

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

**REGULAR MEETING MINUTES**

**January 12, 2011**

President Stockwell called the meeting to order at 8:05 p.m.

The members present were: Claire Damon, Jim Hasl, William Kehoe, Liz Mignardi, Laura Parisi, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

The Library Director Patricia Miller and Councilman Richard Clinchy were also in attendance.

**Public Comment**

Twenty seven year resident and avid user of the Library Andrea Peters met with the Trustees to express her disappointment with the decision made to close the Library on Sundays, especially during the winter months. In her opinion, if the issue is the amount of premium money paid for substitutes to work on a Sunday, then perhaps we should solicit volunteers to keep the Library open, even if the service was limited to checking out books and the use of the library, without the assistance of a librarian. Replacing Sunday hours with weeknight hours is not a good solution, as she feels the Library is underutilized during the week, in the evenings. In closing, Mrs. Peters stated that Sunday hours accommodate working residents, as well as school students and by closing the Library on Sundays, the needs of the community are not being met.

**Announcements and Correspondence**

It is with regret that Mrs. Stockwell announced that Mrs. Mc Dermott has resigned from the Library Board of Trustees. Mrs. Reidy will send her a note of appreciation for her service and arrangements will be made for a luncheon in the spring. Ads for the opening will be posted in the Library and on the web site immediately.

Thank you notes were received from Mrs. Schirmer for her birthday gift and the staff for their Christmas gifts.

A Christmas card was sent by Calgi Construction.

All were reminded that the WLS 13<sup>th</sup> Annual African-American Writers and Readers Literary Tea will be held on Monday, January 17.

**Approval of Minutes**

Mr. Kehoe made a motion to approve the meeting minutes of December 8, 2010

as submitted. All were in favor.

### **Treasurer's Report**

Mr. Hasl presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #1; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #1, dated January 12, 2011 in the amount of \$84,116.70, which included voucher numbers 67541 to 67585. All were in favor.

The abstract contained four payments to vendors for work done on the building aggregating \$2,816. These payments were taken from the contractual budget applicable to the day-to-day Library operations. A heating system blower motor was repaired by B&D Controlled Air Corporation (\$632.50); supplies to repair the broken lunch room faucet were purchased from Fraser Brothers Hardware (\$64.75); Gene's Carpet Cleaning Service cleaned carpets after the sewage system backup; (\$949.20); and broken window glass and broken window insulation strips were replaced by Somers Glass Co., Inc. (\$1,170.00).

A quarterly security payment was made to CIA. The Hess Corporation payment was for heating oil and JP McHale Pest Management for pest control. Books were purchased from Matthew Bender & Co., Inc. and magazines renewed through WT Cox. The boiler was serviced by Northeast Air, LLC and NYSE&G paid for outside lighting for the last two months of the year. The payment to We Count People LLC was for the new traffic counters so that more detailed and reliable statistics on people using the Library building can be compiled and studied for future planning.

It was suggested that all Town Board members be invited to tour and become oriented as to the daily operations of the Library.

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

All Trustees received a copy of Mrs. Miller's Monthly Report and the Staff Meeting minutes.

**Barnes & Noble Fundraiser sponsored by the Friends of the Somers Library** - About \$200.00 has been generated as a result of the Barnes & Noble Fundraiser held on November 26 and 27. All were thanked for donating their time to assist with this event.

**Donation** – A \$1,000 donation was received from the Pelavin Trust, earmarked for audio and educational materials.

**Facebook and Twitter** – The Library currently has 312 Facebook followers and 2,374 followers on Twitter. Compliments continue on the quality of postings.

**Friends of the Somers Library Acknowledgement** – Mr. Kehoe asked that

acknowledgement of the Friends of the Somers Library be made in the Director's Report and Staff Meeting Minutes whenever a program/event is sponsored by the Friends.

**Statistics** – All were issued copies of daily circulation numbers, the people counter and monthly circulation. Moving forward Mrs. Miller will keep track of items downloaded as well. A new more sophisticated people counter has been purchased, which is necessary due to the legal requirement of reporting those numbers to the State in the Annual Report. It will record the number of patrons entering and leaving the Library by date and time and will facilitate decisions regarding opening hours much easier.

### **REPORTS FROM STANDING COMMITTEES**

**Budget and Finance** – The Board had another extensive and in-depth discussion about the Library's year 2011 budget and the Town Board concerns.

Moving forward, Mr. Hasl will be sharing more details of the budget expenditures so that all Trustees can become more familiar with daily financial operations of the Library.

**Building** – There was a discussion about the funds being expended on the building.

The broken window in the Program Room was replaced, several loose and broken windows in the Children's Room were replaced and resealed, and the latch on the Director's office window was repaired.

Keating Electric installed Cat5 network wiring for three staff computers to allow staff access to the Westchester Library System, which is no longer available through unsecured WiFi. They also repaired the indirect lights in the Reading Room, the lights on the outside of the building and the timing lights. Keating Electric is ordering a socket to repair a light in the pathway in front of the Library entrance.

Per the Town Engineer Steve Woelfle's December 23<sup>rd</sup> email, it was discovered that the floor drain in the water pump/chlorination room was directly connected to the septic tank. The new chlorination system's continuous overflow was unnecessarily filling the septic tank. Therefore, one additional pump-out by Frebar was required and the expenses were paid by the Town's septic capital project fund. Since then, the new septic system passed the Health Department's inspection and the system is now working. Landscaping behind the Library will be finished in the spring.

Due to septic backup into the Library building, the carpets had to be cleaned on December 31.

The linoleum tiles in the staff kitchen/lounge are popping up. Caretaker Angelo Di Legge is replacing them as needed with spare tiles found in storage.

The seal broke on one of the two main heating circulators in the basement. The seal and the bearings on the pump have to be rebuilt and reinstalled.

Money left from the boiler matching grant will be used for roof and gutter repairs. This must be done and completed by the end of June or the money will have to be returned to the State. Mrs. Miller will follow up with Supervisor Murphy. Black mold is beginning to form in the areas where the leaks are occurring.

**Bylaws and Policy** - Work continues on updates to the Emergency Procedure Policy, Computer Use Policy, Gallery Policy and Abusive Patron Policy. The Charter is in the process of being reviewed and duties of the Library Board of Trustees will be added to the Library web site.

**Long Range Planning** – All agreed that the plans made to have Cathy Cassidy, CEO of Martin Training Associates conduct a non- cost Matrix training exercise with the Board of Trustees to assist in choosing a direction for future long range planning will be placed on hold until a new Trustee has been appointed.

**Personnel** - There was no update this month.

**Public Relations** – A new idea to garner community support for the Library was shared. All the groups that use the Program Room will be featured over time in the newsletter and will be given the opportunity to use the display case, in exchange for asking their members to apply for a free Library card, become members of the Friends of the Somers Library and share their email address with the Library. It was also suggested that a similar proposal be given to the almost thirty Book Clubs supported by the Library.

The Committee met again with the Somers League of Women Voters to plan for a Library awareness event in the fall. Plans for a bigger event in 2012 to celebrate the Library's 30<sup>th</sup> year of being located in Reis Park will be discussed, as well as a summer fundraiser. Another meeting has been scheduled for January 24.

**Technology** – Staff member Jamie Kay has been offering tutorials for the patrons on using electronic readers. Since technology is increasing at a very fast rate, a suggestion was made to have Ms. Kay offer a tutorial to the Trustees who have not already attended her classes. It was also recommended that all Trustees take a look at the new early literacy stations in the Children's Room.

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

Unfortunately both Mrs. Damon and Mrs. Reidy missed the last Friends meeting.

The Friends have a new membership person and she has a lot of new ideas for soliciting members and fundraising.

**NEW BUSINESS**

**Somers Statistics** – Mrs. Mignardi distributed two sets of statistics on Somers that she downloaded. One was ages residing and the other income.

The meeting was adjourned at 10:45 p.m. The next meeting will take place on Wednesday, February 9, 2011 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