays. On January 23, there will be a Geek the Library webinar for the Librarians and any Trustees who are interested in attending. Mrs. Miller will plan to meet with the logo designer as all agreed the new logo should be in place by the 30th anniversary celebration. The Somers Record will be asked to do a story about the 30th Anniversary and it was suggested that some of the Trustees from long ago be contacted to participate. The School District will be contacted to see if the students would be interested in getting

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involved by writing or drawing what they think the Library will look like 30 years from now. An idea to ask patrons to buy a book for the Library as part of this celebration will be explored as well.

Technology – A Dreamweaver training session for the staff took place at the end of November. The new Library website still has to be completed. A decision about being an Amazon affiliate still has to be decided on. Mr. Hasl will speak to the new Finance Director about accepting credit cards and/or Pay Pal.

Somers Library Foundation

The next Foundation meeting will take place on January 25, 2012. Their 501 (c) (3) paperwork has been submitted. They are an official non-profit organization, but are still waiting for tax exempt status. The Foundation has asked Mrs. Miller for a wish list. Ideally she would like the Library to have an Overdrive Advantage Account (e-books) for the patrons. There are currently 12 people on the Board of Directors, with the hopes of getting 17.

Friends of the Somers Library

The total membership to date is 336. A membership drive will be done in April. All but one of Mrs. Miller's requests was granted at the February meeting. The one that was not approved was a workshop for children, which was quite costly. There were concerns as to whether or not enough students would register to make it worthwhile. The subject matter will be restricted to keep it smaller than the one that was held on Library Day. Elections were held and the new officers are as follows:

- President – Jet Wachtell
- Vice President – Meta Walter
- Secretary – Claire Damon
- Treasurer – Eve Kehoe

The meeting was adjourned at 9:55 p.m. The next meeting will take place on Wednesday, February 8, 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

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Friends of the Somers Library

ABSTRACT OF AUDITED VOUCHERS
SOMERS LIBRARY

TOWN OF SOMERS WESTCHESTER COUNTY, N.Y.
DATE OF AUDIT FEBRUARY 1, 2012

ABSTRACT NO. 2
PAGE NO. 1

Voucher Number	Claimant	Appropriation		Check	
		Account	Amount	Number	Amount
<u>Prepaid and Town of Somers Payroll Items</u>					
	Employee Benefits for January 2012	L9045.8 Life Insurance	118.40		12249.84
		L9060.8 Health Insurance	11,591.00		
		L9089.8 Dental insurance	493.04		
		L9090.8 Vision Insurance	47.40		
	Worker's Comp. Payroll #1 (2011 portion)	L9040.8 Worker's Comp Insur.	62.94		62.94
	Payroll #1 1/6/2012 (2011 portion)	L7410.1 Salaries	10,652.59		11503.74
		L9030.8 FICA	660.46		
		L9030.85 Medicare	154.46		
		L1980.4 MTA Tax	36.23		
	Worker's Comp. Payroll #1 (2012 portion)	L9040.8 Worker's Comp. Insur.	52.97		52.97
	Payroll #1 1/6/2012 (2012 portion)	L7410.1 Salaries	8,965.45		9681.79
		L9030.8 FICA	555.86		
		L9030.85 Medicare	130.00		
		L1980.4 MTA Tax	30.48		
	Worker's Comp. Payroll#2	L9040.8 Worker's Comp. Insur.	112.45		112.45
	Payroll #2 1/20/2012	L7410.1 Salaries	19,031.71		20552.36
		L9030.8 FICA	1,179.97		
		L9030.85 Medicare	275.96		
		L1080.4 MTA Tax	64.72		
General Fund	Total Payrolls and Benefits				54,216.09
	Abstract #2				13,190.16
Gift Fund	Abstract #2 - Total Gift Fund				<u>980.73</u>
GRAND TOTAL					<u><u>68,386.98</u></u>

I certify that the vouchers listed above were audited by the Library Board on the above date and allowed in the amounts shown. You are hereby authorized and directed to pay to each of the claimants the amount opposite their name.

Date: February 8, 2012

Treasurer - Library Board of Trustees