

Somers Library Board of Trustees
Regular Meeting Agenda
Wednesday, August 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: Welcome to new trustee: Ann Westerman

Approval of minutes of Regular Meeting of 7/11/12 and Special Meeting of 7/15/12

Treasurer's report:

Approve abstract #8

Director's Report (copies sent to all Trustees)

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine: budget modification "dues";
2013 Budget; Review of Gift Funds; unemployment insurance reserve cash;
meeting with Bob Kehoe

Building - Ian, Bill, Barbara: Bids for remaining 3/4 of roof replacement; HVAC;
Elevator shaft

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: 5K Run

Friends of the Somers Library: Jean, Bill

The next regular monthly Board meeting will be at the Library on Wednesday,
September 12, 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

July 11, 2012

President Stockwell called the meeting to order at 7:45 p.m.

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

Trustee Liz Mignardi was absent.

Library Director Pat Miller and Supervisor Mary Beth Murphy were present.

Announcements and Correspondence

There were no Announcements or Correspondences this evening.

Approval of Minutes

Mrs. Stockwell made a motion to approve the minutes of the monthly meeting held on June 13, 2012 as submitted. All were in favor.

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

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #7, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #7, dated July 11, 2012 in the amount of \$70,982.77 which included voucher numbers 73014 to 73041. All were in favor.

The contractual amount spent this past month was \$17,168.81. A total of \$64.96 was spent from the Gift Fund. Last month, \$7,990 or 47% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Tozzo Floors (lower level floor covering and installation) \$4,028; Baker and Taylor Books \$3,168; NYSE&G \$1,433; B&D Controlled Air \$1,123.28; Tozzo Floors (kitchen floor) \$890; SEBCO Books \$725; CIA \$702; and Apple Books \$519. Payroll and benefits charges were \$53,813.96. Total Library spending for all accounts was \$70,982.77.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report. A staff meeting was not held in June.

Somers Democratic Club – Mrs. Miller attended the Somers Democratic Club dinner on June 19 at which Mrs. Stockwell and the Library Board of Trustees 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.”

Book Club Night– On June 21, Mrs. Miller and staff members Mrs. Herman, and Ms. Kay, coordinated a “book club night.” Mrs. Herman 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 two social media tools (Shelfari and Pinterest) that are also very useful to book clubs. Ms. Kay gave a demo of Overdrive and ebook downloading, offering to give personalized training to anyone by appointment.

Programs – Two well attended programs were held on June 23: 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.

Bench Dedication – On June 25, Girl Scout Troop #2633 and Leader Lauren Zaccaria, dedicated the reading bench outside the Library front entrance. Town Supervisor Murphy, Councilmen Benedict and Garrity, Parks and Recreation Superintendent Steve Ralston, the press, and other community members attended the ceremony recognizing the girls’ hard work. The bench was dedicated in memory of their former Leader Lynn Adams. Mrs. Reidy will send a thank you note to the Troop from the Trustees.

Westchester Library System (WLS) Upgrades – The Westchester Library System upgraded the online catalog software on June 25. On the 28th of June, 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.

Statistics – The monthly and year to date circulation statistics were distributed. It was noted that there was a 500% growth in overdrive for the past four years. With the new technology evolving, it is possible that same growth rate could happen over a year. The Library has purchased four Nooks that can be loaned to patrons.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – A motion was made by Mr. Hasl to transfer \$490.00 from Library Fund 005.7410.0400 449B Miscellaneous to Library Fund 005.7410.0400 438 Dues. All were in favor.

A motion was made by Mr. Hasl to transfer \$64.96 from Library Gift Fund 0037446157 to Library General Operating Account 0037213837. All were in favor.

The Budget and Finance Committee will meet on Monday, July 16. The purpose of this meeting will be as follows: to review library spending for the first half of 2012; to review

plan performance for the second half of 2012; to begin the 2013 budget planning exercise; and integration of the Long Range Plan Committee into the 2013 budget planning process.

Building –Several building issues have arisen this month. The HVAC unit which supplies the main portion of the Library had a broken heat coil, and a rusted electric wire. B&D Controlled Air was called and they were able to disable the coil and rewire the unit so that it would continue to work. Pricing is being secured for both a replacement coil and a new HVAC unit, as the current one is 30 years old and nearing end of life. In addition, the Town Supervisor authorized Mrs. Miller to hire an electrician to determine if there are any other wires or conduits which supply the unit that could be damaged or need maintenance to ensure that we don't have any unexpected HVAC failures.

The boiler room in the basement has an escape hatch located on the exterior wall. This hatch is a concrete shaft with an escape ladder and a drain at the bottom. The drain has been backing up with sludge and water and that water has infiltrated the boiler room on several occasions. Frebar Construction was called to pump the water out of the shaft, however the pumping did not solve the problem and the shaft filled back up after pumping. Cheap Snake was then called to scope and clear the drain and piping. They encountered an obstruction and/or damaged section of pipe which meant they could not jet the pipes or scope the full pipe to see if there were any other issues.

In addition, the water at the base of the shaft had started to acquire an oily substance, which was suspected to be hydraulic fluid from the elevator. It is possible that the drain in the elevator pit/shaft and this drain are connected somehow and Heights Elevator was called out to determine what role the hydraulic fluid and elevator drain have to play in this issue.

The last critical issue is that water continues to find its way from the pump room located adjacent to Mrs. Miller's office, the computer terminal area and the circulation desk under the walls and into the Library. This damages the flooring in the previously mentioned areas as well as damaging the wall construction.

The last instance of this occurring was when the pumps in the pump room failed and water backed up, but condensation and any other water issue in that room also results in possible water infiltration into the library areas. The water pumps have since been repaired.

At the very least, the walls between the Library and the pump room should be reconstructed so that the base of the wall prevents water infiltration and inhibits possible mold or mildew growth.

The RFP for the roof was approved by the Town Board and released to the paper and online. Contractor's bids are being solicited and bids should be received for review on or before July 31st.

The vinyl tiles in the program room were professionally polished and the new vinyl flooring in the kitchen was sealed and protected.

Moving forward, Mr. Carnow will include a prioritized list of repairs at the end of his monthly Building Committee reports.

There were four random power outages over the course of two weeks. On two of those days, the Library had to close early as a result.

A question came up as to the cost of purchasing a generator to keep the Library open to the residents in an emergency situation. It could cost several thousand dollars to purchase a generator that would supply the amount of power needed to keep the Library open under these circumstances. The real concern for the Library is to keep the sump pumps going so the lower level of the Library doesn't flood again. Purchasing a generator for this situation would be less costly, especially if it doesn't power on automatically.

Mrs. Stockwell announced that the Library had been awarded a grant of \$50,000 by Senator Greg Ball to be used toward the cost of the roof repair.

Bylaws and Policy – There was no report this evening.

Long Range Planning – The Long Range Planning Committee will meet on Monday, July 16. The purpose for this meeting will be to formally integrate and align the work of the Committee into the 2013 library budget planning process.

Typically, the budget planning process has focused first and foremost on preparing a budget that will provide for the Library's baseline operational expenses for the coming year and consideration of emerging issues. This is important work and will again be the case for 2013 planning. The work of Committee will supplement the baseline financial plan with achievable objectives for 2013 that can be considered for possible inclusion in the 2013 budget proposal. Achievable objectives could include modest improvements to the Library facility or an expansion of library services to reach underserved groups although the Long Range Planning recommendations are not limited to these two examples.

The Committee work on the 2013 budget will also be shared later with the Library Foundation and with the Friends to assist these two organizations with their own 2013 planning.

Personnel – There was no report this evening.

Public Relations – The Committee will meet over the next two weeks to discuss the new logo. All is going well with the Summer Reading Program. Coldstone Creamery will be donating ice cream and donations have been secured for the Book Buddies and

Family Read programs. The Library brochure has to be resurrected as well. Mrs. Miller will begin that process.

Technology – The new website for the Library is shaping up nicely.

Mr. Carnow will continue to follow up with Mr. Weinstein about the new ebooks master application he is working on.

Somers Library Foundation

The Somers Library Foundation met on June 27 and worked on details for the first fundraiser, the 5K trail race on September 30. Funds raised will be used for upgrades to the Program Room and a sound system.

Friends of the Somers Library

The Friends held their annual meeting on Sunday, June 24. Mrs. Miller and Mrs. DiSanto 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.

A meeting was held earlier today. The new President is working very hard to go through the old files and records. All of Mrs. Miller's funding requests were approved.

The President made a motion to enter into an executive session to discuss the Trustee Candidates not to return to public session. The meeting was adjourned at 10:10 p.m. The next meeting will take place on Wednesday, August 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
Friends of the Somers Library
Somers Library Foundation

SOMERS LIBRARY TRUSTEE MEETING
Director's Report, August 8, 2012

ACTION ITEM:

I request Board approval for the 2013 library budget to submit to the Town.

PERSONNEL:

I attended a WLS Webinar called "Bite-Sized Marketing" on July 17.

A staff meeting was held July 24 2012. Minutes were emailed to all library board members, library board secretary, and Town Board liaisons.

I attended a METRO workshop on "Project Planning" at WLS on July 25.

I will be on vacation August 13-17. I will assign a librarian in charge each day.

BUILDING:

I am waiting for two additional proposals to fix the heating coil/air handlers after which time I will share with the building committee and Town for advice on next steps.

As ceiling tiles are loose and a tile fell onto Margaret Widman's desk, I have started talking to painters to get ideas on painting/repairing the acoustic tiles on the ceiling.

4 roof bids for library/police/barn were submitted and publicly opened on Tuesday, July 31st at the Town House. A recommendation will be made to the Town Board for this week's meeting.

As the pit outside the boiler room still fills with water and other substance, Tom Tooma, Assistant Building Inspector and Joe Barbagallo, an engineer contracted through the Town have arranged to plug the outside pipe and remove the fluid so the level does not rise and enter the boiler room or other parts of the basement.

Ian drew some proposed changes to the library layout, mainly to address the over-capacity in the children's room. However, as the other library sections are also at capacity, we would have to cannibalize those sections to expand children's. To relieve this in the short term, we will look at additional book shelving. Long term solution is an enlarged children's wing.

As the cabinet which stores DVD sets and video games is full, we will investigate pull-out shelves under the circulation desk.

New desk chairs and a new sofa were delivered to the basement, thanks once again to the generous support and funding from the Friends of the Somers Library.

MISC:

The Foundation continues to enlist supporters and runners for the 5K race planned on September 30th. Matt Parisi is committee chair and is working out details with Parks and Rec and Somers School District. All board members are encouraged to attend and or help. Proceeds will be used to upgrade the Program room. At this function, we will also invite Senator Greg Ball who is to present the library with a \$50,000 grant.

Respectfully submitted,
Patricia Miller