

Somers Library Board of Trustees
Regular Meeting Agenda
Wednesday, July 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 6/13/12 and Special Meeting of 7/9/12

Treasurer's report:

Approve abstract #7

Director's Report (copies sent to all Trustees)

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine: budget modification "dues";

Meeting with Director of Finance; Review of Gift Funds

Building - Ian, Bill, Barbara: Bid document for remaining 3/4 of roof

replacement; Flood Damage Repairs; A/C; Flooring; Drainage; Water

Bylaws and Policy – Bill and Laura

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

Personnel - Jean, Laura, Christine

Public Relations – Laura, Christine, Jean, Liz: New Logo; Summer Reading

Program; Library brochure

Technology – Liz, Bill, Ian, Jim: Updated Library Web Site; Library Apps; New

Friends Web Site; E-reader partnership

Alternative Funding Task Force - Liz: Foundation: update; 5K Run;

Friends of the Somers Library: Jean, Bill

The next regular monthly Board meeting will be at the Library on Wednesday, August 8, 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

June 13, 2012

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

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

Trustee Laura Parisi and Library Director Pat Miller were absent.

Councilman Richard Clinchy, and resident Christine Whalley, who is interested in the vacant Trustee position, were also present.

Announcements and Correspondence

All received an email about the NYLA Webinar in July. Some were having difficulty logging in. Mrs. Miller will be consulted.

On July 9, the Board of Trustees will be interviewing perspective Trustee candidates to finish out Mrs. Damon's term. The Town Board members have been invited to attend the interviews. The replacement Trustee will be selected by the Library Board of Trustees, as the Town Board is not able to vote but does confirm the appointment.

Mr. Hasl has recently attended some of the Library programs, which he thought were excellent. During the break, he spoke with some of the attendees for feedback. He also complimented the ease of the on-line registration process for these programs.

A farewell brunch will be planned for on a Sunday in July in honor of Mrs. Damon who has resigned from the Board of Trustees. Several Committee assignments were revised at tonight's meeting to serve in her former assignments.

The Somers Democratic Club is holding their annual recognition dinner on June 19 and the Somers Library Board of Trustees is one of the honorees.

Approval of Minutes

Mrs. Stockwell made a motion to approve the minutes of the monthly meeting held on May 9, 2012 as submitted. All were in favor.

Mrs. Stockwell made a motion to approve the minutes of the special meeting held on June 5, 2012 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #6, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #6, dated June 13, 2012 in the amount of \$85,340.65 which included voucher numbers 72673 to 72697. All were in favor.

The contractual amount spent this past month was \$31,151.61. A total of \$85.76 was spent from the Gift Fund. Last month, \$28,757 or 92% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: WLS Semi-Annual Fees \$23,993; Baker and Taylor Books \$2,038; NYSE&G \$943; Library Director Expenses Reimbursement \$531; Barnes and Noble, Inc. \$520; and Staples \$445. Payroll and benefits charges were \$54,189.04. Total Library spending for all accounts was \$85,340.65.

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 May 22.

2011 NYS Annual Report for Public and Association Libraries – A motion was made by Mr. Kehoe to approve the 2011 NYS Annual Report for Public and Association Libraries, which had been prepared by Mrs. Miller. All were in favor.

DVD's – On May 24, it was reported to the Police that 9 DVD's were stolen out of their cases. A camera and surveillance signs have been mounted in that area, and new DVD cases have been purchased.

Friends Scholarship – Lori Lombardo, Somers High School senior photographer, who volunteered many hours covering Library events, has been awarded a scholarship from the Friends of the Somers Library.

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

REPORTS FROM STANDING COMMITTEES

Budget and Finance – Mr. Hasl and Mrs. Miller will be meeting with the new Town Finance Director Robert Kehoe next week. A report will be presented at the July meeting.

Prior to retiring, the former Finance Director gave Mr. Hasl information about the Gift Fund that he will review.

Thanks were extended to Town Finance Director Robert Kehoe for reinstating the Library's old Employee Identification Number with the IRS, as needed by the NYS Education Department for aid and construction money disbursements.

Building –The Library Roof Request for Proposal was submitted to the Town Board for the June meeting. The work on the Police Building and Barn at Van Tassel was not included in this RFP due to structural issues which needed to be resolved as part of the RFP. However, the Town Board felt that it would be best to keep the Library and the work at the Police Building and Barn at Van Tassel as one RFP, so the entire RFP will be reviewed at a future meeting instead.

New flooring was installed in the Kitchen, behind the circulation desk, and the basement.

Earlier today, the water pumps that service the entire Park stopped working. Thankfully they have been temporarily repaired and will be permanently fixed tomorrow.

There was a lot of water collecting around and dripping from the large HVAC unit. The service contractor, B&D Controlled Air was contacted and determined that the heating coil has to be replaced. Unfortunately, due to the age of the parts, the cost to do so would be more expensive than replacing the 20 year old unit. This doesn't have to be done until it gets cold enough to put on the heat. Thankfully the air conditioning portion of the unit is still operable.

A stench has been emanating from an area by the boiler room. It has been determined that 8 to 10" of muck/sludge has accumulated under an outdoor grate in that area. Arrangements will be made to have it cleaned out.

Staff member Vicki DiSanto and her husband were thanked for volunteering to paint the lower level (basement) of the Library.

Bylaws and Policy –There was no report this evening.

Long Range Planning – There was no report this evening.

Personnel – Mrs. Reidy offered to take over as Chair of this Committee, and Mrs. Williamson-Canavan has been added as a member.

Public Relations – Mrs. Mignardi has been added as a member of this Committee.

Mrs. Williamson-Canavan gave some background regarding the creation of a new logo for the Library. A great deal of time was spent on this project by the Committee. The new logo was shared with all. It was a tree with a computer circuit board inside it. Underneath the tree, it said "Somers Library" and under that the words "InformationRecreationTechnologyCulture". Not everyone was totally satisfied with the tree and the circuit board. All were asked to think about how it could be reworked. A request was made for the Committee to share the other designs collected with the rest of the Trustees. It was also suggested that the others check out logos of other Libraries on the internet. Mrs. Williamson-Canavan will determine the next step and share with all. The Board members who were not part of the Public Relations Committee thanked

the members of the Committee profusely for all their hard work as well as the volunteers who assisted in the logo's creation.

Technology – Mrs. Mignardi shared a new device called a “square” with the Trustees. The application can be downloaded to a cell phone and it allows for a credit card to be swiped. The beauty of it is that it is portable and a much cheaper alternative to some of the other options available. It could be used at the Library to allow patrons to pay for fines, etc. with a credit card. A recommendation was made to proceed with caution as it is a brand new device, and some phones are not as secure as others.

The new Library website is almost complete and will be unveiled in time for the start of the 2012/2013 school year.

Somers Library Foundation

Plans for the Foundation's first fundraiser, a 5K Run on September 30 are underway.

Friends of the Somers Library

Mr. Kehoe is willing to act as a liaison between the Friends and the Library Board of Trustees.

The Friends were sorry to hear that Mrs. Damon will no longer serve as a Trustee on the Library Board, but are delighted that she will continue to serve on the Friends Board and work on programs to benefit the Library.

Treasurer Eve Kehoe has resigned, but will remain on the Friends' Board. Linda Horton has agreed to work on Treasurer tasks, but doesn't want the responsibility of filing taxes. A resident retired accountant has volunteered his services. He is away for three months of the year, but has assured the Friends this shouldn't be an issue.

The Friends will hold their Annual Meeting on June 24 at 3:00 p.m. in the Program Room of the Library. Jim Sparks will speak about Monet. Refreshments will be served.

Over the last month, funds were allocated to purchase additional furniture and lamps for the lower level (basement) of the Library.

The meeting was adjourned at 10:30 p.m. The next meeting will take place on Wednesday, July 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

DRAFT

SOMERS LIBRARY TRUSTEE MEETING
Director's Report, July 11, 2012

ACTION ITEM:

Budget modification to decrease \$490.00 in Library Fund, Account Code 005.7410.0400 (449B Misc.) and increase Library Fund, Account Code 005.7410.0400 (438 Dues) by \$490.00

PERSONNEL:

A staff meeting was not held in June.

I attended the Public Library Administrators Assoc. meeting at Port Chester/Rye Library on June 21, after which we received a tour of the beautiful newly-renovated library.

BUILDING:

Again, as last month, during a heat spell, the air conditioning system would not start. B&D Controlled Air was called and fixed the problem by re-wiring the compressors that would not start. The tech from B&D Controlled Air recommended that an electrician check the wires and conduit through which the air conditioning wires pass to be sure there is no water in the conduit and/or repair the remaining wires that feed electricity to the outside compressors. As the Supervisor gave the OK to proceed, I will call an electrician so that we can prevent another outage.

In addition, as the heating coil broke a few weeks ago (initial estimate to fix from B&D Controlled Air is \$9,090 and complete system upgrade is \$80,000), I will call another HVAC maintenance contractor for a quote to fix before heat is needed in the building. At that point, we need to present findings and discuss next steps with the Town.

As reported by Ian, when I was on vacation, the water pumps for the Park had failed. Steve Ralston of Parks and Rec has since had them repaired.

In the last few weeks, the library lost power 4 times in 2 weeks due to various reasons. On two dates (June 19 and June 22), the library closed early as the power had not been restored before closing time.

Vinyl tiles are complete in the kitchen and base of bottom level stairway. In addition, carpet tiles are finished in basement. These are big improvements. At the last Town Work Session, it was approved to reimburse the library contractual account for the final \$4,028.30 invoice for carpeting from the Town's insurance reserve. The Friends have approved replacing additional worn out chairs for the study carols and sofa in the basement so that all furniture will finally be updated and coordinated.

With Town Board approval, bids were opened to finish the library roof/repair gutters/re-seal

cupola windows, and to repair police and barn roofs. I sent letters announcing the public bid to several roofers that we had contacted in the past.

On June 29th, Cheap Snake was called again to try to clean out and jet the clogged and full drain outside the boiler room. He was not able to clear the drain (which had already been pumped out by Frebar a few days earlier). We do not know the source of the water. However, there are 2 concerns...there is an oily substance mixed in the water and the level is flush with the boiler room door. Heights Elevator was called to clean out the elevator shaft. We have asked them to pump out the full drain as well.

MISC:

I attended the Somers Democratic Club dinner on June 19 at which Barbara Stockwell and the library board were honored "in appreciation of the 'library in the park' and in celebration of thirty years of outstanding service that has enriched the lives of everyone in Somers."

On June 21, Val Herman, Jamie Kay, and I coordinated a "book club night." Val gave a demo of the online catalog online reservations. She also pointed out that she publishes lists of books by various subjects that are available to book clubs and also maintains 2 social media tools (Shelfari and Pinterest) that are also very useful to book clubs. Jamie gave a demo of Overdrive and ebook downloading, offering to give personalized training to anyone by appointment.

On June 23, the library hosted 2 well-attended programs: local author Jane Frances Amler spoke about her latest book, The Fifth Kingdom and Norma Chang offered a Chinese cooking class with tasting at the end.

The Friends held their annual meeting on Sunday, June 24th at which Vicki DiSanto and I gave a presentation about the essential services and programs that are made possible because of the Friends' generous funding. Jim Sparks gave a wonderful talk about Monet.

On June 25th, Girl Scout Troop #2633 and leader Lauren Zaccaria, dedicated the reading bench outside the library front entrance. Town Supervisor, Mary Beth Murphy, Councilman Tom Garrity, Councilman Richard Benedict, Parks and Rec Superintendent Steve Ralston, the press, and other community members attended the ceremony recognizing the girls' hard work.

The Somers Library Foundation met on June 27th and worked on details for the first fundraiser, the 5K race on Sept. 30th.

WLS upgraded the online catalog software on June 25th. On June 28th, Keating Electric installed upgraded outlets so that Lightpath can install higher speed network connection to WLS system. WLS is paying for the Lightpath network costs.

Respectfully submitted,
Patricia Miller

BUDGET MODIFICATION

DECREASE:

FUND	ACCOUNT CODE	ACCOUNT NAME	AMOUNT
Library Fund	005.7410.0400	449B Misc.	\$490.00

INCREASE:

FUND	ACCOUNT CODE	ACCOUNT NAME	AMOUNT
Library Fund	005.7410.0400	438 Dues	\$490.00

To cover professional organizations' annual dues.

Authorized Signature: _____
James Hasl, Treasurer, Library Board of Trustees

Date: _____