

SOMERS LIBRARY BOARD OF TRUSTEES

P.O. Box 443, Somers, NY 10589

MINUTES OF ORGANIZATIONAL MEETING

January 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, and Barbara Stockwell.

Christine Williamson-Canavan was absent.

Library Director Patricia Miller was also in attendance.

2012 STATE OF THE LIBRARY

Despite a flat Contractual Expenditures budget for 2011, the Somers Library still established new records in attendance, services and events. Unfortunately, due to significantly increased operating costs, the Library Board decided, with regret, to close on Sundays and use the freed up funds to enable the Library staff to maintain the high level of service its patrons have grown to expect. To help make it easier for commuters to visit the Library, some morning, evening and Saturday hours were added.

One of the highlights of 2011 was the first Library Day held in early September. This was largely due to the support of the League of Women Voters who proposed the idea and volunteered to cosponsor the event along with the Friends of the Somers Library. Our objective was to build awareness of the services offered in a modern library and to garner support for future library initiatives. The support from throughout the Town was overwhelming and endorsed the fact that the Library is really the heart of our community. Twenty four organizations, Town officials and over 100 volunteers participated in making this day a success. There were display tables, children's games, e-reader training, a book sale, a cake sale and free food and beverages, compliments of the Lions. Library Day was not designed as a fund-raiser. However, the Friends of the Library netted \$4,800 that day which they subsequently designated for the purchase of new chairs and a sofa for the library to replace the existing comparable 30-year-old furniture which had seen very extensive use and was beyond repair.

The number of programs offered to the public once again increased (the latest figures for 2010 showed growth of 28% and a 42% increase in the number of attendees over 2009). E-reader one-on-one and group training and expanded delivery to the homebound and Somers Manor topped the list of adult services. Practice SAT and PSAT tests and follow up were offered to teens along with

babysitting classes as well as more book, gaming and anime clubs. The children's summer reading program increased by 32% in 2011 over 2010, with 217 children enrolled. 46 families participated in the "Read to Me" program. The therapy dog program is now year-round and the Book Buddy program whereby 35 older book buddies mentor young readers grew. Story times were coordinated with the Parks & Recreation Department's summer camp and meaningful projects were created for student volunteers needing to earn community service hours. The outdoor story walk in the Park has become a regular and popular family program.

Somers continued to be on the leading edge of technology. It was 8th in Westchester County (of 38 libraries) in the number of Overdrive e-book downloads. Seminars and individual instruction on e-readers encouraged patrons to get started. Twitter followers reached: 3,164 and Facebook 436 and a new Google+ social networking site was added at the end of the year with 17 followers.

Due to diminishing budgetary funding, the Library Board voted to set up a foundation to raise additional money to help finance new ventures and improve existing services. As of the end of the year, the incorporation had been completed and the application for non-profit status filed. The Board of 12 members is planning to hold several events during the 30th anniversary year in 2012. More Board members are still being recruited.

The aging building continued to present innumerable challenges, exacerbated by four serious storms which resulted in flooding and other damage. However, ¼ of the roof was replaced in the most problematic area financed from the remainder of a 2009 NYS grant to cover new boilers obtained by the Library Director plus an East of Hudson grant procured by the Town. A list of building repairs and upgrade needs was provided to the Town for consideration in 2012.

In October, in line with the Town's 2% off the schedule payment for non-union employees, the Library Board was able to authorize a one-time 2% lump sum payment to library staff following 3 years of flat salaries. This special payment was 2% of the employee's annual salary. The staff has been operating with an increased workload since two positions (one senior clerk and one part-time clerk) left unfunded in the annual budget since 2009, accompanied by higher operational costs, caused a decrease in spending power. However, the staff has continued to provide new services, and offer their own free time to complete additional projects. Fortunately, the Library Board's request for a slightly higher budget in 2012 to cover increased WLS and fuel costs was granted.

The Friends of the Library continued to provide generous support throughout the year aggregating \$26,850 in the form of payment for educational and other programs including materials and supplies, children's educational computers and story time benches, the new chairs and sofa and also for books. They also

obtained a donation of a 32" digital TV from the Patrick Casabona Foundation for use by the teen clubs as well as public use. The Friends' endless financial support in these difficult times is even more appreciated.

All in all, as a result of the hard work of the Library Director and her staff and the backing of many local organizations and volunteers, along with the cooperation of other town departments and the Town Board, the Somers Library once again increased its patronage and added services to match the community's evolving needs.

BOARD ORGANIZATION

At the December 14, 2011 meeting of the Library Board of Trustees, the Board accepted the recommendations of the Nominating Committee for the slate of officers for the year 2012:

President - Mrs. Barbara Stockwell
Vice-President - Mrs. Laura Parisi
Corresponding Secretary – Mrs. Jean Reidy
Treasurer – Mr. Jim Hasl

The Library's *Bylaws* state that no member of the Board may serve as President for more than two consecutive years. In order that Mrs. Stockwell may serve again for the year 2012, the Board also voted to suspend this provision.

In accordance with the Library's *Policy Statement*, the newly elected officers of the Board of Trustees shall be signatories of the Library's bank accounts at JP Morgan Chase Bank. The required forms have been signed by the elected officers, certified by the Corresponding Secretary and are on file with JP Morgan Chase Bank. Both Supervisor Murphy and Deputy Town Supervisor, Richard Nicholson are also signatories on the General Fund checking account established for library payroll purposes only (Account # 670-3083798).

In order that the Committees of the Library Board of Trustees are fully staffed, there was discussion regarding assignments. The Committees for 2012 shall be as follows until further adjustments are made:

BUDGET & FINANCE - Chair - Mr. Hasl, Mr. Kehoe, Mrs. Stockwell and Mrs. Williamson-Canavan

BUILDING - Chair – Mr. Carnow, Mr. Kehoe, and Mrs. Stockwell

BYLAWS & POLICY - Chair - Mr. Kehoe and Mrs. Parisi

LONG-RANGE PLANNING – Co-Chair – Mrs. Damon and Mr. Hasl, Mr. Carnow, Mrs. Mignardi, and Mrs. Williamson-Canavan

PERSONNEL - Chair - Mrs. Damon, Mrs. Parisi and Mrs. Reidy

PUBLIC RELATIONS - Chair - Mrs. Parisi, Mrs. Damon, Mrs. Reidy and Mrs. Williamson-Canavan

TECHNOLOGY - Chair – Mrs. Mignardi, Mr. Carnow, Mr. Hasl and Mr. Kehoe

An updated roster of the Library Board of Trustees and the proposed monthly Board meeting schedule were distributed to the Trustees via email. The meeting schedule is based on the normal meeting date of the second Wednesday of each month at 7:30 pm in the Somers Library.

When necessary, special Board meetings also may be held at a time and place to be announced in advance.

Copies of these items will be sent to the Town House and the meeting dates will be posted on the Town's Schedule of Meetings, as required by the Library's *By-Laws* and the Open Meeting Law. The roster of the Trustees and the meeting dates shall also be posted on the Library's web site. Mr. Kehoe moved that these actions relative to the Trustee's roster and Board meetings be taken. All were in favor.

FINANCE

Library Director Mrs. Miller discussed the status of the 2011 expenditures versus the budgeted amounts. Mrs. Stockwell moved that the Treasurer be authorized to make additional year-end budget modifications if necessary, and recommended by the Library Director, and report them to the Board at the next Board of Trustees meeting for approval. All were in favor.

List of 2011 Encumbrances and Accounts Payable

Mrs. Miller and the staff have prepared a list of items to be encumbered and paid in 2012 from the 2011 expenditure budget. The list will be forwarded to the Finance Department so that they will be recorded in our financial records in the year 2011 business. This list may be updated as needed. It will be finalized and approved at the February Board meeting.

Chart of Accounts and Adopted Budget for the Year 2012

The Library General Fund Chart of Accounts and the Adopted Budget for the Year 2012 has been prepared by the Library Director and copies presented to the Trustees. After discussion, Mr. Hasl moved that the Library Board formally adopt this Library Budget, based on the Town's Adopted Budget as adopted by the Town Board on December 8, 2011. Approval was unanimous. Copies of the Library General Fund Chart of Accounts and Adopted Budget also will be given to the Finance Department for their use in preparation of our financial statements during 2012.

Local Library Service Aid Funds

The amount of Local Library Service Aid Funds received in 2011 aggregated \$8,708, \$4,703 of which was the 2010 award and \$4,005 of which is 90% of the total 2011 allocation.

Internal Revenue Service 2012 Standard Mileage

The Internal Revenue Service has set the 2012 standard mileage reimbursement rate at 55.5 cents per mile for the use of personal cars on an employer's business. This is unchanged from the mid-year adjustment that became effective on July 1, 2011. The reimbursement includes: gasoline, oil, maintenance, repairs, insurance and vehicle registration fees. Mr. Kehoe moved that the Library reimbursement rate for the year 2012 be established at 55.5 cents per mile. All were in favor.

PERSONNEL

Library Director Mrs. Miller presented the Trustees with copies of the *2012 Salary Schedule* for all employees and an analysis of the *2012 Substitutes Budget by Function*. These salaries are based on the budget adopted by the Town Board on December 8, 2011 and the Library Board action tonight. It was noted that one Library employee will be receiving a longevity payment during 2012. After discussion, Mrs. Damon moved that the *2012 Salary Schedule* be approved as presented. Motion approved. Mr. Carnow moved that the *2012 Substitutes Budget by Function* also be approved as presented. This motion was likewise approved.

A copy of the *2012 Salary Schedule* has been forwarded to the Finance Department for payroll purposes. The schedule of employee vacation days applicable to 2011 permitted to be carried over to 2012 was approved at the December 14, 2011 meeting.

The Town Board liaison for 2012 to the Library Board of Trustees is Councilman Richard Clinchy.

There being no further business, the 2012 Organizational Meeting adjourned at 8:20 p.m.

The regular monthly meeting immediately followed.

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