

**Somers Library Board of Trustees**  
**Regular Meeting Agenda**  
**Wednesday, September 12, 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 8/08/12

Treasurer's report:

Approve abstract #9

Director's Report (copies sent to all Trustees)

Reports from Standing Committees:

Budget and Finance - Jim, Barbara, Bill, Christine: 2013 Budget;

Budget modification: dues

Building - Ian, Bill, Barbara: Remaining 3/4 of roof replacement; HVAC;

Elevator

Bylaws and Policy – Bill, Laura, Ann: E-reader policy

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

Personnel - Jean, Laura, Christine

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

Program; Library brochure; Greg Ball event: volunteers

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: volunteers

Friends of the Somers Library: Jean, Bill

The next regular monthly Board meeting will be at the Library on Wednesday, October 10, 2012 at 7:30 pm. Please inform the President, if you cannot attend.

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

**MEETING MINUTES**  
**August 8, 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, Laura Parisi, Jean Reidy, Barbara Stockwell, Ann Westerman and Christine Williamson-Canavan.

Library Director Pat Miller was also present.

**Announcements and Correspondence**

Mrs. Stockwell welcomed new Trustee Ann Westerman.

A thank you from former Trustee Claire Damon for her retirement brunch and gift was received and shared with all.

Staff member Jamie (Kay) Reilly sent a thank you note for the wedding gift the Trustees gave her.

A comment was received from a resident via Twitter "Thank you for all the great reading, literacy, library, book, digital literacy tweets – your stuff is gold!"

An article was shared by Mrs. Stockwell about libraries and e-books.

**Approval of Minutes**

Mrs. Stockwell made a motion to approve the minutes of the monthly meeting held on July 11, 2012 as submitted. All were in favor, except Mrs. Westerman who abstained because she was not on the Board at that time.

Mrs. Stockwell made a motion to approve the minutes of the special meeting held on July 15, 2012 as submitted. All were in favor, except Mrs. Westerman who abstained because she was not on the Board at that time.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #8, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #8, dated August 8, 2012 in the amount of \$63,376.41 which included voucher numbers 73303 to 73328. All were in favor, except Mrs. Westerman who abstained because she was not on the Board at that time.

The contractual amount spent this past month was \$9,628.37. There was no spending from the Gift Fund. Last month, \$4,809 or 50% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books \$3,468; NYSE&G \$1,792; WESTLYNX \$1,189 (semi-annual network charge); Keating Electric \$445 (Wi-Fi upgrades); B&D Controlled Air \$362 (air conditioner repair); and Cheap Snake \$300 (boiler room issue). Payroll and benefits charges were \$53,748.04. Total Library spending for all accounts was \$63,376.41.

### **DIRECTOR'S REPORT AND STAFF MEETING MINUTES**

All Trustees received a copy of Mrs. Miller's Monthly Report and the staff meeting minutes of July 24.

**WLS Webinar** – Mrs. Miller attended a WLS Webinar on July 17 entitled “Bite-Sized Marketing”.

**METRO Workshop** – On July 25, Mrs. Miller attended a METRO workshop on “Project Planning” that was sponsored by WLS.

**Vacation** – Mrs. Miller will be on vacation the week of August 13.

**DVD and Video Game Storage** – Pull out shelves for under the circulation desk are being researched, as the cabinet which stores the DVD's and video games is full.

**New Furniture** – Thanks to the generosity of the Friends of the Somers Library, new desk chairs and a new sofa have been purchased and delivered to the lower level of the Library.

**Statistics** – The monthly and year to date circulation statistics were distributed. Circulation was up significantly from June to July, by over 3,000.

### **REPORTS FROM STANDING COMMITTEES**

Mrs. Westerman has been added to the following Committees: Bylaws and Policy, Long Range Planning and Public Relations. Mr. Carnow resigned from Long Range Planning as the Building Committee is taking up a lot of his time and the Long Range Planning Committee has a suitable number of members.

**Budget and Finance** – The Budget and Finance Committee met on July 16 to initiate work on developing a library 2013 budget proposal. At that meeting, the Committee did the following:

- Reviewed library spending from the first half of 2012
- Reviewed and discussed financial plan performance for the second half of 2012
- Began talks on the 2013 budget planning exercise
- Discussed the integration of the Long Range Planning goals into the 2013 budget proposal

On July 17, Mrs. Miller received from the Town Supervisor a memorandum outlining the requirements for the 2013 budget request. (Deadline for submitting to the Town Supervisor is August 17). The Committee and Mrs. Miller worked by email on several iterations of a proposed 2013 budget.

The Committee met on August 7 to conduct a final review of the proposal, make additional changes and to evaluate the 2013 initiative that the Long Range Planning recommended for inclusion in the 2013 proposed budget.

Highlights from the proposed 2013 budget are as follows:

- Increase staff salaries by 1.5% (this increase aligns with the Town's recent agreement with CSEA).
- Hire professional web developer services to complete the Library's new website.
- Expand the Library's permanent book collection (physical and digital titles). This will serve as a starting point for other Long Range Planning initiatives in the future in service to the Library's multi-year, long-range strategic plans.
- Increase the budget for Westchester Library System fees as part of their planned step up in overall WLS service fees that was initiated in 2011.
- Minor adjustments to social security and Medicare lines in the employee benefits section to reflect 2013 proposed salary increases.

All were given a copy of the proposed 2013 budget for review and discussion. A motion was made by Mr. Hasl to accept the proposed 2013 budget as submitted. All were in favor.

Mrs. Miller and the Committee were commended for a job well done.

It was suggested by Mrs. Reidy that the next couple of months be dedicated to making the residents aware of the programs that are available at the Library. Mrs. Parisi added to that with a suggestion about providing a list of "Fast Facts" about the offerings at the Library. Mrs. Mignardi thought that an article or a letter of the accomplishments of the Library be submitted to the local paper. The Public Relations Committee will work on this.

**Building** –The roof RFP is proceeding on schedule. Four bids were received and reviewed and a recommendation was made to the Town Supervisor to accept the low bidder. The Town Board is in the process of reviewing and awarding the bid and could award the job on Thursday at the Town Board meeting.

Prices are being secured for replacing the HVAC unit which services the main portion of the library. Mrs. Miller is collecting proposals and will forward recommendations to the Town when completed. Underground electric work to ensure that the conduits which feed the HVAC unit are in-tact should be done at the same time as the HVAC replacement.

The emergency exit shaft outside the boiler room continues to fill up with water. The Town has Engineer Joe Barbagallo working on remediation of this issue. Tom Tooma has been indispensable in the process. At the moment, it appears ground water continues to infiltrate the shaft and since the drain pipe is damaged, no water can flow out. A system of pumping the water into containment barrels is currently dealing with the issue so that water doesn't flow back into the boiler room. At the same time, this work is being coordinated with Heights, the elevator maintenance company, as there is some concern that hydraulic fluid or other substance(s) from the elevator shaft may have made its way into the emergency shaft pit. The sump pump in the elevator shaft drains directly into that shaft.

At least one ceiling tile fell down in the employee workroom. Nobody was injured, but the tile fell on an employee's desk. The other tiles in the area don't seem to be loose, but all will keep an eye on the situation and it may be prudent to remove the tiles and paint the exposed sheetrock ceiling above.

Price quotes for a generator to power at least the various sump pumps around and within the building are being secured. The Building Committee is trying to determine what size generator, what cost, and what other infrastructure upgrades we may need to have a functional generator on site.

Mr. Carnow drew up some proposed changes to the Library layout, mainly to address the overcrowding in the Children's Room. It would be ideal if the Children's Room could be relocated to the back room of the Library and the lower level be used as a Program Room. It would also be nice if the outdoor patio could be used. In the meantime, the idea of custom shelves is being explored due to the inefficiency of book cases. If the books can be consolidated, it would allow for more space for programs in that area. Mr. Carnow and Mrs. Miller will brainstorm more about it and will also talk to the staff.

**Bylaws and Policy** –Mrs. Parisi is in the process of reviewing e-reader loan policies to come up with a policy for the four black and white Nooks that were recently purchased. She hopes to have a draft to review at the next meeting.

**Long Range Planning** – The Long Range Planning Committee met on July 16 to initiate work intended to formally integrate and align tactics developed in support of the library's long-range goals into the 2013 library budget planning process. The Committee set out to identify achievable objectives for 2013 that would be in support of one of the six library long-term goals. Once selected, the Committee would recommend to the Budget and Finance Committee, and then to the Board of Trustees that funding for these chosen 2013 initiatives be included in the 2013 budget proposal. Funding for these initiatives would be supplemental to the funding that appears in the baseline financial plan.

Summary of the Long Range Planning Committee's 2013 budget initiative program:

- 1) Identify and integrate no more than two carefully chosen Long Range Planning initiatives to be included in the 2013 budget proposal. Initiatives must be in support of one of the six Long Range Planning goals.
- 2) Initiative needs to be described in detail by the goal owner.
- 3) Articulate the unmet community need(s) served by the initiative.
- 4) Explain how the initiative will directly contribute to meeting the unmet community need.
- 5) Identify the resources required: people, budget, other support.
- 6) Timeline for 2013 initiative: Begins when, milestones, expected completion date
- 7) Publicity plan: How will the Library raise awareness and market this new program/service?

The Long Range Planning Committee concluded the evaluation and selection process by email on August 6 and submitted a recommendation that was discussed and approved by the Budget and Finance Committee on August 7.

The Committee will meet again soon to work on the details regarding expanding the Library's permanent book collection for the budget hearing with the Town Board.

Personnel – There was no report this evening.

**Public Relations** – The Summer Reading Program is going well. It will culminate next Friday with an ice cream social.

The Committee met with Mrs. Miller to talk about some ideas regarding a new Library brochure.

An idea about a new logo has been generated and the Committee will meet to discuss it further.

Senator Greg Ball has secured \$50,000 for the Library to be used on building repairs. Arrangements are being made to have him present the ceremonial check at the Foundation's 5K Trail Race event on September 30.

**Technology** – Provisions have been made in the 2013 proposed budget to hire professional web developer services to complete the Library's new website. This will also allow for purchasing graphics.

Mrs. Mignardi will put a link on the Library website for the Foundation's 5K Trail Race. Mrs. Parisi is working with some others to add links for the Race to their websites as well.

### **Somers Library Foundation**

Work continues on details for the Foundation's 5K Trail Race on September 30. The Library will have flyers/registration forms available. A post office box has been rented for the Foundation. They are also in need of a Treasurer.

### **Friends of the Somers Library**

The Friends met in July. Resident Sandy DeSena was present at that meeting and is considering becoming a Board member.

Mrs. Reidy asked Mrs. Westerman if she could attend the next Friend's meeting on September 5 at 1:00 p.m. in the Library Conference Room so she can meet the Board.

Friends President Jet Wachtel has been spending an enormous amount of time going through old records and has found their certificate of incorporation and a decision was made to frame it.

All of Mrs. Miller's requests for the Library were approved.

Mr. Kehoe is the new Library Board of Trustees liaison to the Friends.

The annual meeting turnout was a disappointment. All agreed that June was probably not a good time.

A discussion ensued about having a Book Sale between Thanksgiving and Christmas.

Membership flyers will be prepared and put in books as they are checked out at the Circulation Desk.

The meeting was adjourned at 10:10 p.m. The next meeting will take place on Wednesday, September 12, 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

## BUDGET MODIFICATION

**DECREASE:**

<b>FUND</b>	<b>ACCOUNT CODE</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>
Library Fund	005.7410.0400	449B Misc.	\$83.00

**INCREASE:**

<b>FUND</b>	<b>ACCOUNT CODE</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>
Library Fund	005.7410.0400	438 Dues	\$83.00

To cover professional organizations' annual dues.

**Authorized Signature:** \_\_\_\_\_  
James Hasl, Treasurer, Library Board of Trustees

**Date:** \_\_\_\_\_

**SOMERS LIBRARY TRUSTEE MEETING**  
**Director's Report, September 12, 2012**

**ACTION ITEM:**

I request Board approval for the budget modification, moving \$83.00 from 449B misc. to 438 Dues.

**PERSONNEL:**

There was no staff meeting in August.

Rocco Staino of NY Library Association invited Val to write an article on Somers Library's use of Social Media. She submitted "Social Media: The Good, Bad, & Ugly."

As Val regularly updates our Twitter account, TechSoup singled her out to tweet on their site for the day as a guest.

I completed the civil service Director II test and submitted it on August 31<sup>st</sup>.

**BUILDING:**

The Town approved removal and replacement of the broken heating coil and air conditioning unit in the original 30-year-old section of the library. The new air conditioning makes a significant difference in the air temperature. The old system must have been non-functional for a long time. In light of the fact that B&D Controlled Air was high bidder and not chosen to do the work, I terminated their maintenance contract which would have included the newly installed equipment.

L Mark was the lowest bidder to complete the library roof, police and barn roof replacements. Payment schedules were set up, agreeable to the Town and contractor. We are waiting for performance bond and insurance information before the contract can be signed.

As Heights Elevator terminated their elevator maintenance service contract, Ian has been negotiating a new contract with Schindler, who installed and originally maintained the elevator.

Work continues in closing the oil problem in the park, spearheaded by Woodard and Curran Engineering.

**MISC:**

Foundation board members continue to work out details for its first fundraiser, the 5K race on Sept. 30<sup>th</sup>. Many sponsors were secured.

We will hold a check reception with Senator Ball after the Foundation race in the Library Program Room, September 30<sup>th</sup> at 10:30 am.

We received and deposited the 2012 allocation of LLSA (Local Library Services Act) money, totaling \$5,065.

The program “Memories Alive: Movable Books for Future Generations” concluded last week. We held a culminating event on Saturday Sept 8. This program was underwritten by a grant from the U.S. Institute of Museum and Library Services, with additional support from the Helen Andrus Benedict Foundation, administered in partnership with Westchester Library System and Lifetime Arts, Inc. The Friends of the Library funded light refreshments.

Thanks to incentives that Laura Parisi helped secure for the Summer Reading Program and incentives funded by the Friends of the Somers Library, the children’s, teens, and adult summer reading programs had significant increases in participants this year. For example, the Friends funded a Barnes and Noble Nook as a prize for the teen summer reading program and Jamie Reilly reported that teen participation doubled as a result.

Vicki DiSanto mentored Sarah Barr in her Girl Scout Gold Project whereby Sarah organized and ran the K-2 summer book club. In addition, Sarah raised money to purchase 8 children’s books.

Respectfully submitted,  
Patricia Miller