Somers Library Board of Trustees
Regular Meeting Agenda
Wednesday, May 9, 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 4/11/12

Treasurer's report:
Approve abstract #5

Director's Report (copies sent to all Trustees: approve hire of new page

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine
Building - Ian, Bill, Barbara: Town RFP for remaining 3/4 of roof replacement; Flood Damage Repairs; A/C; Elevator; Electric Panel; Flooring; Drainage
Bylaws and Policy – Bill and Laura
Long-Range Planning – Jim, Claire, Christine, Ian, Liz
Personnel - Claire, Jean, Laura
Public Relations – Laura, Claire, Christine, Jean: New Logo
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, June 13, 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

April 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, Barbara Stockwell and Christine Williamson-Canavan.

Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

Councilman Clinchy was not able to attend the meeting this evening, but did send an email to Mrs. Stockwell with some updated information about repairs and improvements to the Town buildings.

A thank you was received from Mrs. Miller for the birthday gift given to her by the Trustees.

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Mrs. Miller is researching through NYLA the possible reimbursement of the MTA Payroll Tax since NYS recently approved additional library aid to generally reimburse the libraries for this tax.

A letter was received from the Supervisor requesting donations by the Trustees toward the Town fireworks at the Independence Day Celebration.

Mrs. Miller received a letter from Assemblyman Katz thanking her for contacting him regarding restoration of library aid.

Staff member Mrs. DiSanto gave WLS Executive Director Terry Kirchner and WLS Staff Member Pat Braja a tour of the Library.

Mrs. Reidy received an email from staff member Betsy Bishop indicating that the Katonah Presbyterian Church was unable to accept books at this time and encouraged all who had books to be donated to give them to the Friends for their upcoming Book Sale at the Library.

Both the Somers Record and Daily Somers have been showcasing the events scheduled as part of National Library Week and the Library's 30th Anniversary in Reis Park.

An article was shared regarding a private expansion of the children's section of the John C. Hart Memorial Library in Yorktown.

Approval of Minutes
Mrs. Stockwell made a motion to approve the minutes of the monthly meeting held on March 14, 2012 as submitted. All were in favor.

Treasurer's Report
The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #4, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #4, dated April 11, 2012 in the amount of $83,155.84 which included voucher numbers 72052 to 72085. All were in favor.

The contractual amount spent this past month was $7,975.84. There was no Gift Fund spending. Last month, $4,965 or 62% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books $1,244; Midwest Tape $964; NYSE&G $802; CIA $702; NY Times $430 and Staples $342. Payroll and benefits charges were $75,180. Total Library spending for all accounts was $83,155.84.

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 March 27.

National Library Week and the Library's 30th Anniversary in Reis Park – Mrs. Miller thanked Mrs. Parisi and the Public Relations Committee for all their hard work and efforts in planning for the events scheduled as part of National Library Week and the Library's 30th Anniversary in Reis Park to be celebrated on Saturday, April 14. She also thanked the Friends of the Somers Library for generously paying for the entertainment and other things during the day and coordinating the Book Sale. There will be a member's only preview on Friday, April 13.

Lifetime Arts Creative Aging Grant – Mrs. Miller plans on applying for a 3rd Lifetime Arts Creative Aging Grant and attended a WLS workshop and technical application webinar in preparation for the same. Kim McCormack, a local teaching artist expressed an interest in teaching the workshop and will prepare a proposal for consideration.

Circulation Statistics – Monthly and year to date circulation statistics for the Library were distributed.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – A motion was made by Mr. Hasl to transfer $3,527.34 from Library Fund 005-9060.8 Health Insurance to Library Fund 005-9010.8 Retirement for

an end of year budget modification due to an overage in retirement expenditures. All were in favor.

Building – The Town Board is scheduled to discuss the condition of Town buildings at their upcoming meeting on Thursday April 12. At least one representative from the Building Committee will be in attendance at this meeting and the Building Committee has forwarded their March report to all members of the Town Board as a resource to aid them in their discussions.

The Building Committee will continue to review price quotes and other items in the prospective flooring, electrical panel work and elevator maintenance contracts. Building matters will be discussed with the Supervisor in due course.

Bylaws and Policy –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 their 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.

Long Range Planning – The Long Range Planning Committee did not meet during past month.

Personnel – A motion was made by Mrs. Damon to approve hiring Raul E. Salazar-Cheffer as a part-time caretaker to replace Raul M. Salazar at a salary of $12.69 per hour effective March 16, 2012. Funding for this position will be taken from the Somers Library Personnel Budget Salary Line .14366.All were in favor.

Mrs. Miller has to secure a title change through Civil Service from a Director 1 to a Director 2.

Public Relations – There has been a great response to the events scheduled thus far for National Library Week and the Library's 30th Anniversary in Reis Park. The comments received have been most positive. Mrs. Parisi thanked all the Trustees for their help in volunteering throughout the week.

Mrs. Williamson-Canavan reported that she is waiting for requested revisions from the original designer of the new logo. A second designer has offered services. Two renditions from each designer will be presented to the Public Relations Committee and then to the Trustees at their next meeting.

Reis Park and the Pavilion have been reserved for September 29 for a possible 2nd Annual Library Day. Although successful, last year's event required a lot of work on behalf many volunteers. All agreed that since much time and effort was also dedicated to the events scheduled this week, the Foundation would be asked if they would like to sponsor an event in the Park that day. Mrs. Mignardi suggested that perhaps the Foundation could have their 5K Run that day. Business sponsorship will be solicited for the Run.

Technology – Mrs. Mignardi has provided Mrs. Miller and the Librarians a screen capture of the redesigned website to date. They also attended a WLS Bookletters webinar that explained how to incorporate these information widgets on to the website.

Mr. Carnow met a resident that is starting a new business network for Overdrive. Arrangements will be made for him to meet with the Technology Committee.

Somers Library Foundation

The Foundation met on March 28. It was announced that earlier today they received their tax exempt status. They will have a table on Saturday in the Library and will raffle off a Kindle. It is the hope that their website will also be up and running by the weekend. The Foundation will also start working toward providing the Library with some of the items on Mrs. Miller's wish list.

Friends of the Somers Library

It was suggested that now thatthe Foundation is up and running that the Friends and the Foundation could work cooperatively toward a larger library project.

To date, there are 255 members and $8,500 has been received from the 2012 Annual Fund Drive.

Mrs. Miller's program requests continue to get supported by the Friends.

NEW BUSINESS

Liability Survey – At some point over the next week or so, a representative from Traveler's Insurance will do a site visit to conduct an updated loss control survey of the Library.

Scout Projects – There is a Girl Scout troop that is donating a bench for the front of the Library. A location has been determined and a decision will be made shortly as to the bench they are going to purchase. It will be similar to the others that exist in the Park.

A Brownie troop has offered to plant pansies around the tree in front of the Library.

These projects have been coordinated with the Parks and Recreation Department personnel.

The meeting was adjourned at 9:40 p.m. The next meeting will take place on Wednesday, May 9, 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

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