

**SOMERS LIBRARY BOARD OF TRUSTEES
P.O. Box 443, Somers, NY 10589**

MINUTES OF ORGANIZATIONAL MEETING

January 12, 2011

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

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

Library Director Patricia Miller was also in attendance.

2010 STATE OF THE LIBRARY

Mrs. Stockwell welcomed the Trustees back and gave a vote of thanks to Mrs. Miller and her staff for continuing to provide such excellent service to the community with two fewer staff members and reduced funding.

She thanked Vice President, Fausta McDermott and Treasurer, Christine Williamson-Canavan for fulfilling their roles as officers of the Library Board for five years and six years respectively. Unfortunately, two long-term Trustees resigned, Dr. Marie Grace Mutino in the spring and Mrs. Fausta McDermott at the end of the year. We welcomed Mrs. Liz Mignardi as a new member of the Board in July.

101 new lighting fixtures were installed using more of the money from the grants procured in 2008 by Mrs. Miller and matched with funds authorized by the Town Board. The remaining money from the boiler grant will be used to replace the flat portions of the roof. Flooding and other building issues continue to absorb a disproportionate amount of Mrs. Miller's time. A new septic system, funded by a grant received by the Town was completed in December.

Materials circulation in the Library including downloads continued to increase. DVDs surpassed adult fiction. eReaders were demonstrated to the public. The number of Twitter and Facebook followers continued to grow along with compliments on the quality of our feeds. Our presence on Shelfari, Delicious and Flickr was maintained. A therapy dog children's program was introduced and ongoing collaboration with the schools pursued. The children's summer reading program was up 14% over 2009, the Book Buddy program up 86% and Story Walk up 31%. There were two murder mystery lock-ins and a teen summer reading challenge was introduced. Frequent assistance with online job searches was provided. Grants were procured from the NY Council of Humanities and from WLS for additional programming. Deliveries to the homebound at Somers Manor were expanded.

The Trustees conducted a survey of Somers residents to clarify the needs and expectations of patrons, evaluate library staff and services and identify community priorities as a basis for the Library's long range plan. 1556 surveys were sent out by email and 415 responses received. Over 300 people provided additional written comments.

Trustee and Corresponding Secretary, Mrs. Jean Reidy, received the Velma K. Moore award of \$1,000 which she used to provide a thank you dinner to staff and donated the rest of the funds to the Library for the purchase of a digital camera and a digital camcorder. The award was given based upon Mrs. Reidy's 46 years of devoted service as a Trustee on the Somers Library Board during which time she was instrumental in moving the Library into the new building in Reis Park.

The ongoing financial support of The Friends of the Somers Library enabled us to fund programming and refreshments throughout the year, as well as pay for two new Awe Early Literacy children's computers which replaced two well-used and worn out older machines.

The overall funding situation became more intense due to a shortfall of \$40,000 in contractual expenditures in the 2010 budget. This prompted the Trustees through the Friends of the Somers Library to hold its first raffle for a donated Sony reader and other items. The staff also organized two book sale events through Barnes & Noble of which the Library received a percentage of sales.

The lower funding in 2010 forced the Board of Trustees to organize a more proactive budget campaign for 2011, soliciting the help of patrons. The financial situation was exacerbated by an increase in WLS fees for 2011, which will continue to rise substantially each year in the future due to a change in the way the fees are calculated, based on system usage. WLS also withdrew the services of a clerk they provided at no charge.

The League of Women Voters formed a Library Committee to assist the Library both in its budget campaign as well as to organize awareness and fundraising activities in the future. The Trustees in turn spent time investigating alternative funding methods.

After the approval of the 2011 budget by the Town Board, the Library Board of Trustees voted regrettably to close the Library on Sundays. This was based on the fact that Sunday is the least busy day; the Library is run on those days by substitutes; the building would not require heating or air-conditioning for a few hours of operation; and the money saved was needed to pay for the increase in WLS fees. The Town Board was not in agreement with this decision.

Mrs. Stockwell said that for a small library with diminishing resources we had once again exceeded expectations due to the additional time and effort

expended by the staff that are now going into their third year without any salary increase. This statement is supported by the fact that participants in the aforementioned survey gave a 96% approval rating for the professional quality of the library staff.

BOARD ORGANIZATION

At the December 8, 2010 meeting of the Library Board of Trustees, Mrs. Mignardi, Chair of the Nominating Committee presented the Committee's recommendations for the slate of officers for the year 2011:

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

This proposed slate of officers will be subject to the 2011 reappointment of Mrs. Reidy to the Library Board of Trustees by the Town Board. 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 for a third year in 2011, the Board 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 also are 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 2011 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. Kehoe, Mrs. Mignardi and Mrs. Stockwell
BYLAWS & POLICY - Chair - Mr. Kehoe and Mrs. Parisi
LONG-RANGE PLANNING - Chair – Mrs. Williamson-Canavan, Mrs. Damon, Mr. Hasl and Mrs. Mignardi
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. Hasl and Mr. Kehoe

An updated roster of the Library Board of Trustees was distributed via email, as well as the proposed monthly meeting schedule of the Library Board of Trustees. The meeting schedule is based on the normal meeting date of the second

Wednesday of each month. 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 meeting dates shall also be posted on the Library's web site. In addition, the Trustee's roster will be posted on the Library's Web site.

FINANCE

Library Director Mrs. Miller discussed the status of the 2010 expenditures versus the budgeted amounts. Mrs. Williamson-Canavan 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 2010 Encumbrances and Accounts Payable

Mrs. Miller and the staff have prepared a list of items to be encumbered and paid in 2011 from the 2010 expenditure budget. The list will be forwarded to the Finance Department so that they will be recorded in our financial records in the year 2010 business. This list may be updated as needed. It will be finalized and approved at the February Board meeting.

Chart of Accounts of January 1, 2011 Adopted Budget

The Library's General Fund Chart of Accounts and the Adopted Budget for the year 2011 will be finalized and approved at the February Board meeting.

Local Library Service Aid Funds

The amount of \$4,625 promised by the State for Local Library Service Aid Funds was not received in 2010.

Internal Revenue Service 2011 Standard Mileage

The Internal Revenue Service has set the 2011 standard mileage reimbursement rate at 51¢ per mile for the use of personal cars on an employer's business. The reimbursement includes: gasoline, oil, maintenance, repairs, insurance and vehicle registration fees. Mrs. Williamson-Canavan moved that the Library reimbursement rate for the year 2011 be established at 51¢ per mile. All were in favor.

PERSONNEL

Library Director Mrs. Miller presented the Trustees with copies of the *2011 Salary Schedule* for all employees and an analysis of the *2011 Substitutes Budget by Function*. These salaries are based on the budget adopted by the Town Board on December 2nd and the Library Board action to be taken in February. It was noted that one Library employee will be receiving a longevity payment during 2011. After discussion, Mrs. Parisi moved that the *2011 Salary Schedule* be approved as presented with regret that we do not have sufficient funds to run the Library as it should be done. Motion approved. Mrs. Williamson-Canavan moved that the *2011 Substitutes Budget by Function* also be approved as

presented. This motion was likewise approved.

A copy of the *2011 Salary Schedule* will be forwarded to the Finance Department for payroll purposes. The schedule of employee vacation and sick days applicable to 2010 which have been carried over to 2011 will be reviewed at the February Board meeting.

There being no further business, the 2011 Organizational Meeting adjourned at 8:00 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