

**Somers Library Board of Trustees
Regular Meeting Agenda
Wednesday, April 11, 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 Meeting of 3/14/12

Treasurer's report:

Approve abstract #4; 2011 Budget Modifications

Director's Report (copies sent to all Trustees):

Hire Raul E. Salazar-Cheffer as part-time caretaker

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine

Building - Ian, Bill, Barbara: Flood Damage Repairs; A/C; Town RFP for Building
Conditions Report; Elevator; Electric Panel; Flooring

Bylaws and Policy – Bill and Laura: Gallery Policy; Friends of the Library Policy

Long-Range Planning – Jim, Claire, Christine, Ian, Liz

Personnel - Claire, Jean, Laura

Public Relations – Laura, Claire, Christine, Jean: 30th Anniversary; New Logo;
Library Day Fall 2012

Technology – Liz, Bill, Ian, Jim: Payment Options for Donations to Friends;
Updated Library Web Site; Library Apps; New Friends Web Site

Alternative Funding Task Force - Liz: Foundation Status

Friends of the Somers Library: Claire and Jean

The next regular monthly Board meeting will be at the Library on Wednesday,
May 9, 2012 at 7:30 pm. Please inform the President, if you cannot attend.

**SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY10589**

MEETING MINUTES

March 14, 2012

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

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

Laura Parisi and Christine Williamson-Canavan were absent.

Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

Mrs. Williamson-Canavan's father-in-law passed away this afternoon.

Councilman Clinchy is not able to attend the meeting this evening, but has committed to replacing the Library roof. Supervisor Murphy echoed the same and also said the gutters will be replaced as well.

Harry Bolton resigned as Town Councilman on March 12.

The New York State Senate Advocacy Program has been having an impact. All were reminded to contact their NYS representatives regarding library aid funding.

On April 12, WLS will be having their annual Book and Author Luncheon.

Staff member Ms. Herman has been getting compliments on the book jackets that she has been posting on Pinterest, an on-line bulletin board.

The memorial service for Betty Beardsley will be held on Saturday, April 14, from 12:30 to 3:30 p.m. at the Katonah Library. Mrs. Reidy will send a note on behalf of the Trustees. The League of Women Voters is accepting donations in her memory.

Approval of Minutes

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

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #3, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl

made a motion to approve the Abstract of Audited Vouchers #3, dated March 14, 2012 in the amount of \$62,151.05 which included voucher numbers 71758 to 71782. All were in favor.

The contractual amount spent this past month was \$7,828.47, and Gift Fund spending totaled \$1,212.41. Last month, \$5,630 or 78% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books \$2,447; Recorded Books \$1,167; NYSE&G \$969; Staples \$619; and Cheap Snake \$300. Payroll and benefits charges were \$54,322.58. Total Library spending for all accounts was \$62,151.05.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report and the minutes of the staff meeting held on February 28.

WLS's Revised Free Direct Access Plan – A motion was made by Mrs. Stockwell to accept the Westchester Library System's Free Direct Access Plan as revised on February 3, 2012. All were in favor.

2012 Staff Holiday Schedule – A motion was made by Mrs. Reidy to make a change to the 2012 Staff Holiday Schedule that was presented and approved at the December 2011 Library Board of Trustee's meeting. Instead of November 6, 2012 Election Day being a "Library Closed", paid staff holiday, it will be changed to be a "Library Open", paid staff floater holiday. All were in favor.

Middle School Book Club Lock-In – The Middle School Book Club Lock-In held on March 9 was a terrific success and a fun time was had by all.

WLS Microsoft Office Upgrade – The WLS upgraded the computer software in the Library from Microsoft Office 2003 to 2010. All staff has been encouraged to take advantage of an online tutorial service that WLS is offering called Lynda.com. Mrs. Mignardi asked if this is something the Trustees can take advantage of as well. Mrs. Miller will see if that is able to be done.

Pirate Week – A Pirate Week was held the week of the Mid-Winter School Recess. It was very well received and all who participated had a great time.

Circulation Statistics – Monthly and yearly circulation statistics for the Library were distributed.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – A motion was made by Mr. Hasl to transfer \$67.80 from Library Fund 005-9040.80 Worker's Compensation Insurance to Library Fund 005-9045.80 Life Insurance. All were in favor.

Building – Paul Tozzo of Tozzo Flooring offered to replace the carpeting in the area behind the Reference Desk with new vinyl flooring at no charge.

The Supervisor has approved the expenditure to replace the flooring in the basement. The Library will pay for the replacement of basement flooring and then request reimbursement from the Town's insurance reserve fund. New carpeting shall be installed in the room downstairs and new vinyl flooring will be installed in the hallway at the bottom of the stairs. An updated price quote for the basement flooring will be provided by Mr. Tozzo. Kenny's Carpet in Carmel and Allen Carpet will also provide a quotes.

A price quote to replace the damaged vinyl flooring in the kitchen area will be provided by Mr. Tozzo and Kenny's Carpet in Carmel. An estimate from Sam's Flooring, as well as another vendor will also be provided.

G2 Electric will provide a price quote to install light switches to control the main library lights which are currently controlled by panel breakers. This will be compared to the quote to be received from Keating Electric.

Several contract proposals for maintenance of the elevator were received and reviewed by the Building Committee. At this point, several options exist for reducing the yearly maintenance expenditure while increasing the services provided. The Committee is in the process of reviewing all proposals and intends on discussing with the Supervisor the options available to change the maintenance agreement.

The Building Committee discussed the option of replacing a portion of the existing carpeting in the area of the computer terminals with vinyl flooring to eliminate the bunching of the carpeting and make it easier to roll the chairs at the computers. After consulting with the flooring contractor and internal discussions with the Library staff, it was decided to leave the carpeting as is for the time being and to replace it with carpet tiles when needed when the carpeting becomes too badly damaged.

Bylaws and Policy – The final draft of the updated Library Gallery Policy has been distributed to the Trustees for review. A motion was made by Mr. Kehoe to approve the Library Gallery Policy as submitted. All were in favor.

The Library Board of Trustees has adopted the Friends of the Somers Library Policy; however, the Friends have not yet reviewed and commented on it. They hope to do so at their next meeting.

Long Range Planning – The Long Range Planning Committee met earlier today to review the status on work either underway or completed for Goals 2, 3 and 5. Work is underway for Goals 1, 4 and 6 and will be reported on at a later time.

A summary of the Long Range Planning Goals is as follows:

Goal 1 - Physically improve the existing Library to create a more healthy and

comfortable environment for users.

Goal 2 - Expand the Library's technology program with a focus on fostering an information literate community and creating a greater technology presence in the Library.

Goal 3 - Secure sustainable funding so that the Library will have stable and dependable sources of public and private funding to meet the community's demands for library services.

Goal 4 - Improve community awareness about the Library, its services and programs, and continue to build broad-based public support.

Goal 5 - Make the Somers Library a destination library with wide appeal for people of all ages and diverse interests

Goal 6 - Encourage children to discover the joy of reading and to become lifelong learners.

Personnel – The staff evaluations have been completed by Mrs. Miller and the Committee will review them over the next week.

A motion was made by Mrs. Damon to approve hiring Craig Dammeyer as a page to replace Victoria D'Amore (L14365) at a salary of \$8.00 per hour effective February 4, 2012.

Mrs. Miller has accepted the resignation of Raul Salazar, part time custodian who is accepting a full time position with benefits elsewhere.

Public Relations – The Committee met and the various activities planned for Library Week/30th Year in the Park Celebration (April 9 to 14) are as follows:

Monday - Instead of a Book Club meeting, an Author's Night with Vinny Dacquino, from the Mahopac Library will be held. He will be coming with 10 to 12 writers who will discuss various aspects of their writing experiences. Book Clubs will receive an invitation and it will be open to the public as well. Depending on the turn out, perhaps a "writing club" will be pursued by the Library in the future. This will be held from 5:30 to 8:00 p.m.

Tuesday – Plans will continue to have guest readers for the children, as well as cupcakes to celebrate the Library's birthday!

Wednesday - Mary Opfer (nutritionist) will come and give a talk to parents from 3:30 to 5:00 p.m. to discuss easy recipes for healthy snacks for kids and helpful hints for feeding a picky eater.

Thursday - Mary Parker, who is also doing an art display for the month of April, will

present a rug hooking demonstration from 3:30 to 5:00 p.m.

Friday – A preview day for the Book Sale, which will be held on Saturday, April 14, will be held. Sandy DeSena and Tom Lashnits are Co-Chairs with Chris Adler assisting.

Story Walk, Drop in Crafts, a movie, Lego Day and an on-going contest of “My favorite thing about the Somers Library is....” for younger grades and “What will the Somers Library look like in 30 years?” for the upper grades, will run throughout the week.

Saturday will include an amnesty day, new library card sign ups, a popcorn machine, balloons, juggler, raffle, kids’ room activities and face painting, along with an e-reader demonstration by Jamie Kay, Storytime Stage Reading Room (professional group), singing harp chamber music performer, and more!

A meeting will be held tomorrow to discuss the above in further detail.

Mrs. Parisi contacted Brett Freeman of The Somers Record to confirm their interest in running a story on the Library, ahead of Library Week and including a story about the History of the Library through an interview with Mrs. Miller, Mrs. Reidy, Mrs. Stockwell and/or Mr. Kehoe. It is the hope that the article will run the last week in March.

Technology – WLS is using Pay Pal for patrons to pay for over-due books, lost books, etc. and will reimburse the Library quarterly. Mrs. Miller will speak to the Friends regarding their consideration of having a Donation access on their page of the Library website. Arrangements can also be made to have their members pay for their dues on line.

Mrs. Mignardi came across a mobile library application on the WLS website. Mrs. Miller will research this further.

Work will continue on the new website next week.

Somers Library Foundation

The last Foundation meeting was cancelled due to inclement weather.

Friends of the Somers Library

The Membership Chair reported that in 2011, there were 336 members (304 from renewals and 32 new) and \$15,960 was collected. As of March 5, 2012, 143 renewed memberships have been received and 7 new.

Mrs. Miller has asked for a moderate amount of support for a Chinese Cooking and Introduction to Babysitting Classes, Summer Reading Kickoff, 1st Grade Library Visit, and I Love My Library Bags.

NEW BUSINESS

2012 Library Day – Mrs. Miller received a phone call from the Parks and Recreation

Department indicating that the pavilion is booking up quickly for fall weekend dates. A decision has to be made as to whether or not a Library Day will be held this year, and if so, when. A chairperson is needed as well. Mrs. Mignardi will speak to the Foundation to see if anyone is interested.

The meeting was adjourned at 10:35 p.m. The next meeting will take place on Wednesday, April 11, 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
2011 BUDGET MODIFICATION**

DECREASE:

FUND	ACCOUNT CODE	ACCOUNT NAME	AMOUNT
<u>Library Fund</u>	<u>005-9040.8</u>	<u>Worker's Compensation Insurance</u>	<u>\$67.80</u>

INCREASE:

FUND	ACCOUNT CODE	ACCOUNT NAME	AMOUNT
<u>Library Fund</u>	<u>005-9045.8</u>	<u>Life Insurance</u>	<u>\$67.80</u>

To transfer for overage of Life Insurance line due to mid-year increase.

Authorized Signature:

Date:

**SOMERS LIBRARY
2011 BUDGET MODIFICATION**

DECREASE:

FUND	ACCOUNT CODE	ACCOUNT NAME	AMOUNT
<u>Library Fund</u>	<u>005-9060.8</u>	<u>Health Insurance</u>	<u>\$3,527.34</u>

INCREASE:

FUND	ACCOUNT CODE	ACCOUNT NAME	AMOUNT
<u>Library Fund</u>	<u>005-9010.8</u>	<u>Retirement</u>	<u>\$3,527.34</u>

End of year 2011 budget modification due to overage in Retirement.

Authorized Signature:

Date:



Pat Miller <miller@wlsmail.org>

Bylaws and Policy Committee

1 message

William F. Kehoe <wf.kehoe@verizon.net>

Mon, Apr 9, 2012 at 1:17 PM

To: Barbara Stockwell <bstockwell@optonline.net>, "Christine M. Williamson-Canavan" <cwillie07@optonline.net>, Claire Damon <cdamon328@yahoo.com>, Elizabeth Mignardi <liz557@aol.com>, Ian Carnow <ijc@neilcarnowarchitect.com>, "Jean M. Reidy" <jbreidy@optonline.net>, Jim Hasl <jhasl@seismic-marketing.com>, Laura Parisi <lgarpar@optonline.net>, Patricia Miller <miller@wlsmail.org>
Cc: Denise Schirmer <dschirmer@optonline.net>

Below are the Bylaws and Policy Committee comments for the April 11 Library Board meeting:

The Library's long-standing Library Gallery Exhibit Policy had been updated by the Committee and the volunteer Exhibit Coordinator and had been adopted by the Trustees on March 14. Since the policy also concerns the Library Building and Reis Park to a limited extent and had been reviewed by the Town in the past, a copy was forwarded to Supervisor Murphy for any comments that she might wish to offer. Mrs. Murphy has placed it on the agenda for the Town Board's combined work session and regular meeting tomorrow night for review and comment.

The Committee had prepared a Friends of the Somers Library Policy since this organization is such a vital part of Library operations and it was felt that it should be covered by one of our official Library Policies. This policy highlights the importance that we see in this relationship and emphasizes that the Library and the Friends are two separate corporate entities with separate boards and function individually both operationally and financially. It also points out how they differ and how they compare.

The policy was adopted by the Library Board and a copy forwarded to the Friends' Board so that they might review and comment on it. They have expressed their appreciation for the document and are considering affixing it to their newly revised Bylaws.

Hope that everyone had a great weekend.

Bill Kehoe

Somers Library Board of Trustees
Building Committee Monthly Report, March 2012
Submitted by: Ian Carnow, Chair.

New Items:

Flooring:

1. Paul Tozzo (Tozzo Flooring) offered to replace the carpeting in the area behind the Reference desk with new vinyl flooring at no charge.
2. An updated price quote for the basement flooring will be provided by Paul Tozzo (Tozzo Flooring) and Kenny's Carpet in Carmel will also provide a quote. A quote from Sam's Flooring or another vendor will also be provided.
3. A price quote to replace the damaged vinyl flooring in the kitchen area will be provided by Paul Tozzo (Tozzo Flooring). Kenny's Carpet in Carmel will also provide a quote. A quote from Sam's Flooring or another vendor will also be provided.

Electric Panel:

1. G2 Electric will provide a price quote to install light switches to control the main library lights which are currently controlled by panel breakers (see old items, electrical issues #1). This will be compared to the quote to be received from Keating Electric.

In Progress Items:

Elevator Maintenance Contract:

Several contract proposals for maintenance of the elevator were received and reviewed by the building committee.

At this point, several options exist for reducing our yearly maintenance expenditure while increasing the services provided. At current time, our maintenance agreement does not cover part repair or replacement, nor does it cover periodic testing and inspection of the elevator.

At least one company, Schindler, can provide a maintenance agreement which covers both repair and replacement of parts and periodic inspections.

The building committee is in the process of reviewing all proposals and intends on discussing with the Supervisor the options available to change our maintenance agreement.

Should we change to a different agreement, we would necessarily have to adjust the elevator line item in future budgets to accommodate regular increases in maintenance labor and the costs of any testing and inspections that occur on other than an annual basis.

Replacement of flooring in the basement:

The Supervisor has approved the expenditure. We are currently working out the details as to whether the Town pays for this directly or whether the library will pay from it's budget and get reimbursed from the Town's insurance fund later in the year. Once that issue is decided, new carpeting shall be installed in the room downstairs and new vinyl flooring will be installed in the hallway at the bottom of the stairs.

Flooring near the computer terminals/Pat Miller's office:

The Building Committee discussed the option of replacing a portion of the existing carpeting in the area of the computer terminals with vinyl flooring to eliminate the bunching of the carpeting and make it easier to roll the chairs at the computers.

After consultation with the flooring contractor and internal discussion with the Library staff, it was decided to leave the carpeting as/is for the time being and to replace with carpet tiles as/if needed when the carpeting becomes too badly damaged.

There has been no resolution with regard to the damaged carpeting in Pat Miller's office. One possibility may be to purchase a custom sized chair mat which can go down over the carpeting.

Resolved Items:

Electric Panel:

The electric panel cover was re-installed by Keating Electric and is no longer a temporary cardboard panel cover.

Odor:

The offensive odor which was reported last month in the area of the stairs/elevator/dvd section has disappeared.

Old Items:

Flooring:

1. Linoleum tiles in the break-room and back work area are coming loose (again). Several of these have been glued back down, but some still pop up from time to time. In addition, there are large gaps between these tiles and several tiles that are not flush. This causes a potential tripping hazard, makes sliding furniture difficult, and creates areas for dirt and garbage to get trapped.

Electrical Issues:

1. The main library lights are still being turned on and off by using one of the breakers on the electric panel. A light switch or switches need to be installed so that these lights can be safely turned on and off without employees using the electric panel
2. The trim around most of the lighting fixtures in the reading room, stairwell, and program room are loose and/or missing and need to be replaced/reinstalled properly.
3. There are (8) sconce light fixtures which do not work in the reading room because the bulbs burn too hot and break the glass in the fixtures. These sconces should be either replaced, as was done in the program room, or LED or other bulb types should be considered for use so that they become functional again and increase the available lighting for reading.

Windows and Doors:

1. All window sills and heads need to be checked for damage due to water infiltration. Many of these window sills and heads are damaged and need to be replaced, some have known water infiltration issues, some were damaged in past incidents but not repaired or replaced.
2. All windows and doors in the Library need to be replaced at some point with more energy efficient windows and doors, as the seals on the windows are deteriorating. Newer windows and doors will provide a better level of energy efficiency and help guard against water leaks.

HVAC:

1. All HVAC registers need to be cleaned and checked to see if there are filters which need to be replaced or cleaned. This will help to promote proper air-flow and will eliminate dust, etc. from being blown around the rooms. In addition, the ducts themselves should be cleaned as well.

Roofing and Roof Drainage:

1. There are several areas of the roof that continue to leak and are damaged. The Supervisor has indicated that funding may be in the works for full replacement of the Library roof, but as of yet, we have no details or time-frame in which we might expect the work to start.
2. With regard to the roof drainage system:
 - Cheap Snake performed the scoping of the roof drainage lines and will provide in writing to Pat any findings and recommendations.
 - The yard drain pipe (located at the below grade patio at the basement exit) goes to a concrete box that is approximately 4'x4' which also receives four additional pipes. The concrete box is caving in from the top. A single pipe from here conveys water to a large concrete pit below grade which is accessible by steel manhole cover out in the yard. This pipe is in working condition and is clear of obstruction, but has some areas where water is sitting. The large concrete pit has a couple of pipes entering it and it is in good condition but is full of silt, and other debris, up to its outlet. The outlet pipe from here goes to daylight

by the entrance of the Park. There is sand, gravel, stone, etc. in this pipe as well as areas holding water. All of these factors restrict proper water flow. This pipe was not scoped its entire length (only approximately 80') due to the debris that was encountered.

- The company that did the scoping recommended this pipe be cleared by a process called "jetting". The recommendations for mitigation should be accompanied by a cost estimate from Cheap Snake. If Cheap Snake does not provide cost estimates, these should be obtained from qualified company.
 - Tom Tooma (Asst. Building Inspector) suggests eliminating the 4'x4' concrete box, keeping the yard drain separate and maybe some of the other pipes separate (depending on a flow test) and using a larger size pipe, in addition to replacing the outlet pipe from the large concrete pit with a larger pipe pending some elevation checks.
3. All existing building gutters and leaders need to be replaced and more leaders from the roof must be installed to promote proper roof drainage.

Walls and Ceilings:

1. There is a damaged section of the conference room ceiling that is currently being held in place by a nailed up piece of lumber. This area of the ceiling must be repaired and the cause of the water damage determined and fixed.
2. There is an area of the ceiling near the Young Adult Section which was damaged in 2011 due to ice damming on the roof which has yet to be replaced/repared.
3. The walls between the mechanical room for Reis Park and Pat Miller's office, the public computers and the Research Librarian's work area have all experienced several incidents of water damage. Apparently, there are times when water will accumulate in the mechanical room and infiltrate the common walls between that room and the Library. There needs to be an investigation of how the water drains in that room and what may be causing water to accumulate in that room. Initial investigation indicates that the slab in that room is not pitched in a way which directs water away from common walls between that room and the Library, however, there may be other factors as well.
4. The existing exterior foundation wall in the area of the exterior oil tanks needs to be water-proofed and any/all penetrations through that wall must be sealed and water-proofed. This should help to mitigate water infiltration issues in the basement, particularly behind the electric panel for the expanded areas of the building.

Exterior Elements:

1. The parking lot has many potholes and damaged areas which make it dangerous to traverse when dark out.
2. Site lighting in the parking lot needs improvement – currently there is very little illumination making for a potentially hazardous condition.
3. New lighting should be installed at the entrance to the Library/Reis Park so as to be better able to see the entrance at night-time.
4. The fabric awnings over the doors which lead from the basement to the exterior of the building at the lower level patio are damaged. These should either be repaired, replaced, or removed entirely.
5. The wood stairs which lead from the lower level patio up to grade are in bad shape and need to be replaced with more durable steps.
6. It is recommended to provide a small portable generator for the sump pump which currently pumps water out of the yard drain at the patio outside of the adult non-fiction room on the lower level. If this sump pump fails to pump water, we may get water damage in the lower level of the library again.
7. The discharge pipe for the sump pump mentioned in item #6 should be relocated as far away from the wood stairs as possible and at the discharge point, there should be an area of gravel which would help promote water drainage and prevent the opening from getting clogged with grass/dirt/debris.